

Fareham Borough Council Authority Monitoring Report 2015 – 2016

Draft

October 2016

Further Information

Information on the progress of Fareham's Local Development Documents and details of consultations are available at the following website

www.fareham.gov.uk/planning/local_plan

If you have any questions on the Fareham Borough Local Plan, please contact a member of Planning Strategy and Regeneration at Fareham Borough Council.

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For more detailed information and guidance on the planning system, visit the Department for Communities and Local Government website at <http://www.communities.gov.uk>.

Please Note:

This Monitoring Report is being reviewed by the Fareham Borough Council Planning and Development – Policy Development and Review Panel on the 8th November 2016.

If you require this document in large print, or help with translation into other languages, please call 01329 236100 for further information.

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1. Introduction

PURPOSE & AIM OF THE MONITORING REPORT

- 1.1 This monitoring report formally covers the period from 1st April 2015 to 31 March 2016, but also considers progress of the Fareham Local Plan up to the publication of this monitoring report, in order to provide the most up to date position and avoid confusion. This is the 11th Monitoring Report to be produced by Fareham Borough Council.
- 1.2 The requirement for Local Authorities to produce Authority Monitoring Reports (AMRs) is set out in Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 1.3 This monitoring report covers the following information:
 - **Delivery and implementation** – identifying progress of Local Plan documents against the milestones set out in the Council’s Local Development Scheme (LDS) timetable;
 - **Adopted Local Plan policy** (Core Strategy; Development Sites and Policies and the Welborne Plan) - identifying where policies have not been applied;
 - **Housing supply** – reporting on housing completions during 2015/16, including the Council’s current five-year housing land supply position;
 - **Employment floorspace** – reporting on the employment floorspace gains and losses for 2015/16, including losses to residential;
 - **Retail floorspace** - reporting on the retail floorspace gains and losses for 2015/16;
 - **Community Infrastructure Levy (CIL)** – reporting on CIL receipts and expenditure during 2015/16;
 - **Duty to Cooperate** – reporting on how the Council has co-operated with other local authorities during 2015/16

2. Delivery and Implementation

LOCAL DEVELOPMENT SCHEME

- 2.1 The Council's Local Development Scheme (LDS) identifies the preparation stages and timetable for each of the Local Development Documents (LDDs) that the Council is preparing. In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, the AMR must report on the progress of documents against LDS timetable and milestones.
- 2.2 The Council's 2014 LDS set out a timetable for the review of the Local Plan which would allow the Authority to take account of the review of the South Hampshire Strategy, as undertaken by the Partnership for Urban South Hampshire (PUSH). However, since the 2014-15 Monitoring Report, due to the complexity of strategic cross boundary issues, there was an extension to the original timescales for the publication of the PUSH Spatial Position Statement. Consequentially, the original timescales for consultation on Fareham's Draft Local Plan, set out in the 2014 LDS were not achieved.
- 2.3 However, work remains on-going on the new Local Plan (henceforth be referred to as the Local Plan 2036) and a revised Local Development Scheme was adopted by the Council in September 2016, which sets out the up to date timetable for production of the new Local Plan. The new timetable is reflected in Table 1. The revised programme will enable the new Local Plan to be informed by, and be in consistency with, the PUSH Spatial Position Statement and the supporting evidence which informs that Position Statement. Progress on the timetable set out in the updated 2016 LDS for the Local Plan 2036 will be reviewed in the next monitoring report (2016-17).

LOCAL DEVELOPMENT DOCUMENT PROGRESS

- 2.4 This section of the monitoring report primarily audits the progress of Local Development Documents during the period 1 April 2015 to the 31 March 2016 but also includes progress up to the publication of this AMR. To avoid misunderstanding and ensure clarity, Table 1 sets out the progress of document production against the timescales published in the current Local Development Schemes (LDSs).

Table 1: Local Plan progress against Local Development Scheme timetables

Document Title	LDS Edition	Draft Stage	Publication Stage	Submission	Examination	Adoption
Local Plan Part 2: DSP	2011 LDS	Jan 2008 – Nov 2011	February – April 2014	June 2014	November 2014	June 2015
Local Plan Part 3: Welborne	2011 LDS	Jan 2009 – July 2012	February – April 2014	June 2014	October 2014	June 2015
Local Plan 2036	2016 LDS	Spring 2017	Autumn – Winter 2017/18	Winter 2017/18	Spring-Summer 2018	Autumn 2018



Achieved



On Track

Local Plan Part 2: Development Sites and Policies (DSP) Plan

- 2.5 The DSP Plan sets out the Council's approach to managing and delivering development in the Borough up to 2026, except for Welborne. Local Plan Part 2 allocates sites for specific land uses and replaces all policies in the Local Plan Review 2000. The DSP Plan was adopted by the Council in June 2015, following it being found sound by a Planning Inspector.

