

AGENDA FOR THE EXECUTIVE

Date: Monday, 16 December 2019

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Executive Members:

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

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

Councillor F Birkett, Housing

Councillor Miss S M Bell, Leisure and Community

Councillor K D Evans, Planning and Development

Councillor S D Martin, Streetscene

1. Apologies for Absence

2. Minutes (Pages 5 - 6)

To confirm as a correct record the minutes of the meeting of the Executive held on 05 December 2019.

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) Draft Fareham Housing Greener Policy (Pages 7 - 16)

A report by the Deputy Chief Executive Officer.

(2) Approval of Draft Housing Allocations Policy (Pages 17 - 52)

A report by the Deputy Chief Executive Officer.

(3) Assheton Court, Portchester (Pages 53 - 64)

A report by the Deputy Chief Executive Officer.

9. Health and Public Protection

Key Decision

(1) Public Spaces Protection Order (Pages 65 - 76)

A report by the Director of Leisure and Community.

10. Planning and Development

Key Decision

- (1) **Portchester Village Centre Regeneration Update** (Pages 77 - 120)
A report by the Director of Planning and Regeneration.
- (2) **Draft Local Plan Consultation** (Pages 121 - 188)
A report by the Director of Planning and Regeneration.

11. Policy and Resources

Key Decision

- (1) **Responsive Repairs for Fareham Borough Council owned properties**
(Pages 189 - 200)
A report by the Deputy Chief Executive Officer.

Non-Key Decision

- (2) **Arrangements for the 75th Anniversary of VE Day** (Pages 201 - 208)
A report by the Director of Leisure and Community.
- (3) **Review of Citizen of Honour Award Scheme** (Pages 209 - 212)
A report by the Head of Democratic Services.



P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk
06 December 2019

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

FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Thursday, 5 December 2019

Venue: Collingwood Room - Civic Offices

Present:

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

Also in attendance:



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 04 November 2019 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no Executive Leader Announcements made at this meeting.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

There were no deputations made at this meeting.

7. REFERENCES FROM OTHER COMMITTEES

There were no references from other committees made at this meeting.

8. POLICY AND RESOURCES

(1) Acquisition of Commercial Property in Havant

RESOLVED that the public and representatives of the press be excluded from the meeting in order to debate issues covered in the confidential Appendix.

Having considered the confidential Appendix, the meeting moved back into public session.

RESOLVED that the Executive approves:

(a) the purchase of the property, as detailed in confidential Appendix A, as a commercial investment; and

(b) that subject to the approval of (a), to delegate authority to the Director of Planning and Regeneration to carry out all ancillary matters to give effect to the resolution.

(The meeting started at 4.00 pm
and ended at 4.08 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 16 December 2019

Portfolio:	Housing
Subject:	Draft Fareham Housing Greener Policy
Report of:	Deputy Chief Executive Officer
Corporate Priorities:	Protect and enhance the environment

Purpose:
To seek approval of the draft Fareham Housing Greener Policy.

Executive summary:

The potential impacts of climate change are high on the global, national and local agenda and Fareham Housing recognises it can contribute to mitigating against some of the worst effects through the use, maintenance and development of Council owned stock.

This policy provides clarity on how Fareham Housing will make a contribution to mitigating the effects of climate change and undertake preparations in anticipation of new legislation.

The document is set out into four principles (detailed further in this report) to provide a framework for the document. These are as follows:

1. Minimise consumption of resources
2. Promote sustainable lifestyles
3. Build homes that meet the sustainability needs of our customers now and in the future
4. Deliver a greener standard

The careful use, planning and maintenance of council-owned housing stock, will have an additional benefit of helping our tenants reduce their energy costs and help in combating fuel poverty.

Recommendation/Recommended Option:

It is recommended that the Executive approves the draft Fareham Housing Greener Policy, as provided in Appendix A to this report, for publication.

Reason:

To define Fareham Housing's commitment against climate change and prepare for anticipated change in legislation.

Cost of proposals:

The costs of publication and consultation are covered in the existing Fareham Housing operational budget

Appendices: **A: Draft Fareham Housing Greener Policy**

Background papers: **None**

Reference papers: **None**

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	16 December 2019
Subject:	Draft Fareham Housing Greener Policy
Briefing by:	Deputy Chief Executive Officer
Portfolio:	Housing

INTRODUCTION

1. In June 2019 the Government amended the Climate Change Act (2008) to lower the target of CO2 emissions to net zero by 2050. This, in addition to the Government's environment plan 'A Green Future: Our 25 Year Plan to Improve the Environment' (2018), and the increasing profile of climate change in the news, all pave the way for the Government to make legislative changes. Any subsequent legislation may have a significant impact on how local authorities deliver their services.
2. Fareham Borough Council already recognises the importance of the natural world. The first two priorities of the Corporate Strategy are 'Protect and Enhance the Environment' and 'Provide Housing Choices'. Part of the former is to explore minimising waste, the latter, to provide affordable housing. By considering greener measures in our housing stock the Council can minimise its impact on the environment and offer better insulated, energy efficient affordable housing for those in need.

CURRENT GREENER COMMITMENTS

3. In recent months, Fareham Borough Council has progressed its commitment to a greener future. In June 2019, the Executive approved the draft Affordable Housing Strategy for consultation. A new action was added following comments received which commits to the production of a greener policy for Council owned stock. The Affordable Housing Strategy was subsequently approved with this amendment at the 7 October Executive meeting.
4. At the 26 September Executive Meeting the Executive Leader pledged the commitment to carbon neutrality by 2030. This pledge would be met by establishing a carbon footprint baseline before a more detailed action plan is put in place. The commitment builds on previous environmental work already undertaken, for example the Single Use Plastic (SUP) project or the continued joint working with the Eastern Solent Coastal Partnership.
5. Fareham Housing has also already undertaken several greener measures in relation to its stock; the implementation of solar panels in the development at 123 Bridge Road and

the construction of six Passivhaus units in Coldeast are some of the bigger projects to date. Although these projects have started to lead the way in reducing our impact on the environment, it is recognised that further work is still required.

THE FAREHAM HOUSING GREENER POLICY

6. The Fareham Housing Greener Policy is set out as a series of principles to provide a framework to guide users through the measures Fareham Housing is committing to. These principles start at the design stages of housing development through to the maintenance, use and improvement of existing stock. Consideration will also be given to ensure grant funding opportunities can be maximised to remain in line with any budgetary restrictions.
7. The four principles are as listed below:
8. **Principle 1, 'Minimise consumption of resources'**, commits to improving water and energy efficiency, exploring the use of renewable technologies and improving the SAP¹ and CO2 ratings in Council owned stock. The work under this principle will build on the existing responsive and planned maintenance programmes and focus on implementing more energy efficient fixtures and fittings wherever possible. Any improvements may have the additional benefit of lowering energy costs for our tenants.
9. **Principle 2, 'Promote sustainable lifestyles'**, will build on the existing advice already available with the aim of enabling more informed, sustainable choices.
10. **Principle 3, 'Build homes that meet the sustainability needs of our customers now and in the future'**, looks at how Fareham Housing will consider both future development and improvements to existing stock. Consideration of greener principles at the design stage will ensure any future projects continue to meet the needs of our customers.
11. **Principle 4, 'Deliver a greener standard'**, will ensure that the other principles can be delivered in a way that does not compromise budgetary restrictions. It is expected that the price of renewable technologies will become more affordable as they become more mainstream. In addition, as changes are implemented at a national level it is also likely more grant funding opportunities will be made available. Delivery of a greener standard also expands on the first principle of implementing energy saving measures. An understanding of where fuel poverty exists can help those households receive these measures.
12. It is important to recognise that not all tenants will be familiar with these new technologies so will be shown how to use them correctly. Tenants will also be encouraged to provide feedback, ensuring guidance is easily understood and the technologies are working optimally.

HOUSING SCRUTINY PANEL

13. At the 11 November meeting of the Housing Scrutiny Panel, Members were provided with a copy of the Draft Fareham Housing Greener Policy and an accompanying report.
14. The Members discussed the policy at length and requested that Officers explore ways of obtaining feedback from the Borough's Passivhaus tenants. This work is already in

¹ SAP ratings quantify a dwellings performance in terms of energy use and is used to produce an EPC (Energy Performance Certificate).

progress.

CONCLUSION

15. To deliver energy saving measures for our tenants and contribute to the commitment of carbon neutrality, it is recommended that the Executive approve the Fareham Housing Greener Policy.

Enquiries:

For further information on this report please contact Fleur Allaway. (Ext 4304)

Fareham Housing Greener Policy (DRAFT)

Introduction

As the potential consequences of climate change gains traction on the national agenda, the Government is embarking on a strategy to mitigate the worst impacts to the environment. The Government's environment plan 'A Green Future: Our 25 Year Plan to Improve the Environment' (2018) and the 2019 amendment to the Climate Change Act (2008)¹ both pave the way for subsequent legislation. This could therefore have a significant impact on how local authorities deliver their services.

With around a quarter of the UK's carbon emissions coming from our homes² Fareham Housing recognises the importance of lowering CO₂ emissions in its stock. The results would be twofold; the Council can make a positive contribution towards mitigating the effects of climate change and, at the same time, undertake necessary preparations in anticipation of new legislation. Any improvements, such as upgraded insulation, would also help our tenants to reduce energy costs and combat fuel poverty.

The aim of this policy is to provide clarity on how Fareham Housing intends to make its commitment towards mitigating the effects of climate change, both now and in the future.

This policy applies to the housing stock within the ownership of Fareham Housing.

Principles

Fareham Housing has defined the following series of principles to provide a framework for the Policy and guide users through the measures we are committing to.

Principle 1 – Minimise consumption of resources

Fareham Housing will take action against unnecessary use of resources in the following ways:



Invest in improvements in the energy efficiency of our housing stock, with the aim of ensuring that our tenants can afford warm homes.



Implement energy saving measures such as installation of dual flush toilets, energy saving lightbulbs, improved window and door insulation, cavity wall insulation and low flow showers.



Explore implementation of renewable technologies such as solar PV panels and biomass boilers, particularly on new-build homes.



Seek to continually improve our SAP and CO₂ rating in our existing and new build properties.

Principle 2 – Promote sustainable lifestyles

¹ The duty is to ensure that the net UK carbon account for the year 2050 is 100% lower than the 1990 baseline (previously 80%)

² Source: <https://www.carbontrust.com/news/2016/10/how-can-social-landlords-help-low-carbon-housing/>

Fareham Housing will encourage and advise on the benefits of more sustainable lifestyles through the following:



Provide advice and facilities on reducing waste and encouraging recycling.



Provide information on sustainable methods of transport, lifestyle and behaviours.



Promote the use of energy and water meters where possible to assist as a visual guide for energy expenditure.



Signpost to energy tariff switching advice.

Principle 3 – Build homes that meet the sustainability needs of our customers now and in the future

Fareham Housing will continue to provide housing for those in need, recognising the value of building greener homes for the future as well as improving existing stock by:



Working with our contractors and suppliers to ensure sustainability is considered in their business activities.



Following the principles of the Code for Sustainable Homes.



Participating in research and trial-based projects to help innovate in areas of emerging sustainability technology in order to incorporate smarter design and inform future build decisions.



Apply, as appropriate, the WRAP principles for Designing Out Waste.



Conserving and enhancing existing biodiversity wherever possible.



Ensuring space for car charging points is considered at the design stage of any new build.

Principle 4 – Deliver a greener standard

Fareham Housing will ensure that the principles above are delivered in a way that does not compromise budgetary restrictions and provides best value by:



Maximising and actively exploring grant funding opportunities.



Understanding where fuel poverty exists within our stock and utilise the measures outlined above to assist fuel poor households.



Monitoring costs and savings to ensure measures are delivered effectively.

Review

Fareham Housing understands that some tenants may not be used to living in a home with sustainable measures built in. Therefore, where any renewable technology has been implemented we will ensure that tenants are provided with full instructions and encourage feedback on performance.

This policy will remain a working document and be reviewed as and when new legislation, guidance or technologies are implemented.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 16 December 2019

Portfolio:	Housing
Subject:	Approval of Draft Housing Allocations Policy
Report of:	The Deputy Chief Executive Officer
Corporate Priorities:	Providing Housing Choices

Purpose:

To review the consultation results on the Draft Housing Allocations Policy and adopt the final version.

Executive summary:

Local housing authorities have a duty to make sure that homes, which they own or have nomination rights to, are let in accordance with a published allocation scheme. The allocation scheme must describe the procedure for letting homes and for determining the relative priority accorded to different categories of applicants.

At its meeting of 2 September 2019, the Executive approved a new Draft Housing Allocations Policy for a six-week period of consultation.

Public consultation took place between 16 September and 25 October 2019, with a total of 187 comments received.

As a result of the consultation some small changes have been made to the draft version to inform the final version of the Housing Allocations Policy which is recommended for adoption.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) notes the feedback received from the public consultation exercise, together with the proposed changes to the policy, as outlined in this report; and
- (b) adopts the Housing Allocations Policy, as attached at Appendix A of this report, to formally replace the current Allocations Policy (2014).

Reason:

To adopt an up-to-date Housing Allocations Policy that is in accordance with current legislation and statutory guidance which meets the purpose of the Housing Options Service to *“understand each customer’s housing problem and help them to solve it”*.

Cost of proposals:

The costs involved with the preparation and adoption of the Housing Allocations Policy are covered in the existing Housing Options operational budget.

Appendices: **A: Housing Allocations Policy**
 B: Equalities Impact Assessment

Background papers: **None**

Reference papers: **None**

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	16 December 2019
Subject:	Approval of Draft Housing Allocations Policy
Briefing by:	The Deputy Chief Executive Officer
Portfolio:	Housing

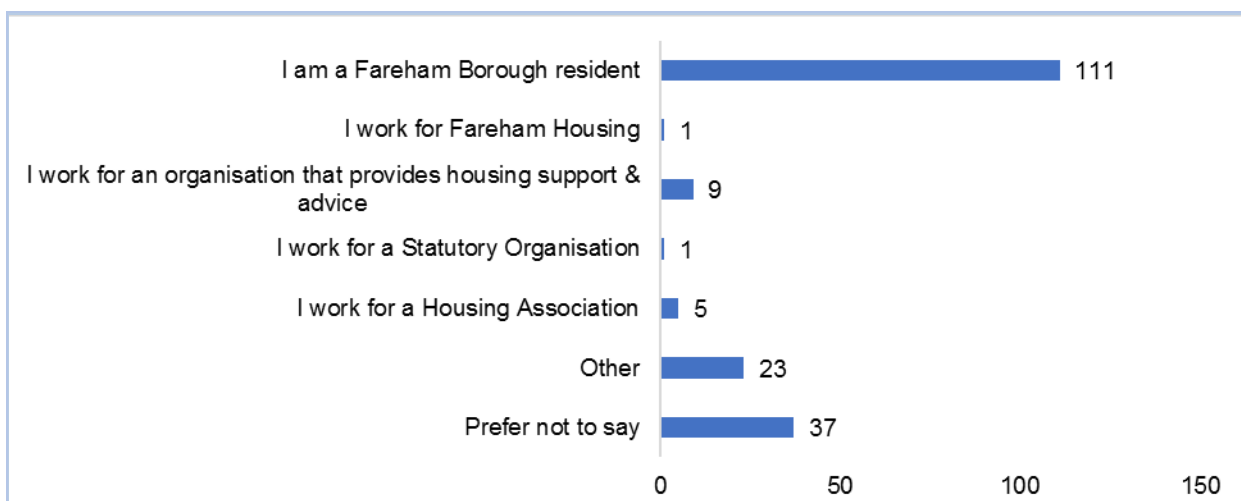
INTRODUCTION

1. Since the publication of the existing Allocations Policy (2014) there have been several changes in legislation and statutory guidance. The Housing Service has also undertaken a 'systems-thinking' review resulting in significant changes to the way allocations to social housing are dealt with. These changes necessitated a new Policy to be drafted and consulted upon ready for adoption.
2. To ensure progression of an updated Allocations Policy, approval for public consultation on the draft was granted at the 2 September Executive meeting. To avoid any confusion with housing allocations made under the Local Plan, the consultation document was entitled 'Optimising Social Housing (Applications and Allocations) Policy'. In a formal context, this title will remain, hereafter in this report, it will be referred to as the 'Allocations Policy'.
3. The six-week consultation took place between 16 September and 25 October. The responses have been considered and some amendments have been made to inform the final document, included as Appendix A to this report.