Local Plan Part 3: The Welborne Plan

- 2.6 The Local Plan Part 3: Welborne Plan is a site specific plan which sets out how the new community of Welborne should be developed over the period to 2036. The Welborne Plan will be used to determine planning applications for the initial development of Welborne and was adopted by the Council in June 2015, following it being found sound by a Planning Inspector.

Supplementary Planning Documents

- 2.7 Supplementary Planning Documents (SPDs) provide more detail on how a site should be developed, or give more detailed guidance on how a particular policy (or policies) should be implemented. SPDs are not subject to independent examination and the full timetables for the preparation of SPDs are not required to be included in the LDS.
- 2.8 During this monitoring period the Council has adopted the following Supplementary Planning Documents:

Non-Residential Parking Standards SPD (adopted September 2015)

This SPD sets out the standards and key requirements for parking provision that developers will be expected to provide for new non-residential developments.

Design (Rest of Borough) SPD (adopted December 2015)

This SPD provides further visual guidance to Policy CS17: High Quality Design of the Core Strategy and sets out Fareham Borough Council's aspirations for high quality design to householders, developers and other interested parties. The guidance is intended to make the planning application process clearer for applicants.

Welborne Design Guidance SPD (adopted January 2016)

This SPD expands on the design principles in the Welborne Plan by explaining and illustrating what the Council expects in the design of Welborne.

Planning Obligations SPD (excluding Welborne) (adopted April 2016)

This SPD sets out the mechanisms that will be used in mitigating the impacts of development as well as specific guidance on the different types of planning obligations and levels and type/tenure of affordable housing that may be sought.

- 2.9 The Council also prepared the Welborne Planning Obligations and Affordable Housing SPD and consulted on a draft in June 2014. However, since that time, the Welborne Plan was adopted by the Council in June 2015 and the Council considers that the adopted version of the Welborne Plan provides sufficient detailed policy guidance on planning obligations and affordable housing to enable the Welborne development to be implemented. Therefore, it is not proposed to take the Welborne Planning Obligations and Affordable Housing SPD any further at this stage.

3. Local Plan Policy Analysis

- 3.1 All development management policies were applied to all applications with the exception of those nullified by changes to national policy and guidance. These nullified policies are set out in greater detail below.
- 3.2 During this monitoring period, the government published a Ministerial Statement¹ which raised the development threshold at which affordable housing is required to be provided by the developer, from 5 units or more, to 11 units or more. This change was further implemented through changes to the National Planning Practice Guidance (NPPG). As such, the section of Core Strategy Policy CS18, relating to affordable housing contributions on sites with a capacity of between 5 and 10 units was not applied by the Council from date of publication of the ministerial statement (28 November 2014), unless the gross floorspace of the development exceeded 1000 sq. metres.
- 3.3 From 25th March 2015, the Core Strategy requirement specified in Policy CS15 for new housing development to meet Level 4 of the Code for Sustainable Homes was no longer able to be applied, in line with new national guidance which announced the removal of the Code for Sustainable Homes. Instead a requirement for energy and water efficiency, equivalent to the standards set out in Code Level 4 is now set out in Building Regulations.
- 3.4 A detailed review of Local Plan policies contained in the Core Strategy and DSP Plan will be conducted as part of the Local Plan 2036. This process will enable officers to assess the effectiveness of policy, suggest changes to any policy shortcomings and revise policies where legislation has changed.

¹ <http://www.parliament.uk/documents/commons-vote-office/November%202014/28%20Nov%202014/2.%20DCLG-SupportForSmallScaleDevelopersCustomAndSelf-Builders.pdf>

4. Housing Completions and Supply

HOUSING COMPLETIONS

- 4.1 In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, Councils are required to report on the housing delivery that has taken place during the past monitoring year, which in this case, is the period from 1st April 2015 until the 31st March 2016.
- 4.2 The monitoring of housing delivery in Fareham Borough is undertaken in partnership with Hampshire County Council, in order to ensure that the housing completion count is accurate and robust. For the monitoring year 2015-16, a total of 374 units were delivered in Fareham Borough.
- 4.3 The delivery figure has been put in the context of those figures from previous years, so as to facilitate a comparative view. Table 2 below sets out annual housing completions since the beginning of the Core Strategy plan period in 2006-07. A breakdown of housing delivery for 2015-16 by settlement is included at Appendix 1.
- 4.4 As Table 2 in this monitoring report demonstrates, housing completions in this monitoring period have increased from 2014-15 and, with exception to 2012/13 are now at their highest level since before the economic recession in 2008. In line with the national Planning Practice Guidance², housing completions within planning use class C2 are included within housing completions.

Table 2: Annual housing completions in Fareham Borough, 2006 – 2016

Year	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	Total
Housing completions ³	608	546	318	188	339	315	391	152	285	374	3,516
Housing Requirement	340	340	340	340	340	252	252	252	252	147	2,855
Annual Balance	+268	+206	-22	-152	-1	+63	+139	-100	+33	+227	+661

ADOPTED HOUSING REQUIREMENT

- 4.5 Annual housing completions in the Borough are currently measured against the Council's adopted Local Plan housing target, as given in Table 2.
- 4.6 The Council's housing requirement was originally set through the adopted Core Strategy, with a phased housing requirement set out in paragraph 4.16 of the Core Strategy. However through Local Plan Part 2 the Borough's Core Strategy housing

² Paragraph: 037 Reference ID: 3-037-20150320 Available at: <http://planningguidance.communities.gov.uk/blog/guidance/housing-and-economic-land-availability-assessment/stage-5-final-evidence-base/>

³ Including use class C2 (residential institutions such as residential accommodation, nursing homes and care facilities) and C3 covers standard dwellings.

target was updated to reflect the Borough's requirements from the revised South Hampshire Strategy 2012, which requires Fareham to deliver 2200 homes between 2011 and 2026. This quantum is an increase on the Core Strategy housing requirement for the same time period.

- 4.7 This updated housing requirement (2200 dwellings) equates to an annual requirement of 147 dwellings which from this monitoring period⁴ forms the first part of the Council's adopted Local Plan housing requirement.
- 4.8 In addition to the housing requirement in Local Plan Part 1 and Local Plan Part 2, from 2016/17, the Borough's housing requirement also includes the housing quantum specified for Welborne in Local Plan Part 3 (Table 10.1).
- 4.9 The National Planning Policy Framework requirement for the Local Plan housing requirement to be based on Objectively Assessed Need (OAN) is acknowledged by the Council. In light of this and in accordance with the Inspector's Report on Local Plan Part 2, the Council has committed to and commenced a review of the adopted Local Plan, in order to plan positively for meeting Objectively Assessed Housing Need.
- 4.10 The Council's Objectively Assessed Need for housing has been derived and published as part of the evidence which informed the development of the PUSH Spatial Position Statement (2016), which was prepared jointly by the PUSH authorities, of which Fareham is a member.
- 4.11 A ministerial letter on Strategic Housing Market Assessments (dated 19th December 2014)⁵ states that "the outcome of a SHMA is untested and should not automatically be seen as a proxy for a final housing requirement in Local Plans. It does not immediately or in itself invalidate housing numbers in existing Local Plans". Therefore in accordance with this statement and the Planning Practice Guidance⁶, the housing requirement figure used to calculate the Council's five-year housing supply position, as set out above, is currently based on the Council's adopted Local Plan. As such, until the new Fareham Local Plan has been subject to consultation, examination and been adopted by the Council, it is the Council's view that it would be premature at this stage to adopt the Objectively Assessed Housing Need figure as the Borough's housing requirement.

FIVE YEAR HOUSING LAND SUPPLY

- 4.12 The Council is required to identify a supply of specific deliverable sites sufficient to provide five years' worth of housing against its adopted housing target, with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land. Local planning authorities must assess and demonstrate the extent to which existing plans fulfil this requirement and identify and maintain a rolling⁷ five-year supply of deliverable land for housing.
- 4.13 The 5% buffer has not been applied to the requirement from the Welborne Plan, as Welborne is a strategic site which is to be delivered comprehensively. It is not

⁴ Local Plan Part 2 - Development Sites and Policies was formally [adopted](#) by the Council on 8 June 2015.

⁵ Available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/390029/141219_Simon_Ridley_-_FINAL_SIGNED.pdf

⁶ Paragraph: 030 Reference ID: 3-030-20140306

⁷ The supply of land should be managed in a way that ensures that a continuous five year supply of **deliverable** sites is maintained i.e. at least enough sites to deliver the housing requirements over the next five years of the housing trajectory.

considered appropriate to apply this buffer on a strategic site, as the purpose of it, “to ensure choice and competition in the market for land” is not considered to be directly appropriate to strategic sites like Welborne.