SUMMARY OF THE CONSULTATION PROCESS

4. The Housing Act (1996), states that an authority must notify those likely to be affected by any major changes made to an allocation scheme. In accordance with this legislation, all applicants on the housing register and all Registered Providers with nomination agreements with the Council were written to.
5. Letters were also sent to the following partners who may be indirectly affected by the changes:
 - Two Saints
 - All Local Authorities bordering Fareham
 - Hampshire County Council
 - MPs for Fareham and Gosport
 - Friends of the Homeless

- NHS England
6. The notification letter set out the details of the consultation and invited comments by way of an online survey on the 'Have Your Say' pages of the Council's website. A summary of the changes was enclosed with the letter, so customers could easily reference the amendments proposed.
 7. To ensure a comprehensive consultation, the following methods were also employed to draw attention to the exercise:
 - Notification via the Council's E-Panel
 - On the Council's Consultation web page and a further link via the Housing webpage
 - Paper copies of the draft Allocation Policy made available at the Civic Offices
 - Banners advertising the consultation posted in the Civic Offices Reception area
 - As an item at the 11 July Scrutiny Panel
 - Social Media posts
 8. In total 187 responses were received during the consultation period, the following graph shows the breakdown of respondents:



9. A full consultation statement will be published on the Council's 'Have Your Say' pages in due course.
10. At the 11 July 2019 Housing Scrutiny Panel, Members were invited to comment on the draft policy prior to Executive approval for consultation. Only one changes was made following Members' comments, the term "waiting list" was changed to "housing register" within the document. Members felt this change was necessary to avoid the perception that over time, applicants would move up the list regardless of their level of need.

THE POLICY CHANGES

Ending the choice-based lettings scheme and introduce a best-match direct letting scheme

11. There was strong support for the change from Choice-based lettings (CBL) to the best-match direct scheme, 44% strongly agreed and 41% agreed with the proposals. Some of the comments received stated that CBL was 'disheartening' and the move to best-match will prevent people needlessly waiting.
12. Some comments did express concerns that a direct letting scheme may result in

applicants being unhappy with the property allocated to them. The results from the systems-thinking experiment showed an increase positive feedback from our customers. The detailed understanding of the customers' circumstances gained in the initial stage will inform the housing allocation, mitigating against most refusals. In addition, customers will have the opportunity to discuss any reasons for refusal, thereby enabling a more appropriate match in the future.

13. Therefore, the best-match direct letting scheme will replace the CBL scheme.

Renaming the priority bands

14. By renaming the priority bands from 'Urgent, High, Medium and Low' to 'A, B, C, D' it was hoped that customers would not feel as if they were a low priority for the Council if placed in the 'low band'. 41% of the responses neither approved nor disapproved of the change. The comments received felt that a name change would not alter any perception of the applicants' position as customers would soon come to understand which band was 'low'.
15. Therefore, the Priority Bands will remain as 'Urgent, High, Medium and Low'.

Other miscellaneous changes

16. The following minor changes were proposed and will be included in the final document:
 - The amendment within the medical priorities to include sensory and mental health conditions. 43% agreed and 40% strongly agreed with this inclusion.
 - The removal of an income threshold, instead Officers will use the detailed understanding of the individual's circumstances to guide customers into making an informed housing choice. 48% agreed and 26% strongly agreed with this removal.
 - Inclusion of clearer qualification criteria for sheltered housing. There was broad agreement that the qualification criteria were clearer with the amendment.
 - The removal of the criteria; '*a person or household living in any moveable structure with or without formal tenancy arrangements*' 40% neither agreed / disagreed and 33% agreed with this removal.
 - The removal of the criteria; '*a tenant living in the borough with dependent children living above the ground floor*'. 34% agreed and 21% strongly agreed with this removal.

EQUALITY IMPACT ASSESSMENT

17. An Equality Impact Assessment (EIA) has been undertaken of the Housing Allocations Policy. This has been included as Appendix B of this report. No significant impacts have been identified in relation to the adoption of the Housing Allocations Policy.

Enquiries:

For further information on this report please contact Fleur Allaway – Housing Policy Officer. (Ext. 4304)

DRAFT

Optimising Social Housing

Applications and Allocations Policy

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1 Introduction

- 1.1 The Housing Act¹ requires all housing authorities to have a scheme for determining priorities and procedures in allocating social accommodation. This document explains how Fareham Borough Council social housing and affordable rent housing is assigned and sets out the priorities used.
- 1.2 The Government² encourages housing authorities to use a 'housing options method' in conjunction with their housing register. This method is an information and advice process to prevent homelessness before it occurs through understanding the customer's personal circumstances and helping them explore all housing options.
- 1.3 Fareham Borough Council considers this method to be the best approach; it means that applicants are more easily able to solve their housing problem and those in greatest need do not slip through the net.
- 1.4 In helping the applicant solve their housing problem the team will support them to:
 - Remain in their current home if this is suitable and possible
 - Find other appropriate accommodation if it is not
- 1.5 The Council will provide free advice and assistance for those who are threatened with, or currently are, homeless. Eligibility for joining the housing register will be assessed in accordance with the procedural requirement set out in sections 11-15.
- 1.6 The best housing solution for every customer will differ. Where it is appropriate to add the customer to the housing register and allocate a social or affordable property, the details set out in this policy will come into effect.
- 1.7 The Housing Register and Allocation Scheme is operated on behalf of all Registered Providers that work with the Council.

2. Definition of an allocation

- 2.1 The Council allocates accommodation when it:
 - Selects a person to be a secure or introductory tenant of accommodation held by the Council
 - Nominates a person to be a secure or introductory tenant of accommodation held by another authority
 - Nominates a person to be a secure or introductory tenant of accommodation held by a Registered Provider
- 2.2 The properties allocated in this policy include:
 - General needs housing (such as houses and flats)
 - Retirement living accommodation (properties for older people who need support in line with the accommodation they are applying for)
 - Specially adapted properties for people with disabilities

3. Properties not allocated under this policy

- 3.1 The Council will use selected units as temporary accommodation to fulfil statutory

¹ The Housing Act (1996), Part 6, (s.166A) (1) as amended by the Localism Act (2011)

² The Allocation of Accommodation: Guidance for Local Housing (2012) (p.3.19)

duties owed to homeless households and when necessary to prevent homelessness from occurring. In these circumstances tenancies will be offered as a non-secure tenancy and will not constitute an allocation of accommodation under this policy or under the Housing Act.³

- 3.2 Where a managed move is necessary or where a new or existing housing scheme or development is subject to a 'Local Lettings Plan' the Council and local Registered Providers may nominate to housing accommodation outside of the terms of this policy.

4. Allocations not made under this policy

4.1 The following are not considered as allocations under this policy:

- An offer made under exceptional circumstances to someone not meeting reasonable preference criteria⁴
- Individual circumstances which may include those defined under other legislation⁵
- A succession to tenancy under The Housing Act⁶
- A tenancy granted through mutual exchange (HomeSwapper.co.uk)
- An Introductory Tenancy becoming a Flexible or Secure Tenancy
- Decants – where the Council initiates moves to alternative accommodation to allow for major repair works

5. Legislation

5.1 This policy complies with the Housing Act (1996) and subsequent amendments, the Localism Act (2011) and all other relevant legislation and statutory guidance. Reference has also been paid to the appropriate Fareham Borough Council documents.

6. Who must comply

6.1 The Council and all Officers employed by the Council must comply with this policy when processing applications for all social and affordable accommodation that becomes available.

7. The Housing Register

7.1 The housing register is a record of all households that have registered with the Council to be considered for vacancies that arise in social or affordable rented housing.

8. EU General Data Protection Regulation (GDPR)

8.1 The housing register and all personal information will be dealt with confidentially and in accordance with EU General Data Protection Regulation (GDPR), the Housing Act (1996)⁷ and the Council's Privacy Policy. Any requests to see data held by the Council should be made in accordance with the above.

8.2 The Council will share relevant information, which will include financial information or details of tenancy related support needs, with Registered Providers prior to the offer of a tenancy.

³ The Housing Act (1996), Part 6 (s.159)

⁴ Where this is the case a panel of Senior Officers from the Housing Department will consider the application before an allocation is made

⁵ Such as displaced workers within the Rent (Agriculture) Act (1976)

⁶ The Housing Act (1985) (s.86A)

⁷ The Housing Act (1996) (Part VI) (s.166A)

9. How to apply

- 9.1 Wherever possible the Council aims to prevent homelessness from occurring. Therefore, the Council operates a drop-in service at the Civic Offices where customers can easily access the assistance they need. When applicants approach the Council, the Housing Options team will offer support and advice so that the applicant can make an informed choice to best meet their housing needs. This can include determining whether they could remain in their current home, how to secure private accommodation, routes to low cost home ownership and accessing affordable or social rent housing.
- 9.2 Officers will explore all available options before an applicant is added to the housing register. Care will be made to ensure that the applicant understands how the application will be treated under the scheme, whether they are likely to have any reasonable preference and how long before accommodation suitable to their needs is likely to become available.⁸
- 9.3 Through face-to-face discussions, applicants who may require additional assistance in accessing information or applying to the housing register will not be disadvantaged as support will be tailored to their requirements. Where required, applicants will also be given the opportunity to discuss their needs through telephone interviews or home visits.
- 9.4 Applicants are requested to bring any relevant supporting documentation with them to ensure that their case can be accurately assessed, further verification may also be required to confirm eligibility. The relevant supporting documentation can be found in section 34.

10. Who can join

- 10.1 The Council will consider all applicants over the age of 16 who meet the eligibility criteria and are a qualifying person. Any applicant who is homeless or is threatened with homelessness should contact the Council at the earliest opportunity to discuss their housing options.
- 10.2 The law restricts the granting of a tenancy to those under 18 years. Therefore, a licence to occupy premises will be given and a secure tenancy can then be granted when the person turns 18.

11. Eligibility

- 11.1 Eligibility for inclusion on the housing register and allocation of accommodation is set out in the Housing Act⁹.
- 11.2 Ineligible applicants (those that are not able to join the housing register) comprise of:
- A person subject to immigration control within the meaning of the Asylum and Immigration Act (1996) unless they are in a class prescribed in regulations by the Secretary of State
 - Other persons from abroad who are in a class prescribed by the Secretary of State

⁸ Waiting times vary for different property types and areas, and will only be a guide, based on the banding, time on list, and the number of properties offered within each band in the previous 12 months.

⁹ The Housing Act (1996) (s.160ZA) (and as amended in the Localism Act 2011)

as being ineligible for assistance

- 11.3 In cases where a joint application is made and one of the applicants is a person from abroad who is ineligible, a joint tenancy will not be granted. However, a single tenancy may be granted to the person who is eligible. While ineligible family members will not be granted a tenancy, they may be considered when determining the size of accommodation required.

12. Qualification criteria

- 12.1 The following groups of people qualify to join the housing register¹⁰:
- A person for whom the Council has accepted a duty under the Housing Act (1996) s.189B, s.193 or s.195
 - Those who are currently serving in the Armed Forces or who were serving in the Armed Forces within 5 years of their application for an allocation of housing¹¹
 - Bereaved spouses or civil partners of those serving in the Armed Forces where:
 - the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and;
 - the death was wholly or partly attributable to their service
 - Existing or former members of the reserve forces who are suffering from a serious injury, illness, or disability which is wholly or partly attributable to their service
 - Divorced or separated spouses or civil partners of Armed Forces personnel who are required to move out of accommodation provided by the Ministry of Defence
 - Referrals made through Hampshire County Council Adult Services
 - Those with an established local connection to the Borough of Fareham where one or more of the following applies:
 - They live in the Borough in settled housing arrangements and have done so continuously for at least 2 years immediately prior to their application
 - They are employed in the Borough. Employment must be permanent in nature and for a minimum of 16 hours per week
 - They need to move to the area to be near to a close member of their family to give or receive essential care and support. The family member must live in the Borough and have been resident continuously for 5 years or more¹²
 - They can demonstrate a strong local connection to the Borough¹³
 - They need to move to receive specialist care and support, which can only be accessed within the Borough of Fareham
- 12.2 Certain groups who are exempt from the local connection criteria and may still apply:
- Young People leaving the care of Hampshire County Council or other care authority whether or not they currently live in Fareham¹⁴
 - Verified rough sleepers, where there is evidence that they have been sleeping in the borough in the last 6 months
 - Persons in prison who were continuously living in the borough for 5 years immediately before going into prison

¹⁰ The Housing Act (1996) (s.160ZA) (7)

¹¹ Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012 (p.3)

¹² A close family member is defined as being a parent, sibling, or other relative who has previously acted as a guardian.

¹³ Definition of a strong local connection – the applicant must have been born and lived in the Borough for the majority of their lives (minimum of 70%) and have a close family member residing in the Borough who has been resident continuously for 5 years or more at the point of application

¹⁴ The Housing Act (1996) (s.199) (8) (b)

- Those living in a refuge or other form of safe temporary accommodation having escaped domestic abuse¹⁵
- Existing Council or Registered Provider tenants who reside in another borough but need to move to Fareham for work related reasons¹⁶

There may be circumstances that do not meet any of the above criteria but on consideration the applicant is deemed to have a local connection. These will be determined on a case by case basis.¹⁷

13. Exclusions

13.1 Under the qualifying criteria guidelines as set out in the Housing Act¹⁸ applicants will not be able to join the housing register if they are categorised below:

- Permanent Council or Housing Association Tenants that are assessed as being adequately housed
- Applicants who have assets, savings or income over the prescribed threshold, as set out in sections 14 and 15
- Have no established local connection unless section 12 applies
- All owner/occupiers unless they cannot stay in their own home and need to move into retirement living accommodation. Applicants who wish to apply for this type of accommodation must meet the following specific eligibility criteria:
 - They are over 55, will benefit from the retirement living services provided or have a significant disability; **and**
 - Their current home is not suitable for their specific needs (further medical evidence may be required); **and**
 - They have insufficient financial resources to secure accommodation that meets their particular housing needs in the private market

13.2 Applicants may also be excluded from joining the housing register if it is established that:

- False statements have been made or information has been withheld at any stage of the application
- They have debts with the Council or a Registered Provider where it is evident that they are not making arrangements to repay these arrears
- They, or a member of their household are assessed as being unsuitable to sustain a tenancy or otherwise unsuitable to be considered as a prospective tenant, this may be due to (but not limited to):
 - Serious anti-social behaviour¹⁹, nuisance or annoyance to neighbours
 - Illegal or immoral use of the property
 - Serious deterioration of property owned by the Council or Registered Provider resulting from the actions of the applicant, a member of their household or a visitor
 - The applicant or a member of their current or proposed household obtaining a tenancy fraudulently
 - If it is evident that the applicant owes a high level of arrears and a payment plan has not been adhered to²⁰

¹⁵ Statutory guidance on social housing allocations for local authorities in England: Improving Access to Social Housing for Victims of Domestic Abuse in Refuges or Other Types of Temporary Accommodation (November 2018)

¹⁶ Statutory guidance on social housing allocations for local housing authorities in England: Right to Move (March 2015)

¹⁷ Where this is the case a panel of Senior Officers from the Housing Department will consider the application before a decision is made

¹⁸ The Housing Act (1996) (S.160ZA) (p.7)

¹⁹ Behaviour that causes harassment, alarm or distress which can include: noise, verbal abuse, drug dealing or violence

13.3 Ineligible applicants or those excluded from the housing register will be notified in writing and have the right to a review as set out in section 37.

14. Income

14.1 Applicants who are considered to have sufficient financial resources to source suitable accommodation through; renting privately, shared ownership or owner-occupation will not qualify. Officers will guide applicants on best meeting their housing needs in the initial stages of application.

15. Savings & Assets

15.1 Applicants with; savings or assets in excess of £16,000, own or part own accommodation, or who have a legal interest in home ownership (for example through marriage or civil partnership in accommodation owned by their spouse or civil partner) do not qualify to join the Housing Register and will normally be considered to be able to meet their housing need through other avenues.