- 4.14 Table 3 sets out the amount of housing that is expected to be delivered annually for the next five years against the adopted housing requirement for the five-year period from 2016/17 to 2020/21. As shown in Table 3, the Council can demonstrate a housing supply of 5.7 years against the adopted housing requirement for the five year period from 2016/17 to 2020/21.

Table 3: Five-year housing land supply

		2016-17	2017-18	2018-19	2019-20	2020-21	Total
Requirement	Core Strategy + DSP Plan	147	147	147	147	147	735
	5% buffer	8	8	7	7	7	37
	Welborne Plan	120	180	200	320	340	1160
	Total	275	335	354	474	494	1932
Supply	Outstanding planning permissions for large sites (5 or more units)	334	254	282	63	0	933
	Outstanding planning permissions for small sites (1-4 units) ⁸	48	47	47	0	0	142
	Outstanding site allocations in Local Plan Part 2	0	0	20	140	125	285
	Brownfield sites in planning	0	0	45	40	78	163
	Small site windfall allowance ⁹	0	0	0	37	37	74
	Delivery at Welborne	0	0	0	250	350	600
	Total	382	301	394	530	590	2197
Balance against Requirement	+107	-34	+40	+56	+96	+265	
Land Supply Position (Years)	5.7						

Outstanding Planning Permissions for Large Sites

- 4.15 This supply comprises all outstanding planning permissions for sites of 5 units and greater (net) as at 31 March 2016. Planning permission data and the projected rate of delivery is derived from the Council’s records, the Hampshire County Council Land Availability Monitoring System (LAMS) and from direct discussion with the applicants of those permissions. A schedule of the large sites with planning permission is presented at Appendix 2.

⁸ A 10% discount has been applied to outstanding small site permissions to take account of the likely permission lapse rate.

⁹ Windfall allowance for only small sites included in year 4 and year 5 in line with Windfall Paper (2016)

Outstanding Planning Permissions for Small Sites

- 4.16 This supply comprises all outstanding planning permissions for sites of 1 - 4 units (net) as at 31 March 2016. Planning permission data is derived from the Council's records and the Hampshire County Council Land Availability Monitoring System (LAMS).
- 4.17 Previously, the Council did not include outstanding planning permissions for small sites and relied upon the adopted windfall rate in Local Plan Part 2 (20 dwellings per annum). However, in order to reach the most accurate housing land supply position, a change in the methodology was made to include small site permissions. Small sites form a consistent and important component of the Council's five year housing land supply. To ensure that the annual projection is realistic, a 'permission lapse rate reduction' of 10% has been applied to the small site permissions, in order to take into account the typical lapse rate on small sites (i.e. those planning permissions that expire before being implemented). The discounted quantum of small site permissions has then been distributed over years 1, 2 and 3 (2016/17 – 2018/19) of the Council's five-year housing land supply.

Outstanding Site Allocations in Local Plan Part 2

- 4.18 This supply comprises all site allocations within Local Plan Part 2 which remain unbuilt as at 1 April 2016 and without planning permission, to ensure that there is no double counting with the supply from outstanding planning permissions for large sites. The principle of development has been established for all of these sites through the examination and adoption of Local Plan Part 2. The project rate of delivery is derived from both the Hampshire County Council Land Availability Monitoring System (LAMS) and from direct discussion with the promoters / landowners of those allocated sites. This supply A schedule of the outstanding site allocations is presented at Appendix 2.

Brownfield Sites in Planning

- 4.19 These are large sites (5 units or greater) which do not have planning permission, which are not allocated in a Local Plan and which are located on previously developed land where the principle of development is already established. These include sites where there may be a planning application where there is resolution to grant permission, where positive pre-application discussion has commenced between the Council and site promoters or where the Council is looking to proactively develop housing on its own landholdings. A schedule of these sites is presented as part of Appendix 2.

Windfall

- 4.20 The Council has historically over delivered against its adopted Local Plan targets largely due to significant housing windfall¹⁰. This trend has necessitated a review of the Council's adopted windfall rate, which is currently set at 20 units per annum through the DSP Plan.
- 4.21 Review of the windfall was undertaken in line with Paragraph 48 of the NPPF and in accordance with Planning Policy Guidance and is published independently of this monitoring report. The windfall review identified a new windfall rate of 89 dwellings per annum, which is comprised of 52 dwellings per annum for large sites and 37

¹⁰ The NPPF defines windfall sites as sites which have not been specifically identified as available in the Local Plan process. They normally comprise previously-developed sites that have unexpectedly become available.

dwellings per annum for small sites.