15.2 Current or former members of the Armed Forces, who have left service within 5 years, with savings in excess of £16,000 may still qualify where a lump sum has been paid as compensation.

16. Positive contributions

16.1 Local authorities are encouraged to consider how their allocation policies can support those in paid employment or who otherwise make positive contributions to their community in other ways.²¹ Due priority will be given as set out in section 27.

16.2 For the purpose of this policy employment is defined as where the applicant or their partner has a formal contract of employment, is working as a temporary member of staff, or is self-employed. Applicants will only qualify if they can supply evidence that they have been employed for 9 out of the last 12 months, are in current employment, and are working for a minimum of 16 hours per week.

17. Other forms of positive contribution

17.1 In addition to paid employment, applicants can be assessed as making a positive contribution where they can demonstrate that they are undertaking voluntary work, are active foster carers, or are full time carers and so unable to undertake paid work.

17.2 Those doing volunteer work will need to have been volunteering for a continuous period of at least 6 months up to the point of application and the same at point of offer. Volunteering must be for a not-for-profit organisation or charity and must be for a minimum of 7 hours per week.

17.3 Carers and foster carers will need to have been providing care for a minimum period of six months up to point of application and the same at point of offer.

17.4 In all instances the onus shall remain on applicants to supply sufficient evidence to

²⁰ If an applicant is found to owe rent on their private sector tenancy, then the landlord or letting agent will be contacted to establish the level of debt and whether any payment plan is in place.

²¹ Allocation of accommodation: Guidance for local housing authorities in England (June 2012), (p.4.27)

support their claim for making a positive contribution.

18. Positive contribution and disability

18.1 The Council recognises that not all members of the community are able to undertake paid employment or voluntary work. Therefore, anyone who is proven to have a chronic disability, is in receipt of Personal Independence Payment or 'limited capability for work related activity' element of Universal Credit will be awarded this priority so that they stand an equal chance of securing accommodation as those in paid employment/undertaking voluntary work.

19. Positive Contribution Exceptions

19.1 There may be instances where someone is serving a 'Community Order' or 'Community Service Order' which requires them to undertake unpaid work. Such circumstances do not constitute either paid employment or volunteering and so are not included in the definitions set out above.

20. Change of circumstances

20.1 Applicants who have previously been deemed not to qualify may make a fresh application to join the housing register if their circumstances have changed. The applicant will be required to provide the relevant supporting documentation for their application.

20.2 When the Council is made aware of a change in circumstances further investigation may be required to ensure that the applicant is still eligible. Written confirmation of the outcome will be sent to the applicant.

20.3 A change in circumstances can include, but is not limited to:

- A change of address
- Any additions or departures in the household
- Any change in income, savings or assets
- A change in medical conditions

21. Who to include on the application

21.1 Applications can include any member of the immediate family who would normally reside with them or would have an extenuating need to reside with them. This also includes those in the immediate family²² who would normally live with the applicant should circumstances allow.

21.2 The Council will not include family members on the housing register who do not reside in the UK at the time the application is submitted. Inclusion will only be considered once the family have been reunited and evidence of UK residence can be provided.

21.3 In cases where parents share the residency of children, the Council will classify them as living with the person who provides their main home.

21.4 People who are not immediate family but have an exceptional need to live with the applicant may be considered in the application and may consist of the following

²² Immediate family include; the applicant's spouse, civil partner or partner; anyone who lives with the applicant as their partner or would if circumstances allowed, and any dependent children

people:

- A dependant aged 16 or over who has lived with the applicant for over 6 months and is unable to live independently due to a disability or care requirement
- A carer for any member of the household who may need to stay overnight

22. Foster carers and prospective adopters

22.1 Consideration will be taken into account for applicants who may require an additional bedroom to accommodate a foster or adopted child.

22.2 To avoid over occupation, an agreement will need to have been reached with Social Services and the Housing Options Manager prior to any placement.

23. Retention on list

23.1 Periodically, the Council will contact all applicants to review their applications and to confirm if their circumstances have changed.

23.2 Reassessment for eligibility, qualification and priority will be undertaken at the time of the review. Should a change of circumstance be indicated, the Council may request further information or supporting documentation from the applicant. The applicant will be contacted, in writing, with the outcome of the review decision.

23.3 Should applicants not respond within 28 days the Council will assume assistance is no longer required and the application will be removed from the housing register. Written confirmation of this will be sent to the applicant at the address provided on their application. It is the applicants' responsibility to advise the Council of any change of address or contact details.

24. Allocations to existing tenants

24.1 Allocations may be made to tenants who have made a request for a transfer or who wish to downsize and satisfy the reasonable preference criteria.

24.2 Existing tenants who do not qualify under the reasonable preference criteria will be guided to HomeSwapper, a mutual social housing exchange website. This provides tenants with greater opportunities to move and promotes social and economic mobility.

24.3 Additional priority will be given to tenants requesting a transfer where their current accommodation is accessible or specially adapted and these elements are no longer required.

25. Applications from people who are homeless

25.1 The Homelessness Reduction Act (2017) places a duty on local authorities to intervene at earlier stages to prevent homelessness²³. There is also a requirement to provide advice and services to all of those affected, not just those who have a priority need under the primary legislation.²⁴

25.2 The enhanced prevention duty, means that the Council is required to work with people to prevent homelessness at an earlier stage and to help those households already

²³ The Homelessness Reduction Act (2017) (s.1) (2)

²⁴ The Housing Act (1996) (s.189)

homeless for 56 days to secure accommodation.

25.3 If homelessness is not prevented or relieved, a main housing duty is owed to those who are eligible, have a priority need, and are not homeless intentionally. Where a main duty is owed, the Council will discharge its duty through one of the following:

- An offer of a private sector tenancy
- An offer of a tenancy via the allocation scheme
- An offer of temporary accommodation until a settled home is available

25.4 People accepted as homeless and placed into temporary accommodation by the Council will not be able to exercise the same level of choice as other applicants in all instances. This is because the Council has a limited time to act and must ensure that the small amount of temporary accommodation available in the Borough is managed effectively to be able to meet future housing need.

26. Choice and preference

26.1 The Council operates a considered approach to allocating accommodation through understanding applicants' preferences in order to help with the following:

- Ensure no-one in greatest need slips through the net
- Improve customer satisfaction
- Focus on need/suitability
- Reduce anti-social issues and neighbour disputes

26.2 At application stage, applicants have the right to express choice and reasonable preference to accommodation type and location. Officers will work with applicants to ensure that they understand whether they will be offered social or affordable housing and, where possible the approximate waiting times.²⁵

26.3 Due to the shortage of available accommodation it may not always be possible to offer a home of a particular type or location, but the Council will consider all requests and work with customers to help them achieve the right housing outcome.

27. How applicants are prioritised

27.1 The Council uses a banding system to group together applicants and place them according to priority need. Each band takes into account the statutory reasonable preference categories and the Council's local priorities. The bands are as follows:

- Urgent – where it is an urgent situation and no other option is available
- High – where a high priority housing need has been identified, such as those leaving the care of Hampshire County Council
- Medium – where a moderate priority housing need has been identified, such as applicants lacking 1 bedroom
- Low – where a housing need has been identified but no higher priority applies, such as those who qualify as 'right-to-move' applicants

Full definitions are set out in each band in Appendix 1.

²⁵ Waiting times vary for different property types and areas, and will only be a guide, based on the banding, time on list, and the number of properties offered within each band in the previous 12 months.

27.2 In establishing priorities for housing, the Council must give reasonable preference to the following groups of people²⁶:

- People who are homeless as defined by Part 7 of the Housing Act (1996)²⁷
- People who are defined as owed a duty under the Housing Act (1996)²⁸
- People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory conditions
- People who need to move to a particular locality in the district of the authority where failure to meet that need would cause hardship to themselves or others
- People who need to move on medical or welfare grounds

Further details on medical and welfare grounds can be found in section 28.

27.3 Under the same Act the Council is also able to award priority to the following groups:

- Existing Council or Registered Provider tenants who wish to downsize
- Households occupying temporary accommodation provided by Fareham Borough Council
- Existing tenants who have property adaptations and no longer require them
- Those who are homeless and require urgent rehousing as a result of violence or threats of violence, including intimidated witnesses and those escaping serious anti-social behaviour or domestic violence²⁹
- Those who have a local connection, as set out in section 12
- Households with Armed Forces connections, as set out in section 12
- Foster carers as set out in section 22

The criteria for placement within each band can be found in Appendix 1.

27.4 The Council considers that applicants who have deliberately worsened their circumstances or have become homeless intentionally³⁰ should not receive priority over other applicants as a result of their worsened circumstances.

27.5 An applicant who is considered to have deliberately worsened their circumstances or become intentionally homeless will be placed in the Low band.

28. Medical and Welfare Priority

28.1 Medical and Welfare priorities will be determined by a Housing Options Officer and agreed by a Senior Housing Officer or the Housing Options Research and Review Officer upon sufficient evidence submitted by the applicant. Evidence could include relevant information supplied by an applicant's GP, Consultant, Occupational Health, other Health Professional or Support Worker and should specify how the accommodation has a negative impact on the applicant's health or condition.

28.2 There can only be one medical and welfare priority awarded for each household. The banding will be determined by the worst medical or welfare factor awarded to a member of the household.

28.3 The Allocations Officer will check that the factor still applies before making a

²⁶ Housing Act (1996) (s.166A) (3)

²⁷ S.175 (1) (as amended by Homelessness Reduction Act 2017) (s.1)

²⁸ under sections 190(2), 192(3), 193(2) or 195(2) (as amended)

²⁹ This will be at the recommendation of the Council or Registered Provider and usually as a result of information from an organisation such as the Police or Social Services

³⁰ Housing Act (1996) (Part 7) (p.191) (3)

nomination. Applicants will be informed in writing of the outcome of their medical and welfare assessment. It will include brief reasons explaining why that decision was made.

28.4 If the applicant disagrees with the assessment there is a right to review as set out in section 37.

29. Assigning accommodation

29.1 Council and Registered Provider accommodation will be allocated through a 'direct match' applicant preference based direct offer. The accommodation will be allocated to the most suitable applicant in the Urgent band, moving on to the High, Medium and then Low bands until a placement is made. Applicants with higher medical needs, are working or otherwise making a positive contribution will be prioritised where no other reasonable preference qualification applies. Where there are two or more suitable applicants, those who were added to the housing register first will be considered first.

29.2 Applicants who are already on the housing register and are moving between bands due to a change of circumstances, will enter the new band upon the date that their changes are notified to the Council. Applicants who improve their housing situation and consequently move to a lower band will retain their original application date.

29.3 Due regard will also be paid to policies set out by Registered Providers that may not align with the overcrowding measure set out in section 30. Where this is the case, applicants will be advised whether the spare room subsidy applies, and any affordability issues will be discussed.

29.4 The Council will make every effort to match any preferences expressed by the applicant on accommodation type and location, where availability allows. The suitability of the property and the following characteristics will be considered:

- The area in which the accommodation is situated
- Whether the accommodation is a house, maisonette or flat
- The size of the accommodation, including two or more living/dining rooms
- The floor level
- If there is lift access available
- Whether pets are allowed
- Whether any adaptations exist or necessary changes can be made easily
- The weekly rent and any service charges

30. Size

30.1 The Council will measure overcrowding levels for the purpose of awarding reasonable preference. The Secretary of State takes the view that the bedroom standard is an appropriate measure for determining accommodation size and preventing overcrowding.

30.2 The bedroom standard allocates a separate bedroom to the following groups of persons:

- A married or cohabiting couple, or a couple in a Civil Partnership
- A person aged 21 or more
- Two persons of the same sex aged between 0 and 20

- Two persons aged less than 10 years (regardless of sex)
- Any person aged under 21 years in any case where he or she cannot be paired with another occupier of the dwelling as set out above

30.3 For the purposes of this Policy the Council recognises that persons considered for sharing a room must be family members. Therefore, two young adults who are not in the same family and are not in a relationship should be considered as requiring their own bedroom.

30.4 For the purpose of this measure; a living room, bathrooms, and kitchens shall not be classed as usable bedroom spaces. However, additional rooms such as separate dining rooms may be assessed as being usable as a bedroom space.

30.5 In cases where applicants do not agree with the Council's overcrowding measurement, upon request a further assessment can be made in line with the statutory regulations as set out in the Housing Act³¹ and in conjunction with the Council's Environmental Health Department.

31. Level/Accessible

31.1 Applicants with disabilities or wheelchair requirements will be given priority to ground floor, level access accommodation or level-access properties with a lift.

32. Rents

32.1 Rents for the same size or type of home may differ between landlords. The Council will consider whether the costs of the accommodation can be met by the applicant. Income and eligibility for appropriate welfare benefits will be taken into account but it will remain the applicant's responsibility to ensure they can continue to meet the rental charge.

32.2 Anyone needing help or advice on rent affordability and other debts that may affect their tenancy should speak to a Housing Options Officer to be signposted to appropriate support.

33. Offer

33.1 Applicants matched to a suitable property owned by the Council will be contacted and invited to a viewing. They will be given the opportunity to discuss any concerns, repairs or alterations that may be required. An appointment will be arranged to sign the tenancy agreement once the tenancy start date has been confirmed.

33.2 Applicants matched to a suitable property owned by a Registered Provider will be contacted directly by them to arrange a viewing and to sign the tenancy agreement.

33.3 Applicants will be advised when they are nominated to a property of the type of tenancy being offered.

34. Verification

34.1 Before an offer is made a further assessment may be undertaken to ensure the applicant is still eligible and qualifies. This will be made in those cases where a

³¹ The Housing Act (1985) (Part 10) (s.68)

considerable period has elapsed between application and offer, where Officers are aware of a change or believe there to be a change of circumstances.

34.2 The information required shall include:

- Proof of identity
- Proof of address
- Proof of residency of any dependent children (e.g. child benefit, correspondence with child's school or GP)
- Proof of income and savings (e.g. wage slips, DWP documentation)
- Evidence of local connection (e.g. household bills)
- Evidence to verify housing need (e.g. home visit, proof of tenancy)
- Evidence of positive contribution (where required)

34.3 Requests for further information should be fulfilled within 3 working days to ensure that available accommodation can be allocated correctly and efficiently. Applicants are encouraged to contact the Council if they are unable to supply this information as they may not be allocated accommodation if the documents are not received.

35. Refusals

35.1 Applicants are encouraged to express preferences for location and property type at the application stage. Should an offer be rejected applicants will be required to provide reasons for refusal.

35.2 Applicants who unreasonably refuse an offer of a property may be removed from the housing register. Applicants may apply to re-join the housing register, but previous waiting times will not be taken into account.

36. Equality and Diversity

36.1 The Council treats each applicant equally in accordance with their needs, and where possible, their preferences for accommodation. This is regardless of age, disability, gender reassignment, marriage and civil partnership status, race, religion, belief, sex or sexual orientation.

37. Right to a Review

37.1 The Housing Act³² states that applicants have the right to request a review of the following:

- The decision to exclude them from joining the housing register on the grounds that they are ineligible
- The decision to exclude them from joining the housing register on the grounds that they do not qualify
- The decision to remove them from the housing register
- A decision concerning the facts which are likely to be or have been taken into account in considering whether to allocate housing.

37.2 Review requests must be made within 21 days of the decision in writing. The Council will consider an extension of the 21 days in exceptional circumstances and applicants should contact the Council for further advice.

37.3 The review will be dealt with by an Officer who is both senior to the original decision

³² The Housing Act (1996) ss.166A (9), As amended by the Localism Act (2011) ss.147(2)(a)

maker and who has not been involved in making that decision. Review decisions will be made in writing to the applicant within 8 weeks.

38. False or Misleading Claims

38.1 It is a criminal offence for anyone making an application, or anyone providing supporting information to:

- Knowingly or recklessly supply false information
- Knowingly withhold information which the Council has reasonably required the applicant to give

38.2 The information requested could include:

- Any information given on an application for social or affordable rent housing
- Any information given in response to review letters or updates for changes to circumstances
- Verification information
- Any information given during the proceedings of a review

38.3 Where it is suspected or alleged that false information has been given or deliberately withheld the application will be frozen whilst an investigation is undertaken. No accommodation offers will be made until the investigation is completed.

38.4 Where the investigation concludes that no false information was provided or deliberately withheld, the applicant will be reinstated from the date of the original application.

38.5 Where the investigation concludes that false information was provided or deliberately withheld, the applicant may be removed from the housing register or deemed ineligible to join.

38.6 The Council may seek possession of a tenancy it has granted as a result of a false statement by the tenant or a person acting at the tenant's instigation. If the tenancy is with another body, for example a Registered Provider, it will advise that organisation accordingly.

38.7 If there is evidence that a criminal offence has been committed the Council may take proceedings that could result in a criminal record, a fine or imprisonment.

39. The Decision-Making Process

39.1 The following table sets out the Officers involved in the decision-making process under delegated powers:

Officer	Delegated Powers
Housing Options Officer	The registration of applications and maintenance of the housing register
Housing Options Research and Review Officer	All of the above plus reviews of all decisions
Senior Housing Officer	All of the above
Housing Options Manager	All of the above

40. The involvement of elected Members in nomination decisions

- 41.1 Government regulations restrict the involvement of elected members of the Council in allocation decisions in certain specified circumstances. Normally, under this Policy, allocation decisions are made by Officers of the Council.
- 41.2 A Councillor is prevented from being part of a decision-making body at the time an allocation decision is made when either the home to be allocated is situated in the Councillor's electoral ward or the person subject to the decision has his or her sole or main residence in the Councillor's electoral ward.
- 41.3 Councillors may be involved in allocation decisions where the above circumstances do not apply. For example, Councillors are not prevented from:
- seeking or providing information on behalf of their constituents, or from participating in the decision-making body's deliberations prior to its decision, or
 - participating in policy decisions that affect the generality of a particular ward's housing accommodation

42. Applications from relatives of Council Employees and Members

- 42.1 The Council will ask all housing applicants to declare whether they or any of their relatives work for the Council or are elected members of the Council. In the context of this policy the term "relative" applies to:
- anyone living with the applicant as a partner, or as a member of his or her household
 - a natural, adoptive or step parent
 - a child
 - a sister or brother
 - a daughter-in-law or son-in-law
 - a grandparent
 - an aunt or uncle
 - an estranged spouse or partner, regardless of whether he or she lives as part of the applicant's household
- 42.2 In relevant cases the Council will subject applications to authorisation from a senior officer to ensure that the Allocations Policy criteria have been properly applied.

43. Amendments

- 43.1 This policy may be amended where changes in legislation, housing need or resources require it. Full consultation with Registered Providers and other relevant parties will be undertaken by:
- Sending a copy of the draft scheme, or proposed alteration, to every Registered Provider with interests within Fareham
 - Notify existing applicants of the intended amendments and invite them to comment on proposals
 - Make use of social media to raise awareness of proposals and invite comment from members of the public
- 43.2 Although it is not a statutory requirement, the Council will also consult with the Adult Services and Children Services Teams within Hampshire County Council, NHS Hampshire, relevant voluntary organisations and other appropriate and relevant referral agencies. This will ensure that the Allocations Policy reflects the needs of the

Borough.

- 43.3 The Council will aim to allow 6 weeks as the standard minimum time for written consultation but may determine such other period as it considers appropriate.

Appendix 1 – Priority Bands

Urgent Band	
Category	Criteria
Welfare	Existing Council or Registered Provider tenants, who are require urgent rehousing as a result of violence or threats of violence, including intimidated witnesses and those escaping serious anti-social behaviour or domestic violence.
Welfare	Existing Council or Registered Provider tenants who have property adaptations and no longer require them.
Medical	<p>Where one or more of the following apply; the applicant, or a member of their household has a condition that requires a move to more suitable or adapted accommodation due to a life-limiting or life-threatening medical condition, to give or receive a high level of care where it cannot currently be sustained in the long term, or where the housing situation is a significant factor in serious and sustained concerns relating to mental health, learning disabilities or sensory medical conditions.</p> <p>The move must be supported by medical evidence from the relevant professional such as the applicant’s GP, Social Services or Occupational Therapist.</p>
Property	Existing Council or Registered Provider tenants who are required to move in less than 6 months because their home will be affected by demolition, redevelopment or major works and it’s not possible for them to remain.
Armed Forces	Members of the Armed and Reserved Forces or Existing or former members of the reserve forces, having left within 5 years, who are suffering from a serious injury, illness, or disability which is wholly or partly attributable to their service who have an imminent threat of homelessness or fall into one of the categories above.
Armed Forces	Bereaved spouses or civil partners of those serving in the regular forces where the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and the death was wholly or partly attributable to their service.

High Band	
Category	Criteria
Welfare	<p>Applicants with a local connection who are currently living in a Supported Housing Scheme and it has been evidenced that there is a need for social housing and that alternative housing options are unlikely to be successful.</p> <p>The Council will have joint arrangements with the appropriate agency to ensure that applicants are ready to live independently before they can be considered for offers of accommodation.</p>

Welfare	<p>An applicant who is a young person currently being cared for by Hampshire County Council under the Children Act.</p> <p>The Council will have joint arrangements with the appropriate agency to ensure that applicants are ready to live independently before they can be considered for offers of accommodation.</p>
Medical	<p>Where one or more of the following apply; the applicant, or a member of their household, requires a move to more suitable or adapted accommodation due to a significant medical condition that restricts the ability to access essential facilities and/or care (including the administering of care), or where the housing situation is a significant factor in concerns relating to sensory medical issues, mental health or learning disabilities.</p> <p>The move must be supported by medical evidence from a relevant professional such as the applicant's GP, Social Services or Occupational Therapist.</p>
Property	Existing Council or Registered Provider tenants living in the borough who wish to downsize.
Property	Existing Council or Registered Provider tenants requiring retirement living accommodation due to support needs.
Armed Forces	Divorced or separated spouses or civil partners of Armed Forces personnel who are required to move out of accommodation provided by the MOD.
Property (overcrowding)	<p>A household living in accommodation lacking 2 bedrooms or more, where the Council is satisfied that this is the most viable housing option available and has not been contrived.</p> <p>Owner occupiers will normally be assessed as being in a position to be able to resolve their own housing issues and will only be awarded this priority in exceptional circumstances.</p>
Property (Conditions)	<p>A household living in a property that is in significant disrepair and it is unreasonable for them to remain whilst remedial works are undertaken.</p> <p>The applicant must have a legal right to occupy the accommodation in question, it must be located within the borough of Fareham and the repair issues must have occurred after the initial date of occupancy.</p>

Medium Band	
Category	Criteria
Homelessness	Accepted homeless households owed a duty under S.193 of the Housing Act (1996) and have been placed into bed and breakfast or any other form of temporary accommodation, excluding private rented accommodation.
Medical	Where one or more of the following apply; the applicant, or a member of their household, requires a move to more suitable or adapted

	<p>accommodation due to medical conditions where independence is restricted when accessing essential facilities and/or care (including the administering of care) or where the environment is aggravating sensory medical issues, mental health or learning disabilities.</p> <p>The move must be supported by medical evidence from the relevant professional such as the applicant's GP, Social Services or Occupational Therapist.</p>
Property (Overcrowding)	<p>A household living in accommodation lacking 1 bedroom and the Council is satisfied that no other option is viable.</p> <p>Owner occupiers will normally be assessed as being in a position to be able to resolve their own housing issues and will only be awarded this priority in exceptional circumstances.</p>
Property (Overcrowding)	<p>To avoid overcrowding by 1 bedroom and enable fostering or adopting where an agreement has been reached with Social Services and the Housing Options Manager to provide permanent accommodation prior to any placement.</p>
Property (Conditions)	<p>Any other insanitary or unsatisfactory housing conditions where the Council's Environmental Health department have confirmed that Category 1 hazards exist, and that remedial action is not able to be pursued.</p> <p>This will include households where accommodation lacks facilities such as cooking facilities, bathing facilities, a degree of warmth or other utility supplies. It does not include households claiming to be without accommodation.</p> <p>Applicant must have a legal right to occupy the accommodation in question. It must be located within the borough of Fareham and the repair issues must have occurred after the date of occupancy.</p>
Property (Conditions)	<p>A household with a dependent child and in rented accommodation where facilities such as the bathroom or kitchen are shared with other households. This does not include households placed into temporary accommodation by the Council under Part 7 of the Housing Act (1996).</p>

Low Band	
Category	Criteria
Welfare	<p>Right to move applicants who are existing tenants of other local authorities living outside of the borough but have reasonable preference to move to Fareham for work and failure to do so would cause hardship to themselves or others.</p> <p>Work related reasons means that the applicant already has a job or an apprenticeship within the borough or has a confirmed start date. The work must be more than 16 hours a week and long-term (lasting more than 12</p>

	months). It does not include voluntary work.
Tenure	An applicant who has been assessed as owed a duty by the Council or who is at risk of homelessness where it is likely that engagement can prevent or relieve homelessness.
Tenure	A person or household with no fixed address or otherwise living in unsettled housing arrangements. This will include households having to stay at various addresses or any other accommodation that is regarded as unsettled.
Welfare	Applicants with no local connection who are currently living in a Supported Housing Scheme and it has been evidenced that there is a clear need for social housing and that alternative housing options are unlikely to be successful. The Council will have joint arrangements with the appropriate agency to ensure that applicants are ready to live independently before they can be considered for offers of accommodation.
Tenure	Applicants who have deliberately worsened their housing situation in order to gain an advantage on the housing register or who have been found intentionally homeless.
Tenure	A person or household living in accommodation that is tied to their employment and where this will come to an end within 6 months of the application being approved.

Equality Impact Assessment

APPENDIX B

This document is intended to act as a guide and point of reference. There is no requirement to use this document as part of the policy development or decision-making process; although it may help.

Name	Claire Benfield	Date	November 2019
Job title	Leisure and Community Officer		

What are you thinking of changing or implementing?

Fareham's draft Housing Allocations Policy (2019) will, once adopted, supersede Fareham Borough Council's previous Housing Allocations Policy that was introduced in 2014.

The Housing Act 1996 places a requirement on all housing authorities to determine local priorities and processes for the allocation of social housing. Since the adoption of Fareham Borough Council's latest Housing Allocations Policy, there have been a number of amendments and proposed revisions to 'Housing' legislation.

In particular, the Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 details the authorities' responsibility to accommodate social housing tenants who need to move as a result of work commitments. Improving Access to Social Housing for Victims of Domestic Abuse in Refuges or Other Types of Temporary Accommodation (November 2018) sets out statutory guidance around facilitating access to social housing for this specific vulnerable group. The Government is also currently working on proposals to legislate for the housing support required by the divorced or separated spouses of those serving in the military.

Fareham's draft Housing Allocations Policy (2019) responds to each of these developments, ensuring that current housing obligations are being met and future demands are incorporated.

In addition to responding to these changes in legislation and statutory guidance, the draft Housing Allocations Policy (2019) incorporates an approach that was identified through the Vanguard intervention as assisting in the prevention of homelessness. The 'Housing Options Method' promotes a comprehensive understanding of the customers' circumstances gained through individual appraisal. Through this process, it provides opportunities to support with tailored advice and considers the most appropriate housing option for the individual.

This is a significant change from the current Housing Allocations Policy, in which customers are required to submit an application form for entry onto the housing waiting list.

For those customers that are identified during this appraisal as eligible for social housing, the draft Housing Allocations Policy (2019) determines that accommodation is allocated using the 'Best Match Method'. This method offers available accommodation to the most suitable applicant at the greatest priority on the housing waiting list. Again, this is

different to the existing policy, through which customers use 'Choice-Based Letting' to 'bid' for properties, often resulting in a misunderstanding of the suitability of the property and its eventual allocation to those of lower priority on the housing waiting list.

The Housing Allocations Policy will be applied in conjunction with the Affordable Housing Strategy, in which guiding principles are set out for the sustainable provision of affordable housing in the Borough, around three key objectives;

1. To deliver more affordable homes through the planning system.
2. To ensure those homes are the right homes in the right places and that they are truly affordable to those that need them.
3. To directly deliver more affordable homes by Registered Providers and Fareham Housing, especially targeting those in greater need.

The draft Housing Allocations Policy and the Affordable Housing Strategy, together, aim to reduce numbers of individuals in the Borough waiting to be allocated social housing. At present, the housing waiting list for Fareham stands at 1104 'live' cases.

The draft Housing Allocations Policy has been developed and refined through extensive consultation both internally and with key stakeholders, including residents, community groups, Registered Providers, Two Saints Homeless Service, Friends of the Homeless, NHS England, MPs within the Borough, neighbouring Local Authorities and Hampshire County Council.

Once approved, the policy will be published on the Council website and copies will be made available at the Civic Offices.

What is the expected or anticipated impact of this change?

The changes that have been identified so far between the draft Housing Allocations Policy 2019 and the previous 2014 version are broadly focussed, offering the potential for a positive impact for all residents, through a supportive approach that considers the best fit solution to the individual's housing needs.

The draft Policy also contains within it some more specific criteria-based alterations which may impact on certain protected characteristics. These more specific amendments are;

- Medical priorities now include sensory and mental health conditions.
- An income threshold for applications has been removed, as each case will be assessed thoroughly and all income and outgoings considered to more effectively inform appropriate housing options.
- In requests for sheltered housing, three criteria will need to be met; the customer must be over 55 years and would benefit from the sheltered accommodation offered, their current home must be unsuitable for their needs, and they must have insignificant financial resources to meet their housing needs in the private market. At present, there is only a requirement to demonstrate that they have a need for the level of support linked with the scheme to which they are applying, which has been notoriously difficult to quantify.
- The priority band 'a person or household living in any moveable structure with or without formal tenancy arrangements' has been removed due to exceptionally low demand and confidence that these needs can be met through the remaining priorities.
- The priority band 'a tenant living in the Borough with dependent children living

above the ground' has been removed due to the limitations of available properties. Whilst each of these amendments will have an impact (either positive or negative) on a protected characteristic, the details of which will be considered below, the draft Housing Allocations Policy (2019) incorporates these changes pragmatically. In this way, the draft Policy focuses on allocating social housing to those in greatest need, while supporting all to determine the housing solution that best fits their needs.

The Housing Options Team uses an information management system that enables the analysis of housing allocation to those from particular priority bands. The criteria of 'sensory condition' will be added to the information collected in response to the draft Policy. The Team will assess the progress of those identified as having key protected characteristics (such as those speaking a foreign language, those identified with a sensory or mental health condition, or older residents) on a three monthly-basis, or when the Team identifies a rise in demand or waiting time for the allocation of housing from these groups.

Using this approach, the impact of the Housing Allocations Policy on protected characteristics can be monitored and any necessary amendments to the support they require modified as a result.

The potential positive impact that the draft Housing Allocations Policy (2019) offers is broad. It is, however, anticipated that it will be of particular benefit to individuals with certain protected characteristics due to prioritisation when allocating properties and the increased support it offers to guide them in identifying appropriate housing options.

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?

Fareham has a statistically high number of older residents when compared to both regional and national levels. In 2018, 23 percent of Fareham's population were over 65 years old and this figure is projected to rise to 31 percent by 2036.

Fareham Borough Council has 26 sheltered housing complexes, offering a variety of support for the increased needs posed by this ageing demographic. This equates to 28 two-bedroom properties, 582 single-bedroom properties, 2 studio flats and 38 bedsits. Although this appears to be a good number of sheltered housing properties, demand for these is high and all are at capacity.

The draft Housing Allocations Policy (2019) provides clear qualifying criteria on applications for sheltered housing, namely that the customer is over 55 years and would benefit from the sheltered accommodation offered, their current home must be unsuitable for their needs, and they must have insignificant financial resources to meet their housing needs in the private market.

This approach will ensure that this vital accommodation is accessed by those most

vulnerable and in need. Whilst it would initially appear that this would lead to a negative impact for wealthier or home-owning older residents, the draft Policy focusses on the provision of a thorough assessment of need for each customer. The subsequent support and advice aims to assist them in identifying the housing option that is most appropriate to them. The availability of this support ensures that the draft Housing Allocations Policy (2019) represents a positive impact for the older person demographic.

Although the draft Policy does not consider specifically the needs of young people, it does specify that from the age of 16 years, young people are able to secure a licence to occupy premises, which can convert to a full tenancy when they turn 18.