- 4.22 However, in respect of the Council's five-year housing land supply, windfall from large sites has not been included in order to ensure that there is no double counting with permitted large sites. However, the windfall rate for small sites is included within years 4 (2019/20) and 5 (2020/21) of the five-year housing land supply, as it is considered that permitted small sites will be delivered in years 1-3, due to the relative simplicity and quick build out rates of small sites. Table 4 sets out the composition of the revised windfall rate within the Council's five year housing supply from 2016/17 to 2020/21.

Table 4: Fareham projected windfall rate 2016/17 – 2020/21

Windfall source	2016/17	2017/18	2018/19	2019/20	2020/21	Total
Large sites (5 or more units) at 52 dwellings per annum	0	0	0	0	0	0
Small sites (1-4 units) at 37 dwellings per annum	0	0	0	37	37	74
Total Windfall	0	0	0	37	37	74

Welborne

- 4.23 The delivery of housing at Welborne forms a significant component of both the Borough's five year housing land supply and the long term housing supply. The projected trajectory for housing delivery at Welborne has been revised from that envisaged in the Welborne Plan, in accordance with the Council's Delivery Strategy¹¹ and delivery of dwellings is now scheduled to commence in 2019/20.

PROJECTED LONG TERM HOUSING TRAJECTORY

- 4.24 It is also important to consider housing supply in the medium to long term (beyond five years) to ensure that the housing delivery objectives of the Local Plan are achieved. For the purposes of this monitoring report, the medium to long term supply is presented in two distinct delivery phases; medium-term 6-10 years (2021-2026) and long term 11+ years (2027-2036).

Table 5: Fareham Projected Housing Trajectory 2021 – 2036

Local Plan	Medium term (6 – 10 years)	Long term (11+ years)
Core Strategy + DSP Plan	698	0
Welborne Plan	1700	3140
Total Local Plan Requirement	2398	3140
Anticipated Supply	2285	3890
Surplus/ Deficit	-113	+750

¹¹ Welborne Delivery Strategy available at:

<http://moderngov.fareham.gov.uk/ieListDocuments.aspx?CId=129&MId=3176&Ver=4>

AFFORDABLE HOUSING PROVISION

- 4.25 As set out in the Core Strategy, the Borough's affordable housing target is set out in the Council's Corporate Strategy which currently has a target of 500 units over a six year period between 2011/12 and 2016/17¹². For the purposes of the Monitoring Report an annual target of 84 units has been applied between 2011/12 and 2015/16, with a residual requirement of 80 units in 2016/17.
- 4.26 During the monitoring year 2015/16, a total of 73 affordable housing units were delivered in the Borough. This was 11 units below the affordable housing provision target of 84 units set out in the Council's Housing Strategy, as shown in Table 6.

Table 6 – Affordable housing completions

Year	2006/07- 2010/11	2011-12	2012-13	2013-14	2014-15	2015-16	Total
Affordable Housing Delivery	658	93	66	41	96	73	1027
Housing Strategy Target	500	84	84	84	84	84	920
Balance vs Housing Strategy target	+158	+9	-18	-43	+12	-11	+107

¹² As set out in the Fareham Borough Council Corporate Strategy (2011-2017), Available at: http://www.fareham.gov.uk/PDF/about_the_council/CorpStrategy.pdf

5. Employment Floorspace Monitoring

- 5.1 The employment floorspace completions in Fareham Borough for the monitoring year 2015-16 are set out in Table 7. The net employment and town centre use delivery since 2011 is set out in Table 8.

Table 7: Employment completions in Fareham, 2015-16

Site Address	Use Class	Proposal	Completed Gain (m2)	Completed Loss (m2)
Kites Croft Business Park	B1-8	Residual area of business park.	3,675	0
64 Botley Road	B1A	Three storey and single storey office buildings.	134	0
Fareham Point	B1A	Change of use of offices to form 18 two bedroom apartments	0	1,172
Furze Court	B1A	Change of Use from Class B1a (Office Use) to Class C3 (Residential)	0	2,932
Unit N Fort Wallington Industrial Estate	B8	Change of Use from Industrial To Climbing Centre (Use Class D2)	0	860
Total Employment Completions			3,809	4,964