The support that will be on offer, through the proposed procedures, will assist young people to understand whether a licence to occupy is the most appropriate solution for them and enable them to consider all their options. This additional support ensures that the draft Housing Allocations Policy (2019) will not have an adverse impact for this demographic.

The draft Housing Allocations Policy contains a revision from the previous policy that represents a potential impact on children, namely that the priority band 'a tenant living in the Borough with dependent children living above the ground' has been removed due to the limitations of available properties.

This may be viewed initially as a negative impact for children by reducing their likelihood to live in accommodation with immediate access to a garden space that also affords their parent easy access to their property when encumbered with a pushchair. However, by prioritising factors that are better able to be accommodated, it increases the likelihood that the choice of housing meets their greater need and improves the stability of their housing situation by removing unrealistic expectations to move to a ground floor property.

The Borough of Fareham prides itself in containing a good distribution of open space and play areas, which ensures that all children in any accommodation type have good access to opportunities for outdoor play and recreation. This strong provision provides mitigation for this potential negative impact.

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?

Almost one in five people in the UK have a disability, with mobility being the most common impairment. The 2011 Census revealed that the proportion of Fareham residents whose day-to-day activities were 'limited a lot' due to disability is above the average for Hampshire.

Disability, of various forms, can restrict access to well-paid work (thereby increasing reliance on social housing) and make existing housing arrangements unfit for the

resident's needs. Fareham's Housing Allocations Policy 2014 currently considers the impact that medical conditions, including disabilities, can have on an individual's housing needs. It also identifies the positive impact that suitable accommodation can have on the health and welfare of those with medical conditions.

The draft Housing Allocations Policy (2019) builds on this ethos and extends the 'medical conditions' considered to include both mental health and sensory conditions. As with other health concerns that are currently included in the 'medical' priority band, the draft Policy demands the receipt of evidence from the applicant's GP or other Health Professional, to prevent misuse and ensure that only those most in need secure this increased priority.

Staff have regular access to training and 'webinar' courses on different vulnerabilities they may need to support during the housing allocation process. Regular review of the key protected characteristics will help to inform staff as to whether additional staff training is needed to better support customers with the extended 'medical' criteria of sensory and mental health conditions.

The current Housing Allocation process asks for the completion of a form to register a housing need which can be a daunting task for people with disabilities such as mental health difficulties. The draft amendments to the Policy promote a more sympathetic and accessible approach, though which tailored support from Housing Options staff ensure that applicants are guided to identify housing solutions that are most appropriate for them.

Through this supportive approach, Housing Options staff will also identify any vulnerabilities during the assessment process, enabling them to be flagged on the information system to ensure that future correspondence and housing opportunities reflect their needs. This is particularly relevant when one considers the proposal that the draft Housing Allocations Policy contains to remove applicants from the register if they do not respond to a letter detailing the review of their eligibility. Individuals with certain disabilities, such as mental health or sensory conditions, may struggle with communication or scheduling necessary actions in response to an eligibility review.

The flagging of vulnerabilities on the Housing Options information system mitigates against the potential of the negative impact of disabled customers to be disadvantaged through the proposed eligibility review process. As a result of this mitigation, the evidence indicates that the draft Housing Allocations Policy (2019) will have a positive impact for this protected characteristic.

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?

No impact identified.

Protected characteristic: Pregnancy and maternity

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: Race

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 Borough's population has a considerably higher proportion of the 'White British' ethnic group compared to regional and national figures, and a correspondingly lower proportion of other ethnicities.

The Housing Allocations Policy is intended to be socially inclusive and will be made available in alternative languages upon request. Council tenants who face language barriers in accessing information of the services available to them are able to request the support of a translator, through the Council.

The draft Policy does contain within it one amendment that could have a potential negative impact on this protected characteristic, namely the removal of the priority band 'a person or household living in any moveable structure with or without formal tenancy arrangements'. This revision would seem to disadvantage the travelling community. However, the amendment was made as a result of exceptionally low demand from this group and confidence that their needs can be met through the remaining priorities.

There is no evidence to suggest that the draft Housing Allocations Strategy will have an adverse impact on this protected characteristic group.

Protected characteristic: Religion or belief

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: Sex

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: Sexual orientation

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.

Socio-economic status

The draft Affordable Housing Policy (2019) aims to prioritise those in greatest need. Rather than relying on the artificial ‘income threshold’ to establish an individual’s financial need, this has instead been replaced by the assessment of the customer’s disposable income using the enquiry and tailored support offered by the Housing Options Method. This change ensures that considerable outgoings such as Child Support Agency payments are able to be considered, offering a far more realistic understanding of the affordability of housing for the customer.

People with lower incomes often find it particularly challenging to find housing that is affordable for them. The national programme of welfare reform has, for many in receipt of benefits or on a low income, added to these difficulties that they face. During the Housing Options process, the Council will work in partnership with specialist organisations, such as the Department of Works and Pensions and local charities, to support people with financial concerns, in addition to ensuring these individuals’ housing needs are met.

As a result of the additional support that is offered through the Housing Options Method, the evidence indicates that the Draft Affordable Housing Strategy is likely to have a positive impact on this group.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 16 December 2019

Portfolio:	Housing
Subject:	Assheton Court, Portchester
Report of:	The Deputy Chief Executive Officer
Corporate Priorities:	Providing Housing Choices

Purpose:

To seek approval in principle to proceed with the redevelopment of Assheton Court in Portchester in order to provide a new larger sheltered housing scheme using the existing site and a small area of the adjacent long stay car park.

To also advise Members of (a) the principles of a decant policy (relevant for those residents affected by any future redevelopment works); (b) the approach to any flats becoming vacant at Assheton Court; and (c) how a future report will be brought back to the Executive relating to the funding of the redevelopment and the future contractor appointment process.

Executive summary:

Assheton Court was built in 1971 and comprises 33 flats, 13 of which are bedsit accommodation. The Council's recently adopted Affordable Housing Strategy set out an ambition to provide additional affordable housing for those in need and to improve existing Council owned stock, with Assheton Court being identified as one of the early schemes to address.

The attached report outlines the benefits of redeveloping the Assheton Court sheltered housing scheme in Portchester, to include a small area of the adjacent public car park, with the intention to provide a new larger sheltered housing scheme in what is an excellent location for older person accommodation.

It also explains how officers have considered the impact that redevelopment will have to existing residents at Assheton Court and have developed an outline of the decant principles to help alleviate many of the concerns that residents may have.

Recommendation/Recommended Option:

It is recommended that the Executive agrees:

- (a) the principle of seeking a redevelopment of the Assheton Court sheltered housing scheme;
- (b) the inclusion of a small area of the adjacent Long Stay East car park within any redeveloped design on the basis that no net loss in overall public car parking spaces will occur in the Council car parks at Portchester village centre;
- (c) that officers shall progress a Developed Design and planning application for a new Sheltered Housing Scheme; and
- (d) that £100,000 be allocated from the HRA Capital Development Fund, to progress the feasibility and design stage of the Assheton Court proposal.

Reason:

To provide additional older person affordable housing for those in need and to improve and update existing Council owned stock.

Cost of proposals:

At this stage Executive approval is sought for the principle of redevelopment.

£100,000, funded from the HRA Capital Development Fund will be required to progress the feasibility and early design stage. A further report will be provided to the Executive when a developed design has been produced. This later report will detail (a) the estimated costs of the project and funding arrangements (currently expected to be met through Homes England Grant funding (subject to approval) and Council borrowing); and (b) the process toward the appointment of an appropriate contractor.

Appendices: **A:** Location plan (indicating area of public car park to be included in development site)
 B: Principles of an Assheton Court decant policy

Background papers: Affordable Housing Strategy

Reference papers: Vision for Portchester

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	16 December 2019
Subject:	Assheton Court, Portchester
Briefing by:	The Deputy Chief Executive Officer
Portfolio:	Housing

INTRODUCTION

1. The Council's new Affordable Housing Strategy was adopted in October 2019. The Objectives and Actions from this strategy include seeking to provide additional affordable housing for those in need and to improve and update existing Council owned stock. Page 24 of the strategy specifically mentions Assheton Court in Portchester as one of the early projects to be addressed.
2. There is a need for additional sheltered housing accommodation in the Borough, including in Portchester, and the Assheton Court site is an ideal location for sheltered housing. If retained the current building will require notable works over the medium to long term in order to keep it structurally sound and address issues with the cavity wall insulation. Such works would still not overcome some of the buildings other shortcomings.
3. A redevelopment of the site is considered the most appropriate approach as it will allow a greater number of flats to be provided in what is an excellent sheltered housing location, whilst ensure the property meets modern standards and expectations. To further increase the number of flats a small area of the adjacent Long Stay East car park is proposed to be included as part of the Assheton site (see Appendix A). Associated works to the car park layout will ensure there would be no loss in the overall number of car parking spaces for shoppers/visitors to the centre.

BACKGROUND

The Building

4. The existing Assheton Court property was built in 1971. It currently contains 33 flats, 13 of which are less favourable bedsit accommodation. The main building does include lift access to the first floor but the annexe building currently has no lift access to the four upper floor flats.
5. The current Assheton building is two-storey in height and there are some issues attributable to the age and original design of the building. The structure of the building is relatively sound but would require costly works over the medium/long term to address

issues with the roof cladding and cavity wall insulation. The design of the building includes some narrow corridors and rarely used communal bathrooms (noting that all flats have their own bath/shower room). Any conversions of bedsits to 1-bed flats is likely to decrease the number of flats at the site and provide 1-bed flats with poor layout and potentially restricted corridor space. In general, the building is dated and fails to best utilise the land/site available.

Sheltered Need

6. There are approximately 170 customers currently on the Housing Register who are looking for, or needing, a sheltered housing property. Over 30 are specifically interested in sheltered accommodation in the Portchester area and, in addition to this, there are a further 10-20 households awaiting affordable housing in the Portchester area who are of an appropriate age to consider sheltered accommodation. The ageing profile of the borough means it is likely the need for older person accommodation will only increase over time. There is also a need for older person Shared Ownership properties (a different type of affordable housing). Households who would be interested in older person Shared Ownership will be in addition to the sheltered need identified from the Council's Housing Register.

REDEVELOPMENT OF ASSHETON COURT

7. The Assheton site is and remains an excellent location for sheltered accommodation due to its proximity to shops, services and public transport. Although refurbishment could achieve some improvements a redevelopment of the site could additionally provide: -
 - A far larger number of sheltered flats to help meet need (approximately 60 flats, or 70 flats if utilising a small area of the adjacent car park)
 - A high-quality scheme meeting modern standards and expectations
 - Wheelchair accessible flats and all flats capable of being accommodated by those with limited mobility (including increased mobility scooter storage)
 - A significantly improved energy efficiency rating and the incorporation of greener technologies; benefitting the wider environment and improving the energy costs/comfort for residents.
8. The current building is two-storey in height. A revised building could comfortably be three-storey in most parts and the elements of the building closer to the public car park could potentially be four-storey to provide a stronger presence and design feature facing toward the public car park. This would all involve careful consideration of the potential impact to neighbours, avoiding any significant detrimental impact to neighbours' light, outlook or privacy. All these matters will be carefully considered as part of developing a design for the site and the Council's Development Management team will be consulted as appropriate.
9. Car parking will be provided at a level appropriate for the use of the building and likely levels of car ownership for affordable older person housing. An appropriate balance will be achieved that seeks to provide enough parking whilst not artificially reducing the number of sheltered flats provided through the overprovision of parking space at the Assheton site.

EXTENDING THE OPPORTUNITY – PART OF PUBLIC CAR PARK

10. The excellent opportunity the site provides for sheltered accommodation can be further enhanced through the use of a small area of the adjacent Long Stay East car park. Incorporating a small area, equivalent to approximately 21 car parking spaces (as shown on Appendix A), will increase the potential number of flats at the site from approximately 60 to 70. It is important to note that this area of the public car park could be used following other changes to the layout of the wider Council owned car parks at Portchester village centre to ensure there is no net loss in the overall amount of public car parking spaces.
11. This site is in an ideal location for sheltered housing so maximising the opportunity to deliver more sheltered homes in a way that does not compromise the public car parking provision at Portchester village centre is a positive opportunity. It will allow the Council to further meet the needs of those Customers on the Council's Housing Register and wider older person affordable housing need.
12. In the event that wider opportunities to extend the site beyond Council owned land were to arise then these will be considered on their individual merits. The redevelopment of Assheton Court is not reliant on any land in private ownership, however the building design will consider any medium/long term potential expansion to the site/building. This will ensure that any wider opportunities to deliver more homes and regenerate nearby land can potentially be utilised in the future should the Council wish to do so.

PRINCIPLE & WIDER BENEFITS

13. At this stage the principle to progress a potential redevelopment of the site is sought, utilising a small area of the adjacent public car park. An additional Executive Report has been provided on this agenda which addresses the proposed public car park alterations more specifically (Portchester Village Centre Regeneration report). This demonstrates how the small area of public car park can be incorporated as part of the Assheton Court redevelopment site and, through layout amendments to the other Council owned car parks, still ensure there will be no net loss to the overall amount of car parking spaces. Indeed, a small marginal gain in the number of public car parking spaces is considered possible.
14. Whilst the Vision for Portchester did identify Council owned land to the south of the Coop (currently parking) for potential residential development there is no commitment to develop that site and the extension of the Assheton Court site, which has a similar land take to the site south of the Coop, would provide a deliverable and achievable alternative or addition that will positively contribute to the Assheton Court redevelopment opportunity.
15. There are other wider benefits that could also arise from the redevelopment of Assheton Court in addition to helping address older person housing need in an excellent location. These include (a) increased residential presence in the village centre and associated potential increased footfall and customer spend in the centre; and (b) a positive design presence through a redeveloped Assheton Court. This will be further complimented by potential enhancement works to the pedestrian links between the car parks and the precinct which are further explained in the Portchester Village Centre Regeneration report.

THE DECANT OF ASSHETON COURT RESIDENTS

16. A redevelopment of Assheton Court will require any remaining residents to be moved to alternative accommodation before any works take place. This is a sensitive and emotive matter and Officers in the Housing team will carefully consider the needs and wishes of those affected on an individual basis through face to face meetings. Residents will be assisted at every stage of the process and any reasonable moving costs will be provided in addition to a Home Loss Payment, which will be applicable in most instances. In 2019 the applicable amount is £6,400 per household. Any residents who are moved (decanted) would have the option to return to the redeveloped Assheton Court once it is complete.
17. To assist affected residents a series of Q&As has been made available. This will be regularly updated as more information relating to the project becomes available over time. A full Decant Policy will also be developed as the project progresses and the principles of the decant policy (to give an indication of the considerations and matters involved) is included in Appendix B for information.

APPROACH TO FUTURE VACANCIES/VOIDS AT ASSHETON COURT

18. There are currently 6 empty properties at Assheton Court (leaving 27 occupied). This can change sporadically as people move or sadly pass away. If the principle to redevelop Assheton Court is agreed then in most circumstances it is not intended that empty flats at Assheton Court (current and future) will be re-let.
19. Many of the flats require significant work (with associated cost) to bring them to a lettable standard and it is preferable to minimise the number of residents that must be decanted at a future date. It will be at the discretion of the Head of Housing and Benefits as to whether a re-let of an Assheton Court flat is appropriate. Any decision to re-let will consider matters such as the urgency of need, availability of alternative properties, quality/suitability of Assheton Court flat(s) available and the suitability of a potential resident for the property. As an example, this might include a customer whose hospital discharge is being held up because the individual, currently residing in a Council general purpose home, now needs a ground floor sheltered flat and there are no other appropriate flats available.

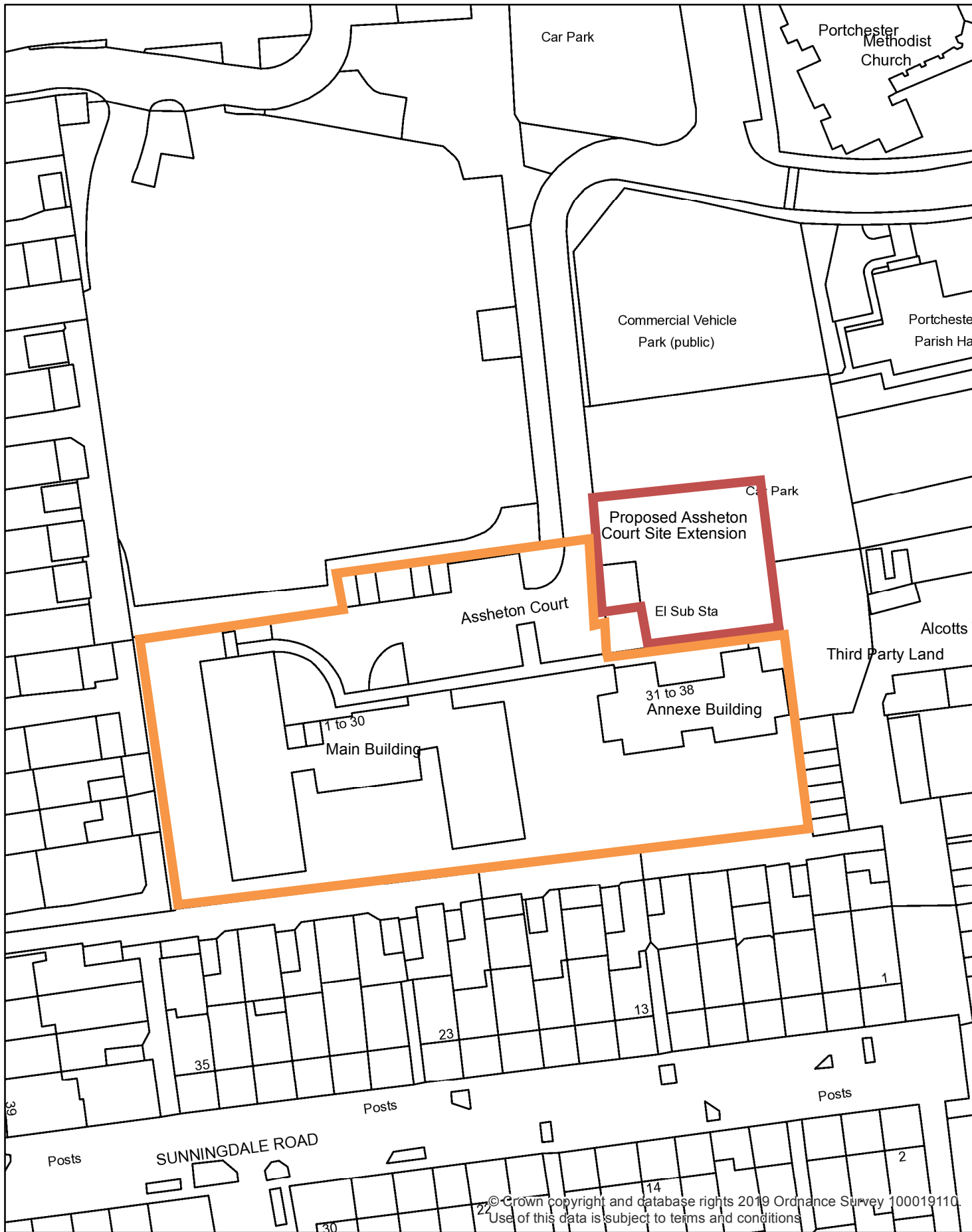
TIMELINE

20. The nearby sheltered housing project at Station Road will offer an ideal decant option for the Assheton Court residents in addition to any availability at other existing sheltered accommodation in the area or wider borough. This leads to a logical alignment of the timeframes between the Station Road and potential Assheton Court project. The intention being that the redevelopment of Assheton Court will follow on from Station Road being completed.
21. It is currently estimated that the Station Road sheltered site will be finished in the latter part of 2021 or early 2022. It is anticipated that the Assheton Court property could then be emptied and available for redevelopment at this point. Works to redevelop Assheton Court may take approximately 18-22 months thereafter meaning a redeveloped Assheton Court is likely to be available for occupation in 2023.
22. At this stage all timeframes are approximate and will become clearer as projects progress.

Enquiries:

For further information on this report please contact Robyn Lyons (Ext 4305)

Housing Map



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Assheton Court – Decant Policy Principles

These principles will feed into a full and detailed Decant Policy relating specifically to the Assheton Court redevelopment project. The full Decant Policy will be developed well in advance of the need to move any residents and it will be supplemented by an iterative Q&As sheet that will be available to provide information for residents and their families about all matters associated with the project, covering matters of decant, timeframes etc.

The Council recognises the impact that moving to a new home can have on residents and their families. It is therefore essential that residents are given the opportunity to comment on any changes to their accommodation and are able to access the necessary information easily.

In order to frame the policy, the following set of principles have been developed:

- **A dedicated Tenant Involvement Officer** – the Tenant Liaison Officer and the Sheltered Housing Officer will be available to answer any questions or queries and to assist in some of the tasks associated with moving. The Officers will be the essential connection between the Council and residents, offering the reassurance of a familiar face throughout the process. Each affected resident will have a one-to-one meeting so that their needs and desires can be fully understood.
- **Full tenant consultation** – residents will be kept updated via regular contact with the Tenant Liaison Officer, Sheltered Housing Officer and regular newsletters. Residents will be invited to a Q&A session with senior Officers and be given the opportunity to comment on the planning application.
- **The choice for residents to stay within Portchester or select another scheme in the Borough** – it is important that residents are given an informed choice in their accommodation and residents will be advised of the schemes available in the Borough. This will include the nearby Station Road project. Residents will be signposted to accommodation most suitable to meeting their needs.
- **The choice to move back to Assheton following the redevelopment** – the Council understands the strong community links forged at Assheton Court and all residents will be given the option to return to the scheme following redevelopment.
- **All applicable residents will be awarded a Home Loss Payment of £6,400** - a Home Loss Payment is a one-off statutory payment amount set by the Government and is to compensate for the need to move. This only applies to residents holding a secure or introductory tenancy and who've been in residence for one year ending with the date of displacement/moving. The applicable Home Loss Payment in 2019 is £6,400.
- **All residents will be awarded a Disturbance Payment to cover the cost of relocation** – a Disturbance Payment covers the associated costs of moving such as redirection of mail or telephone reconnection. A removal company will

be arranged and paid for direct by the Council to help all residents move to their chosen accommodation.

- **Tenancy agreements will not be affected by the move** – there will be no changes to the type of tenancy following the move.
- **Higher rental charges will be frozen at the existing rate for 52 weeks** – should a tenant move to accommodation with a higher rent, the charge will be frozen for 52 weeks. No changes or uplift will be made without 4 weeks written notice and senior officers will have discretion to extend the period in special circumstances.
- **Should a resident refuse to move, the steps set out in the Housing Act will be followed** - the Council's preferred approach is to come to a voluntary agreement with all our residents for re-housing. However, should a resident refuse to move the Council will follow the steps set out in Section 84 of the Housing Act (1985).
- **All data will be handled in accordance with the Data Protection Act 2018** – the relevant support agencies, such as Hampshire County Council Adult Services, will be advised that the service user is moving. All information will be handled in accordance with the Data Protection Act 2018.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 16 December 2019

Portfolio:	Health & Public Protection
Subject:	Public Spaces Protection Order
Report of:	Director Leisure & Community
Corporate Priorities:	Strong, safe, inclusive and healthy communities

Purpose:

To review and extend the Public Spaces Protection Order under section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 following the statutory consultation which controls begging, drug taking and consumption of alcohol in the town centre.

Executive summary:

The current PSPO requires review as the three-year period is due to expire on 24 December 2019. Fareham Town Centre is still experiencing begging, street drinking, taking of drugs which is having a detrimental effect on the quality of life of those who live, work in and visit Fareham.

Recommendation/Recommended Option:

It is recommended that the Executive agrees to extend the Public Spaces Protection Order under section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 for a further 3 years

Reason:

Begging, street drinking and taking of drugs are becoming increasingly prevalent in Fareham Town Centre and are having a detrimental impact on the quality of life for those who live, work in and visit Fareham.

Cost of proposals:

No additional costs

Appendices:

A: Draft Order

B: Map of area

Background papers:

Reference papers:

Minutes of the meeting of the Executive held on 7 November 2016

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

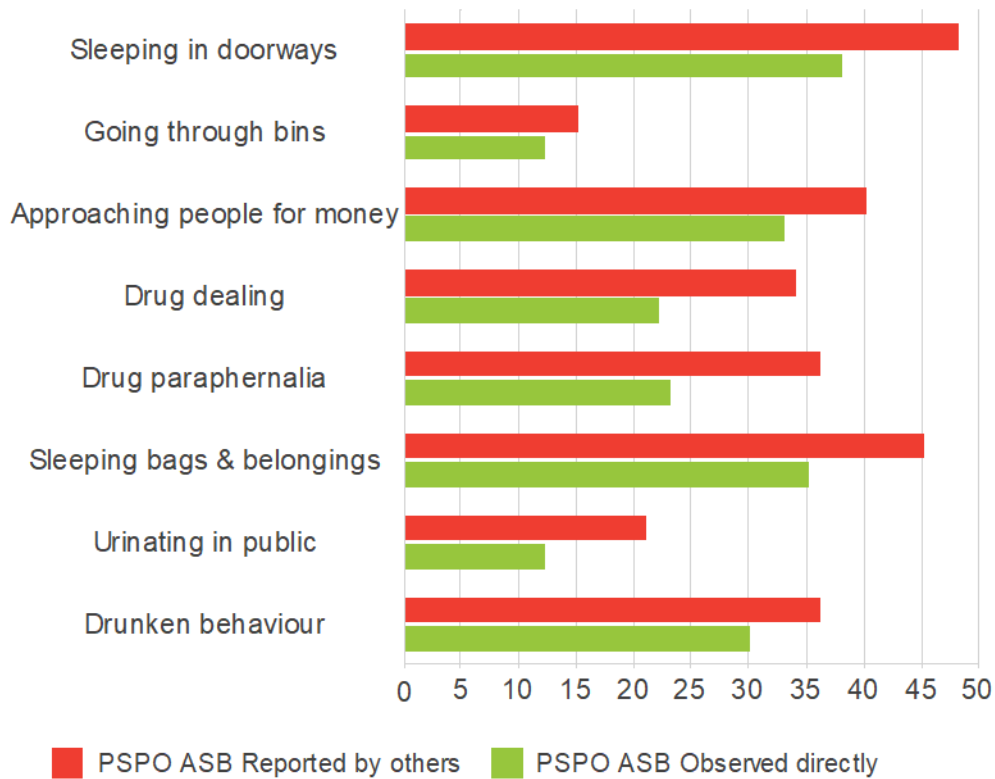
Date:	16 December 2019
Subject:	Public Spaces Protection Order
Briefing by:	Director of Leisure and Community
Portfolio:	Health and Public Protection

1. Fareham Town Centre currently has a Public Spaces Protection Order (PSPO) in place which restricts begging, drinking of alcohol and taking of drugs. Breach of these conditions set out in the order can lead to a fixed penalty notice. This report provides a review of the use of this order and the evidence base to keep it in place.
2. A full report was provided to the Executive on 7 November 2016. Under section 60 of the Anti-Social Behaviour, Crime and Policing Act 2014, once a PSPO is made it lasts for a maximum of 3 years. Prior to the PSPO expiring you are required to review it and may extend it for a maximum of 3 years. The current PSPO is due to expire on 24 December 2019.
3. The areas considered by this review are the appropriate scope of the Order, the area covered by the restrictions, the potential impact of the proposals and how each of the restrictions meet the legal test.
4. There is a requirement to consult on the prohibitions to be caught by the PSPO: The three prohibitions have been condensed and refined to ensure they are robust, understandable and concise. They are:-
 - (i) Persons not to act in a manner that causes harassment, alarm or distress as a result of consuming alcohol or refusing to stop drinking alcohol or hand over containers (sealed or unsealed) which are believed to contain alcohol, when required to do so by an authorised officer to prevent public nuisance and disorder within the Restricted Area.
 - (ii) Persons not to act in a manner that causes harassment, alarm or distress as a result of use of drugs, being in possession of drug paraphernalia or leaving paraphernalia within the Restricted Area
 - (iii) Persons not to act in a manner that causes harassment, alarm or distress as a result of begging or persistently approaching people for money within the Restricted Area.

5. The restrictions imposed by an Order are considered reasonable and prevent or reduce the detrimental effect of the problem behaviour, or reduce the risk of that detrimental effect continuing, occurring or recurring. The prohibitions or requirements included in a PSPO are solid, easily understood and can withstand scrutiny. There is an additional requirement added to the Order around dispersal. Anyone breaching the restrictions can be asked to leave the area when requested to do so by an authorised officer.
6. Consultation with residents, users of the public space, and those likely to be directly affected by the restrictions has been undertaken. Local businesses, commissioned service providers, charities and relevant interest groups attended Community Action Team meetings where focus groups made up of service providers, interest groups and other interested parties representing those who will be affected provided feedback. A summary of findings is listed below. There has been formal consultation with the Police and the Police and Crime Commissioner.

Respondents	Daily	More than Once a Week	Few Times a Month	Less than Once a Month	It was in the past month	Total
Sleeping in Doorways	27	12	6	1	22	68
Going through the Bins	5	5	1	3	3	17
Injecting Drugs	5	3	9	4	6	27
Approaching People for Money	15	11	10	6	20	62
Drug Dealing	9	9	10	4	10	42
Drug Paraphernalia e.g. Needles	5	9	9	7	13	43
Sleeping Bags and Belongings Left	25	13	3	6	18	65
Urinating in Public	3	3	4	6	2	18
Drunken Behaviour	5	9	12	3	12	41

Observed ASB



7. Evidence confirms that there are still issues in the town centre linked to drug usage, drink of alcohol and begging. Evidence is also gathered by Venture Security who report daily on their findings of drug paraphernalia.
8. Officers and members are clear that Fareham Borough Council and Partner agencies will use prohibitions of the PSPO as a matter of last resort and the primary intention is to support and signpost people to agencies that can assist.
9. Signs publishing the Order in the affected locality will inform the public that the PSPO exists.
10. The Anti-social behaviour, Crime and Policing Act 2014 permits a PSPO to be imposed where there is evidence that consumption of alcohol or drugs, begging in a public is associated with anti-social behaviour. A formal public consultation has been carried out with residents, businesses and service providers, which resulted in an overwhelming desire for the Council to implement such an Order. It is proposed that the order be made for a further three years.

Enquiries:

For further information on this report please contact Narinder Bains. (Ext 4496)

DRAFT ORDER

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59

PUBLIC SPACES PROTECTION ORDER 2019

**The Fareham Borough Council (Town Centre) Public Spaces Protection Order
No. 1 of 2019**

Fareham Borough Council ("The Council") makes the following Order in exercise of its powers under s.59 of the Anti-Social Behaviour, Crime and Policing Act 2014 ("The Act")

1. This Order may be cited as the Fareham Borough Council (Town Centre) Public Spaces Protection Order ("the Order")
2. This Order takes effect on the 24 December 2019 and continues to have effect for a period of three years thereafter.
3. This Order applies to the land ("the Restricted Area") and is shown red on the attached plan ("the Order plan").
4. This Order applies to all persons within the Restricted Area at all times of the day and night.
5. This Order applies the following prohibitions;-
 - (i) Persons not to act in a manner that causes harassment, alarm or distress as a result of consuming alcohol or refusing to stop drinking alcohol or hand over containers (sealed or unsealed) which are believed to contain alcohol, when required to do so by an authorised officer to prevent public nuisance and disorder within the Restricted Area.
 - (ii) Persons not to act in a manner that causes harassment, alarm or distress as a result of use of drugs, being in possession of drug paraphernalia or leaving paraphernalia within the Restricted Area
 - (iii) Persons not to act in a manner that causes harassment, alarm or distress as a result of begging or persistently approaching people for money within the Restricted Area.