Table 8: Net employment floorspace delivery in Fareham, 2011-12 to 2015-16

	2011-15	2015-16	Total
Employment Floorspace (B1a gain sq. m)	-836	-3,970	-4,806
Employment Floorspace (B2/B8 gain sq. m)	3677	2815	6,492
Total Employment Floorspace	2841	-1,155	1,686

- 5.2 As a result of the changes to the General Permitted Development Rights, which came into force on 30th May 2013, during this monitoring period there has been a loss of 4104 sq. metres of B1 office floorspace through the change of use to residential accommodation (up to 1st April 2016). A list of the floorspace losses and residential gains is set out in Table 9. Furthermore, there is approximately 1000 sq. metres of permitted employment floorspace conversions which are still to be completed into dwellings. The trend will continue to be monitored through future monitoring reports and as part of the new Local Plan.

Table 9: Change of use from office (B1) to residential (C3)

Site Address	Proposal	Estimated Floorspace Loss m ²	Residential Gain
Fareham Point, Wickham Road, Fareham	Change of use of offices to form 18 two Bedroom Apartments	1172	18
Furze Court Wickham Road	Change of Use from Class B1a (Office Use) to Class C3 (Residential)	2932	66
TOTAL		4104	84 units

5.3 The Fareham Employment Study (2014) sets out a projected future need for employment floorspace across the Borough in order to accommodate projected job growth. The floorspace requirements across the different use classes, as well as the updated projected supply, are shown in Table 10. This demonstrates that there is a surplus in terms of overall supply of employment floorspace in the Borough at 31st March 2016 of 14,899 sq. metres.

Table 10: Employment requirement and predicted supply

	2011-16		2016-26		2021-26		Total 2011-26		
	B1a	B1c/B2/B8	B1a	B1c/B2/B8	B1a	B1c/B2/B8	B1a	B1c/B2/B8	Total
Completions 2011-16	-4,806	4,852	-	-	-	-	-4,806	4,852	46
Excess Vacancies ¹³	3,400	8,600	-	-	-	-	3,400	8,600	12,000
Permissions			2,755	56,372		-	2,755	56,372	59,127
Allocations	-	-	-	23,526	-	-	0	23,526	23,526
Welborne	-	-	-	1,700	4,400	14,200	4,400	15,900	20,300
Total supply	-1,406	13,452	2,755	81,598	4,400	14,200	5,749	109,250	114,999
Total Requirement	13,567	19,800	13,567	19,800	13,567	19,800	40,700	59,400	100,100
Surplus (+) / deficit (-)							+14,899		

¹³ Wessex Economics (as at June 2013)

6. Retail Floorspace Monitoring

6.1 The retail completions in Fareham Borough for the monitoring year 2015-16 are set out in Table 11. Changes to the General Permitted Development Rights, which allow for the conversion of some shops (A1) into dwellings (C3), came into force on 30th May 2013. As a result of these changes there has been 28 sq. metres of retail floorspace lost through the change of use to residential accommodation (31 March 2016)¹⁴. The trend will be monitored through future monitoring reports.

Table 11: Retail completions in Fareham, 2015-16

Site Address	Use Class	Proposal	Completed Gain (m2)	Completed Loss (m2)
Collingwood Retail Park	A1	Change of use from leisure to retail & add mezzanine floor	2,766	0
Castle Trading Estate (UNITS 1-4 & 18)	A1	Redevelopment of retail food store	0	1,065
Total A1 Completions			2,766	1,065

6.2 The Council produces a Retail Health Check (RHC) annually in order to measure the vitality and viability of Fareham Town Centre, the district centres at Portchester and Locks Heath and the local centres at Stubbington, Park Gate, Broadlaw Walk, Highlands Road, Gull Coppice, Titchfield and Warsash. The study measures:

- Diversity of main town centre uses (by number, type and amount of floorspace);
- The amount of retail, leisure and office floorspace in edge-of-centre and out-of-centre locations;
- Proportion of vacant street level property; and
- Pedestrian flows.

6.3 Preliminary findings from the Fareham Retail Health Check conducted in Summer 2016 shows a decrease in vacancies in Portchester District Centre, while Locks Heath District Centre maintained its nil vacancy rate. There was an increase of one vacant unit, between summer 2015 and summer 2016, in each of Fareham Town Centre, Stubbington Local Centre and Park Gate Local Centre. A full break down of the retail health of the Borough's main centres is set out in the Retail Health Check (Summer 2016)¹⁵.

¹⁴ 31 Newton Road Warsash: Change of use from A1 retail to C3 residential.