6. The Council is satisfied that the conditions set out in Sections 59 and 72 of the Act have been satisfied and that it is, in all the circumstances, expedient to make this Order for the purposes of reducing anti-social behaviour in the Restricted Area. The Council is satisfied that activities have been carried out in the Restricted Area that have a detrimental effect on the quality of life of those in the locality. Furthermore the Council is satisfied that the effect of the activities is, or is likely to be, of a persistent or continuing nature, and is, or is likely to be such as to make the activity unreasonable and the effect justifies the restrictions imposed.
7. The Council makes this Order because people have been gathering in the Restricted Area and consuming alcohol, begging, taking drugs and acting in a manner causing alarm, harassment and distress to the local community.
8. Failure without reasonable excuse to comply with the prohibitions or requirements imposed by this Order is a summary offence under Section 67 of the Act. A person guilty of an offence under Section 67 of the Act is liable on summary conviction to a fine not exceeding level 3 on the standard scale. A fixed penalty notice may be issued as an opportunity to discharging any liability to conviction for the offence under prohibition 5 (i), (ii), (iii) above by payment of the fixed penalty of £100 to the Council within 14 days of issue.
9. Failure to disperse from a defined Public Place in the Restricted Area and return to the defined Public Place in the Restricted Area within 12 hours of being required to disperse if required to do so by an Authorised Person. Failure to comply with a requirement of a constable or an authorised person not to consume alcohol or anything they reasonably believe to be alcohol; or to surrender anything which a constable or authorised officer reasonably believes to be alcohol or a container for alcohol, is a summary offence under Section 63 of the Act. A person guilty of an offence under Section 63 of the Act is liable on summary conviction to a fine not exceeding level 2 on the standard scale.

SCHEDULE 1

The land to which this Order applies includes the following:

Parts of Fareham Town Centre and as shown on the attached map within the area marked in red.

For the avoidance of doubt the Restricted Area is shown red on the attached Order plan.

Dated this day of 20

The Common Seal of Fareham Borough Council

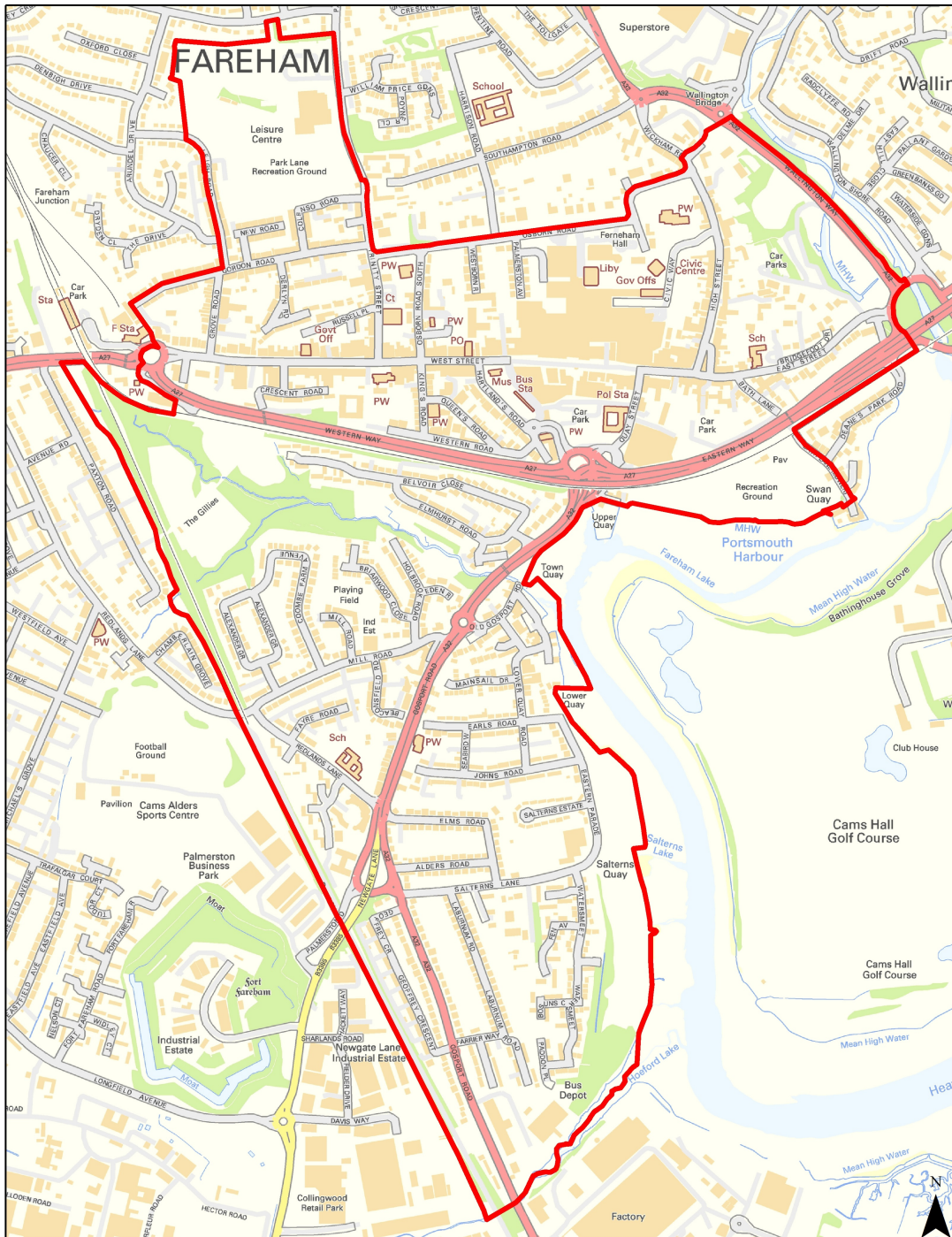
Was affixed to this Order in the presence of -

.....

.....

Authorised by the Council to sign in that behalf

Public Space Protection Order



FAREHAM
BOROUGH COUNCIL

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 16 December 2019

Portfolio:	Planning and Development
Subject:	Portchester Village Centre Regeneration Update
Report of:	Director of Planning and Regeneration
Corporate Priorities:	Protect and Enhance the Environment Strong, Safe Inclusive and Healthy Communities Maintaining and Extending Prosperity

Purpose:

To provide an update on the commercial prospects study for Portchester commissioned by the Council. To consider and approve the next steps for improvements to the layout of the public car parks to the south of Portchester (Village) Centre and pedestrian links. Since producing a Regeneration Vision for Portchester in 2017, Fareham Housing has identified Assheton Court for redevelopment, which is the subject of another report on this Executive agenda. If this proposed redevelopment goes ahead it has a clear relationship with the car parks which abut the site. The report also briefly explains the emerging Transforming Cities Fund bid to Government, which is looking to improve rapid transit in the wider Portsmouth City-Region, which could include improvements along the A27 close to Portchester (Village) Centre.

Executive Summary:

The report briefly outlines the background to delivering the proposed improvements to Portchester (Village) Centre, identified in the Vision produced after extensive consultation, entitled '*Putting the Village back into Portchester*' as part of the wider regeneration strategy. It reports on key findings from the commissioned consultant's report into the future commercial prospects for the Centre (Village). It provides an update on the possible implications of the Assheton Court redevelopment and emerging Transforming Cities Funding bid, if successful, on these regeneration ambitions. The report proposes the next steps to implementing improvements in the short-term to the layouts of the southern public car parks and pedestrian links to the Centre utilising existing Section 106 monies. Officers recommend that a procurement exercise is undertaken for the design and implementation of improvements to the car park and pedestrian linkages to the Centre. A future Executive Report in Summer 2020 will detail the necessary Traffic Regulation Orders for consultation.

Recommendations:

It is recommended that the Executive:

- (a) notes the findings of the commercial prospects study and update on the emerging Transforming Cities Fund;
- (b) agrees that further work is undertaken by officers to ensure that up-to-date information on car park use is used to support work developing a detailed design car park scheme; and
- (c) agrees that Officers undertake a procurement exercise to develop and deliver a detailed scheme design to implement improvements to the southern public car parks and pedestrian linkages to the Portchester (Village) Centre, prior to consulting on a TRO in the Summer of 2020.

Reason:

To deliver environmental improvements and alterations to the car parks that will help support the future regeneration of Portchester (Village) Centre.

Cost of proposals:

The improvements will be met by available S106 funding for improvements to Portchester Centre.

Appendices:

Appendix A (Confidential): Provision of a Commercial Investment Viability Study for Portchester (4th November 2019).

Appendix B. Plan of the existing Portchester car park arrangement.

Appendix C. Plan of preferred revised (preliminary) Portchester car park arrangement.

Background papers:

Regeneration Vision for Portchester Village Centre entitled 'Putting the Village Back in Portchester' (June 2017).

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	16 December 2019
Subject:	Portchester Village Centre Regeneration Update
Briefing by:	Director of Planning and Regeneration
Portfolio:	Planning and Development

BACKGROUND

1. In July 2017, the Executive approved a Regeneration Vision for Portchester Village Centre entitled 'Putting the Village Back in Portchester' (the Vision). After extensive consultation, the Vision was finalised and set out a future strategy to help regenerate Portchester Village Centre. It looks, amongst several ambitions, to encourage redevelopment to help deliver housing and commercial vibrancy, encouraging business and community events in the precinct, ensuring the car parks operate in the best way to support traders and visitors. It also includes the visual appearance of the Centre, particularly the precinct itself, working with the current landowners, Hampshire County Council. It highlights the importance of improving the overall quality of the public realm (environmental), including the paving, street furniture, lighting and landscape.
2. Following the approval of the Vision in January 2018 an Executive Report was presented giving details of opportunities to change parking arrangements in the Council's car parks to the south of the village centre. The report was deferred in order that Officers had an opportunity to seek further up to date advice on the existing retail health of the village centre and its future commercial prospects. This would allow a further report to be presented to the Executive detailing the proposed improvements to the car park and associated public realm (environmental) improvements to be taken together, in light of this up-to-date advice.
3. Since then, two new important considerations have arisen. The first is the Council priority to redeveloped Assheton Court as a sheltered housing scheme, which is the subject of a separate Executive Report on this agenda, and implications for the regeneration of the Centre, if approved. Secondly, the possible implications of emerging improvements to the rapid transit (transport) network being developed by Hampshire County Council, in liaison with Fareham Borough Council, as part of the Transforming Cities Fund bid, if the partnership is successful in securing Government funding in March/April next year.
4. This report explains and seeks approval for the next steps towards implementing improvements to the layouts of the southern public car parks and links into the Centre, working with highway authority, using existing S106 monies to deliver these improvements.

KEY FINDINGS OF THE FUTURE COMMERCIAL PROSPECTS STUDY

5. During 2018 independent commercial advice was sought, primarily on the existing and future market conditions, including the likelihood of viable commercial investment taking place in Portchester. Following a procurement exercise, the local office of Vail Williams, property consultants, undertook a 'Commercial Prospects Study'.
6. The study assessed several factors, such as diversity of uses, vacancies, commercial yields and rents, retailer representation, safety, convenience, accessibility, environmental quality, and the socio-economic profile of the catchment area. It also included an assessment of alternative nearby competing centres and a survey with existing occupiers and landlords to ascertain current and future viability.
7. The study forms a confidential Appendix A. of this report.
8. The study highlights the fact that national and multiple retailers have generally shifted their investment into the top 50-150 centres, rather than 300-500 stores in the UK that they have traditionally focused on. Over the last 5 years, national retailers have not featured when opportunities have arisen in centres like Portchester, despite lease and rental agreements not preventing occupation.
9. Portchester is a location which offers 'convenience shopping', with a large amount of free parking. The study supports improvements to short-stay parking, considering the consultant's observations on the footfall within the retail pitch.
10. General access to the centre is not considered an issue, however the consultants highlight that some access links are visibly worn and poorly lit, and also lack signage directing customers to the pedestrian area.
11. It is worth highlighting that many respondents to the questionnaire highlighted that new or improved lighting, street furniture and signage would benefit the centre, as well as reducing the scale of planting to improve the centre's visibility.
12. The consultant's study explains that whilst the Centre cannot compete with the dedicated leisure offers and environment of nearby centres, such as Port Solent, through flexible planning it should encourage A3 (food and drink), A4 (drinking establishments) and services (e.g. A2) uses.
13. Whilst Portchester is unlikely to attract significant commercial investment from property companies, funds and institutions, as the margins and upsides are too low, a flexible approach to encourage diversity of uses in the centre, works to improve the aesthetics and convenient short-stay parking will help regenerate the centre.
14. To conclude, both the study and a dialogue with the consultants supports the premise that the Portchester (Village) Centre will continue to provide convenience, leisure and service shopping for the local population. Whilst the lack of national multiples may affect its wider attractiveness the centre has scope to develop its role into a future thriving mixed use local district centre, that acts as the focus for community interaction.
15. The study highlights the opportunity to improve the Centre through changes to the public realm (environmental) and existing ground floor uses when private leases expire through flexible planning policies. Public realm (environmental) improvements and new residents can help increase footfall, improve safety and uplift the attractiveness of the centre as a destination for local shopping and community interaction. For example, this potential can be seen in recent local investment with the conversion and extension of

the former bank on the corner of Castle Street to business space and a future ground floor commercial leisure use.

16. It is also worth highlighting that the Council operates flexible planning policies largely through the Adopted Development Sites and Policies Plan (2015), which allows for appropriate changes of use of ground floor commercial premises that support the future vitality of the centre. This approach recognises changing market dynamics over time and can help to ensure that vacancies are minimised. There will be opportunities to continue reflect a flexible approach through the emerging Fareham Local Plan 2036.

THE IMPLICATIONS OF THE ASSHETON COURT REDEVELOPMENT

17. It is important to highlight that there is on this agenda, an Executive Report for Assheton Court in Portchester, located south of the public car parks to the south of the Centre. This report outlines the benefits of redeveloping the sheltered housing scheme. The reason for highlighting this report is that if the proposal is approved it would include a small area of the adjacent public car park to the north. The inclusion of this land would enable a new larger sheltered housing scheme in what is an excellent location for older person accommodation.
18. The preliminary car park designs, which now include the proposals for the redevelopment of Assheton Court, suggest that there will be no net loss to the overall amount of car parking spaces, with a small marginal gain in spaces if improvements to the southern public car parks go ahead, subject to detail design and survey.
19. Whilst prior to Assheton Court being identified as a priority for the Council, the Portchester Vision did identify Council owned land to the south of the Coop (currently parking) could be used for potential residential development, however there is no commitment to do so. The extension of the Assheton site, which has a similar land take to the area south of the Co-op, would provide a deliverable and achievable alternative or addition that will positively contribute to the Assheton Court redevelopment and the benefits it will bring.
20. The Executive Report for Assheton Court therefore recommends that 'The inclusion of a small area of the adjacent Long Stay East car park within any redeveloped design on the proviso that no net loss in overall public car parking spaces will occur in the Fareham Borough Council car parks at Portchester village centre'.

THE POSSIBLE OPPORTUNITIES FROM THE EMERGING TRANSFORMING CITIES FUND BID

21. It is important to highlight that Hampshire County Council, as the highway authority, are the landowners and body responsible for the maintenance of the public realm comprising the precinct and surrounding footpaths and carriageways, some of which run through the southern car parks. Fareham Borough Council has been engaged in discussions with the County to help deliver potential to improvements both as part of developing the Vision for Portchester and after its finalisation in June 2017.
22. Since then the Government has announced, as part of the Autumn Budget 2017, the creation of the £1.7bn Transforming Cities Fund, with the aim of driving up productivity and spread prosperity through investment in public and sustainable transport in some of the largest English city regions.
23. Subsequently, the Council has been engaged with the County, and other partners, in making a bid for the Department for Transport's (DfT) Transforming Cities Fund (TCF)

for the Portsmouth and South East Hampshire (Portsmouth City-Region), which includes Fareham. In June of this year, an outline business case for funding was submitted to the DfT. On 27th September 2019, Portsmouth and South East Hampshire was short-listed as one of 12 regions that could proceed to the second stage of submitting a full business case to the DfT by 28th November 2019.