¹⁵ Available at: http://www.fareham.gov.uk/PDF/planning/local_plan/RetailHealthCheck_Summer2016.pdf

7 Community Infrastructure Levy

- 7.1 Fareham Borough Council has an adopted [Community Infrastructure Levy \(CIL\) Charging Schedule](#), which commenced from 1 May 2013. Development permitted from the 1st May 2013 is required to pay the Levy as per the charges set out in the schedule, when construction starts. Alongside the CIL Charging Schedule a [guide](#) and [calculator](#) were published to help inform developers and calculate their liability.
- 7.2 In line with Regulation 62 of the Community Infrastructure Levy Regulations 2010, the Council produces an annual CIL monitoring report which sets out the amount of CIL receipts collected during the monitoring year, items on which CIL has been spent on and the amount of CIL retained at the end of the monitoring year. The report for year 2015-16 was published in September 2016 and is available on the Council's [website](#)¹⁶. An excerpt of CIL Report is provided in Table 12 and Table 13.

Table 12: Regulation 62 (4) information

Regulation 62 Reference	Description	Amount Collected / Project Title
4 a)	Total CIL receipts for the reported year	£2,895,625 In the reporting period demand notices were raised for £1,101,626 of which the amount outstanding was paid/due to be paid in 2016/17 monitoring period.
4 b)	Total CIL expenditure for the reported year	£2,400,000
4 c) (i)	The items of infrastructure to which CIL (including land payments) has been applied - Holly Hill Leisure Centre	£2,400,000
4 c) (ii)	Amount of CIL expenditure on each item	As above
4 c) (iii)	Amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part)	£0
4 c) (iv)	Amount of CIL applied to administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation	£0
4 ca) (i)	The amount of CIL passed to Any local council under regulation 59A or 59B	£0
4 ca) (ii)	The amount of CIL passed to Any person under regulation 59(4)	£0
4 d)	Total amount of CIL receipts retained at the end of the reported year	£495,625

¹⁶ Available at: http://www.fareham.gov.uk/PDF/planning/local_plan/CILMonitoringReport15-16.pdf

Table 13: Movement in CIL Reserves

Balance at 1st April 2015, start of reporting period	£499,380
Movement in the year	£495,625
Balance at 31 March 2016, end of the reporting period	£995,005

8 Duty to Cooperate

- 8.1 The 'duty to co-operate' is set out in Section 110 of the Localism Act. It applies to all local planning authorities, national park authorities and county councils in England and to a number of other public bodies as set out in Section 4 (1) of The Town and Country Planning (Local Planning) (England) Regulations 2012. The duty:
- relates to sustainable development or use of land that would have a significant impact on at least two local planning areas or on a planning matter that falls within the remit of a county council;
 - requires that councils set out planning policies to address such issues;
 - requires that councils and public bodies to 'engage constructively, actively and on an on-going basis' to develop strategic policies; and
 - requires councils to consider joint approaches to plan making.
- 8.2 Fareham is a two-tier area, with Hampshire County Council providing some public services including education, highways and social services.
- 8.3 Fareham is a member of the Partnership for Urban South Hampshire (PUSH), which is made up of 12 local authorities, including New Forest District Council; Test Valley Borough Council; Southampton City Council; Eastleigh Borough Council; Winchester City Council; Fareham Borough Council; Gosport Borough Council; Portsmouth City Council; Havant Borough Council, East Hampshire District Council, Isle of Wight Council, and Hampshire County Council. PUSH (formed in 2003) is a strategic partnership that deals with strategic and sub-regional issues. The partnership meets at both member and officer level, to discuss strategic issues such as housing, employment, transport, waste, environment and biodiversity, and provision for gypsies and travellers.
- 8.4 A Duty to Co-operate Statement of Compliance was produced in the preparation of both the [Development Sites and Policies Plan](#) and the [Welborne Plan](#) to show how the duty was complied with in the preparation of both Local Plan documents. Both documents formed part of the evidence submitted for examination of each Plan. A revised Duty to Cooperate Statement will be prepared alongside the Local Plan 2036.
- 8.5 A separate Duty to Cooperate Statement¹⁷ relating the formulation of the PUSH Spatial Position Statement 2016 is available through the PUSH website. This demonstrates the Council's cooperation through the development of the PUSH Spatial Position Statement.

¹⁷ Available at: http://www.push.gov.uk/160721_final_process_document.pdf

Appendices

Appendix 1: Housing Completions by Settlement

Appendix 2: Schedule of Sites which comprise the Five-Year Housing Land Supply

Appendix 1

Housing Completions by Settlement

Settlement	Completions				
	2011/12	2012/13	2013/14	2014/15	2015/16
Western Wards & Whiteley	189	272	94	232	189
Fareham	90	117	42	39	182
Portchester	3	2	12	13	0
Stubbington & Hill Head	33	0	4	1	3
Total	315	391	152	285	374

Appendix 2

Schedule of Sites which comprise the Five-Year Housing Land Supply

Planning Permission / SHLAA Ref	Site Name	Outstanding	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21
LARGE SITE PERMISSIONS (5 UNITS AND MORE)							
P/03/1865/FP	Land south of Palmerston Avenue	16	16				
P/14/0509/OA	142-144 West Street	17			17		
P/14/0080/PC and P/15/0316/FP	Fareham Point	4	4				
P/13/0408/FP	Land to the rear of Red Lion Hotel and Bath Lane (TC12)	55		28	27		
P/13/1055/FP and P/15/0690/RM	Fareham College Site	119	50	40	29		
P/13/0059/OA	84 Fareham Park Road	6	6				
P/12/0205/FP	Catholic Church of our Lady	7	7				
14/0533/PC	10 Southampton Hill	5	5				
14/0447/PC	8 Southampton Hill	9	9				
14/1071/PC	A1 Segensworth Business Centre	6		6			
P/14/1252/FP	100 Wickham Road	13			13		
P/14/0841/FP	Minton Care Village	86			40	46	
P/16/0212/FP	207-209 Segensworth Road Fareham	5		5			
P/15/1261/FP	Furze Court (FP)	33		33			
P/09/1001/FP	324-326 Brook Lane	4		4			
P/09/1024/DP/A	69 Botley Road	5		5			
P/15/0391/FP	Land to the rear of 123 Bridge Road	5	5				
13/0965/OA	411 Hunts Pond Road	7	7				
P/09/0672/FP	Newpark Garage, Station Road	14		14			
P/15/1200/VC	East of Lower Duncan Road, Park Gate	18		5	13		
P/14/0638/FP	Peters Road - Land To South Of - Parcel B Locks Heath Hampshire	9	9				
P/12/0717/DP/A and P/13/0832/FP	Peter's Road	159	121	41			
P/15/0424/VC	Swanwick Marina, Bridge Road, Swanwick	50		20	30		
P/12/0299/FP + 1257	Coldeast Hospital (Lot 1 - Phase 2 + Lot 2)	96	29	25	25	17	
P/14/0173/DP/A	Coldeast Sheltered Element (Strategic Housing)	36	36				
P/13/1121/OA	Navigator	37		20	17		
P/15/0626/FP	The Meadows	71			71		
P/15/0576/FP	100 Locks Road Locks Heath	8		8			
P/15/0351/FP	PCT Housing Land Coldeast	30	30				
Large Sites TOTAL		933	334	254	282	63	0

SMALL SITE PERMISSIONS (1-4 UNITS) (DISCOUNTED BY 11% TO ACCOUNT FOR LAPSES)							
Small Sites TOTAL		140	47	47	46	0	0
LOCAL PLAN PART 2 ALLOCATIONS							
1381	H1 Croft House, Redlands Lane	15				15	
1058	H3 Former Community Facilities, Wynton Way	10				10	
1076	H4 Land between 335-357 Gosport Road	10				10	
1078	H12 Land at Stubbington Lane	10				10	
1394	H13 Sea Lane	5				5	
0154	H14 Land adjacent Maytree Road	20				20	
58	H6 East of Raley Road	50				30	20
1068	H7 Land at Fleet End Road	10					10
1070	H8 East of Church Road	20					20
1072	H9 Extra part of Hunts Pond Road (No.s 399-411)	20			20		
1075	H10 33 Lodge Road	10					10
1007	H11 Land at Heath Road	70				30	40
2851	H17 Genesis Centre	35				10	25
Allocations TOTAL		285	0	0	20	140	125
WELBORNE							
Welborne TOTAL		600	0	0	0	250	350
BROWNFIELD SITES IN PLANNING (5 UNITS AND MORE)							
1056	Hampshire Rose Site	21				21	
P/14/0033/FP	Windmill Grove	24				24	
Pre-App	Wykeham House School	18					18
Pre-App	Warsash Maritime Academy	100				40	60
Brownfield Sites in Planning TOTAL		163	0	0	45	40	78
WINDFALL							
	Small sites	0	0	0	0	37	37
	Large sites	0	0	0	0	0	0
Windfall TOTAL		0	0	0	0	37	37