24. Whilst for the purposes of the submission bid, there is a range of conceptual proposals dependent on the level of Government funding available, they are largely focused on improving rapid transit (transport) network within the region. This network comprises of dedicated busways, bus lanes on roads and where practical traffic lights for buses. The funding bid is largely based around making improvements to this network, building on successful services such as the Eclipse. It also consists of a wider package of measures to encourage connectivity to rail services and other modes of sustainable transport (i.e. cycling and walking), as well as measures to improve the customer experience (e.g. better waiting areas, real time travel information and simple ticketing options).
25. As there are a range of different conceptual proposals and associated scales of investment, if this funding bid is successful this may result in small improvements to rapid transit along the A27 or very significant changes to the A27, including the roundabouts at West Street and Castle Street in Portchester. The conceptual proposals will be assessed by the DfT, and if successful, they will need to undergo preliminary and furthermore detailed designs, as well as road safety audits, before they could be implemented. There will also be public consultation to be undertaken as part of this process.
26. As part of the bid process the Council provided the County with the work they had undertaken as part of the Portchester Regeneration Vision and worked on the emerging TCF bid by making provisions for potential public realm (environmental) improvements within the Centre. Such improvements are also an important element of the business case for DfT funding to ensure that Centre rapid transit infrastructure is visible, attractive, convenient and will deliver efficient sustainable and connected public transport services. If successful, these funding proposals could help deliver a substantial component of the Regeneration Vision for Portchester. If the TCF bid is successful, it is anticipated that works could commence by Summer 2021, subject to Government announcements.
27. Due to the uncertainty surrounding the scale and detail of the TCF bid and including public realm improvements, subject to design and safety work to be undertaken, it is considered prudent to limit any potential earlier enhancements to areas where there is certainty that TCF funding proposals will not overlap. This will enable FBC to deliver some improvement works prior to TCF proposals coming forward if successful.
28. Given the above context of Assheton Court redevelopment and emerging TCF bid the following next steps are recommended.

NEXT STEPS: IMPROVEMENTS TO SOUTHERN PUBLIC CAR PARKS AND PEDESTRIAN LINKAGES TO THE CENTRE

29. Fareham Borough Council own, maintain and operate the existing car park to the south side of Portchester centre. They currently comprise five parking areas; a lorry park, two long stay car parks, and two short stay car parks. A plan of the existing arrangement is shown in Appendix B.

30. The Vision for Portchester identified potential changes to the car park, which reflected the views of local people to have free and accessible parking that meets the needs of local residents and village centre users, including young families.
31. Appendix C shows the preliminary design of the preferred revised arrangement. The objectives of the scheme are as follows:
- The proposed car park improvements would provide more short stay spaces closer to the pedestrian precinct, with fewer long stay spaces but well orientated to the surrounding community uses. Overall there will be no net loss of public car parking spaces, whilst facilitating the redevelopment of Assheton Court and maintaining the existing Long Stay East car park for future short-term parking.
 - It would introduce parent and child parking bays, conveniently located to the smaller Short Stay car park close to the pedestrian precinct.
 - Relocate and increase the number of disabled parking bays, again to the smaller Short Stay car park close to the pedestrian precinct.
 - It would remove the Lorry Park, but then provide spaces for smaller Light Goods Vehicles that are to be accommodated in part of the new Short Stay South car park, allowing small goods vehicle to utilise the car park. The existing lorry park would then be converted into car parking spaces to increase the capacity. It is envisaged that lorries and Heavy Goods Vehicles will be allowed to park overnight to deter parking in residential streets.
 - The former Lorry Park and the smaller Long Stay car park (south of the Lorry Park) would be combined to provide a single Long Stay car park.
 - The proposals would look to improve the signage within and to and from the car parks.
32. In June and July 2016 extensive car park surveys were undertaken that underpinned the Portchester Regeneration Vision, justifying the need for the scheme as outlined above. In December 2018 further work was undertaken; observations of car park use were made which verified that there was only limited use of the car park by drivers or passengers then travelling beyond the centre on foot. It is proposed that work is undertaken by officers to ensure that up-to-date information on car park use is used to support further work developing a detailed design car park scheme.
33. The proposed improvements to the public car parks will require a revision to the current Traffic Regulation Order (TRO). Any changes are subject to a 21-day statutory public consultation, which includes a Public Notice in the local press, and on-site notices erected within the car park and the pedestrian precinct (maintained during the consultation). A copy of the proposals would also be available on deposit at the Civic Offices in Fareham.
34. In addition, in consultation with the highway authority, it is also recommended that early public realm improvements be focused on the pedestrian links to and from the southern car park. These are important links to the precinct and would benefit from qualitative improvements, which could include surfacing, new signage, improved lighting and street furniture.

CONCLUSION

35. Considering the commercial study, the potential redevelopment of Assheton Court and potential funding, if successful from the Transforming Cities Fund, it is recommended that a procurement exercise to develop and deliver a detailed scheme design to implement improvements to the southern public car parks and pedestrian linkages to the Centre be undertaken. A future Executive Report in the Summer of 2020 will detail the necessary TROs for consultation.

Enquiries:

For further information on this report please contact Claire Burnett, Strategic Lead for Economic Development & Regeneration (Ext 4330).

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

Document is Restricted

APPENDIX B

Portchester car Park Existing Arrangement



**TOTAL 259 CAR
PARKING SPACES**
including

245 Regular Spaces
14 Disabled Spaces

Note: 11 HGV spaces
cannot be used for car
parking

Appendix C

**Plan of preferred revised
(preliminary) Portchester car
park arrangement**



FAREHAM

BOROUGH COUNCIL

**Report to the Executive for Decision
Date 16 December 2019**

Portfolio:	Planning and Development
Subject:	Draft Local Plan Consultation
Report of:	Director of Planning and Regeneration
Corporate Priorities:	Providing Housing Choices Protect and Enhance the Environment Strong, Safe Inclusive and Healthy Communities Maintain and Extend Prosperity

Purpose:
To seek approval to the content of a consultation on the Draft Local Plan.

Executive summary:
Local Planning Authorities are tasked with producing a Local Plan to plan positively for the development needs of their area. The Council decided to review their Local Plan shortly after it was adopted in 2015. To date, the Council has produced a draft Local Plan for consultation in 2017 and a further consultation document on a revised development strategy to meet a higher housing need earlier in 2019. This report proposes a third consultation on a consultation document that adds to the draft Local Plan of 2017 with a revised development strategy, new housing allocations to meet the higher housing need, and new policies where these are now required by a revised national planning framework.

This report provides the background to the proposed consultation document as an appendix for approval. The consultation will run for a minimum of 6 weeks in early 2020 and will be complemented by a special edition of Fareham Today. The results of this consultation will feed into the Publication Plan which will be available for consultation in Spring 2020 before the new Local Plan is submitted to Government for examination.

Recommendation:

It is recommended that the Executive:

- (a) approves the content of the consultation document on the Draft Local Plan; and
- (b) agrees that the Director of Planning and Regeneration be authorised to make any necessary minor amendments, following consultation with the Executive Member for Planning and Development, provided these do not change their overall direction, shape or emphasis.

Reason:

To undertake publication and consultation as required under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Cost of proposals:

The consultation referred to in this report represents a key stage of the preparation of the new Local Plan. Costs associated with this stage are limited to the printing and delivery of consultation material, and the running of publicity events to promote the consultation.

The Local Plan process as a whole does have cost implications, largely arising from the need for substantial technical evidence to support the plan through examination, and the examination process itself, which is likely to require legal support. The task of masterplanning for two Strategic Growth Areas referenced in this report will have specific cost implications which will affect Planning Strategy budgets for a number of years depending on the decision taken in relation to timescales and the option to align the masterplanning with the preparation of the Local Plan.

In the short-term, the costs of the Local Plan are part of the budget setting for 2020/21 to be discussed at the Executive meeting in January 2020. In the medium term, a seven-year Local Plan budget is being developed to provide greater clarity over the forecast spend, which necessarily fluctuates depending on the stage of Local Plan preparation. The Local Plan process has extensive and long-term implications for the Development Management Service in terms of managing planning applications and appeals, which are likely to have significant budgetary implications. There may also be budgetary implications for other services, such as Leisure and Community, Streetscene and Strategic Housing from the outcomes of the Local Plan linked to new developments.

Appendices: **A:** Draft text of the consultation document

Background papers: None

Reference papers:

Town and Country Planning (Local Planning) (England) Regulations 2012

Planning and Compulsory Purchase Act (2004)

National Planning Policy Framework (2019)

Fareham Borough Council's Local Development Scheme (2019)

Fareham's Draft Local Plan 2036 (2017)

Fareham's Draft Local Plan Issues and Options consultation (2019)

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	16 December 2019
Subject:	Draft Local Plan Consultation
Briefing by:	Director of Planning and Regeneration
Portfolio:	Planning and Development

INTRODUCTION

1. The Council is preparing a new Local Plan to replace the Core Strategy and Development Sites and Policies that were adopted in 2015. The Council consulted on a new Draft Local Plan in 2017 and following changes to the National Planning Policy Framework (NPPF), consulted on an 'Issues and Options' consultation in the summer of 2019 to address the increased housing numbers that are required in the plan. This consultation sets out the proposed development strategy and the preferred new housing allocations that the Council considers necessary to meet the new housing need figures. There are also a small number of new policies proposed to meet the requirements of the new NPPF.
2. This report provides the background to the proposed consultation document as an appendix for approval. The consultation will run for a minimum of 6 weeks in early 2020 and will be complemented by a special edition of Fareham Today. The results of this consultation will feed into the Publication Plan which will be available for consultation in Spring 2020 before the new Local Plan is submitted to Government for examination.
3. The consultation document can be considered as a supplement to the Draft Local Plan that was consulted on in 2017. It builds on the consultation that took place earlier in 2019 on the issues and options to be considered when developing a revised development strategy that would meet the new housing need figures for the Borough. Responses received to that consultation have helped inform the proposed strategy and the preferred new housing allocations.
4. Chapter 1 (Introduction) sets out the Council's approach to reviewing the Local Plan, states the purpose of this consultation and the timeline for the preparation of the plan. Chapter 2 (Revised Development Strategy) sets out the proposed development strategy for the borough that the Council has used to determine where growth would best be accommodated and would represent sustainable development. Chapter 3 (Housing) discusses the housing need before suggesting new housing allocations and new policies relating to residential development. Chapter 4 (Natural Environment) contains a number of policies required to meet the aspirations of the new NPPF.

5. In all cases, each chapter describes the changes that are required from the draft Local Plan 2017 and provides a justification for the proposed policy.

KEY ISSUES TO BE RAISED IN THE CONSULTATION

Housing need

6. The intention expressed within the consultation document is to meet the Borough's housing need, which currently stands at 520 dwellings per annum. There is a requirement to add a buffer to this number as a contingency in the event of a slower than anticipated rate of delivery. The proposal is to include a larger buffer on top of the housing need as the Council is particularly reliant on one very large site, Welborne Garden Village, as well as a number of other large greenfield sites. Adding in a large buffer should add resilience to the Local Plan and help ensure that the Council can regain and retain a five-year housing land supply on adoption of the plan.
7. With the new plan period of 2020 to 2036, this creates a requirement of 9,568 new homes across the borough. With all supply considered (taking into account existing commitments including outstanding planning permissions, resolutions to grant, adopted Local Plan allocations and estimates of future windfall permissions) there are sufficient sites to provide approximately 9,395 homes. The Council therefore needs to find an additional 175 homes over the allocations included in the 2017 draft Plan.
8. In addition to the extra housing allocations proposed in the consultation, two Strategic Growth Areas are described in the consultation document. These are not allocations at this stage but could play a role in future development in the borough either to meet the housing need in a further Local Plan review, or if the Council has to accept unmet need from neighbouring authorities. Discussions on unmet need are ongoing via the Partnership for South Hampshire (PfSH) and are likely to continue into 2020. Further work is needed to understand the contribution these sites could make to the development needs in the borough, which would involve the production of a masterplan for the area demonstrating the community benefits that could be gained on site alongside any residential development.

Development Strategy

9. The consultation document sets out, in Chapter 2, the Revised Development Strategy proposed for the borough and how factors such as landscape, nature conservation and the need to maintain settlement identity have shaped the spatial strategy for development. Recognising the need to ensure that small development sites are part of the supply of sites coming forward, particularly within the first five years of the plan, Chapter 3 (Housing) contains a proposed new policy setting out under which circumstances small scale development would be deemed acceptable in the countryside.
10. It is of relevance to the Executive to note that when sites have been considered suitable or otherwise for development and allocation within the plan, the extent to which the development would conform to the development strategy has been considered in determining whether the site is considered developable or is discounted within the Strategic Housing and Employment Land Availability Assessment (SHELAA). An updated SHELAA will be available during the consultation so that land promoters and residents can see how the Council has assessed all sites promoted to it.

Space standards for new residential development

11. Chapter 3 (Housing) also contains a new policy to implement the nationally described space standards in new developments. This policy is considered necessary based on evidence of floorspace and, in particular, bedroom sizes in recent development proposals, and will help to ensure that future developments have adequately sized bedrooms for the needs of the occupants.

Natural Environment

12. Chapter 4 (Natural Environment) contains several new policies considered necessary in response to the revised National Planning Policy Framework (NPPF). These include a new strategic policy on climate change, a policy on trees, woodlands and hedgerows, and air quality. There is also a proposed policy on landscape and in particular a proposal to designate Areas of Special Landscape Quality in response to recent appeal decisions where the Planning Inspector suggested that certain areas of the borough were valued landscapes.

Evidence documents

13. A number of evidence documents are being prepared to support the consultation. These are the Infrastructure Delivery Plan (IDP), a Viability study for the Local Plan, a Sustainability Appraisal of new sites, an Employment study and the Strategic Housing and Employment Land Availability Assessment (SHELAA). These documents have been updated since the versions that accompanied the draft Local Plan consultation in 2017 and are considered of relevance to this consultation.

ISSUES TO BE ADDRESSED IN THE NEXT CONSULTATION

14. The intention is for the next consultation to be held in the spring of 2020 and for that consultation to be on a complete draft of the new Local Plan, known as the 'Publication plan'. This means that the revised Development Strategy, new sites and new policies contained within this consultation, subject to changes post consultation, will be combined with the 2017 version of the Draft Local Plan, as amended following its consultation. This Publication Plan will be consulted upon as the new Local Plan that the Council proposes to submit to Government.
15. There are a number of important work streams that will be finalised before the consultation on the Publication plan. The first one of these workstreams is an understanding and transparency over the proposed housing numbers. Under the standard methodology, each Council's housing need changes each year with affordability ratios being revised every March. Therefore, the Publication plan will contain the final housing need figure and the proposed approach to addressing that need, including the scale of any delivery buffer. Depending upon discussions with neighbouring authorities and through the Partnership for South Hampshire (PFSH), the housing supply approach may need to address unmet need. A related piece of work that will be presented in the Publication Plan is the outcome of the masterplanning work for the Strategic Growth Areas presented in this consultation.
16. Other evidence documents will be prepared to support this next consultation. This will include a Habitats Regulations Assessment which will detail the likely significant effect on European Protected Sites in the borough. It is anticipated at this stage that the nitrates issues currently facing the granting of planning permission across south Hampshire will be fully addressed in relation to the Local Plan.

APPROACH TO CONSULTATION

17. This consultation falls within Regulation 18 of the Town and Country Planning (local Planning) (England) Regulations 2012. The Council must invite representations from a series of consultation bodies, as well as residents and businesses within the Borough. This report recommends that the Council undertakes a consultation from mid-January or early March lasting for at least six weeks. The consultation document will be in the form of a Special Edition of Fareham Today. It will be available on our website, as well as available in hard copy at public libraries in the borough and at the Civic Offices in Fareham. In addition, a copy of the Special Edition of Fareham Today will be sent to residents by post, and electronic copy sent to all approximately 700 registrants on our consultation database. Events are planned to publicise the consultation, including a series of Community Action Team (CAT) meetings across the Borough.
18. Any comments that people wish to make during the consultation period should either be submitted to the Council electronically via a dedicated web-page or on paper forms. These web-page details or paper forms will be available from the Council's web-page or requested from the Planning Reception at the Council Offices.
19. Officers will also be contactable and available at the Civic Offices throughout the consultation process for advice about how to comment on the document.
20. The consultation will be undertaken in line with the Council's Statement of Community Involvement (SCI) which was adopted by the Council in March 2017.
21. The production and consultation of this document is an important stage of the plan-making process, in line with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

NEXT STEPS IN PREPARING THE LOCAL PLAN

22. In response to this consultation, and in line with the published Local Development Scheme, the Council will follow the timescale as set out below:

Spring 2019	Consultation on issues and options
Autumn/Winter 2019	Consultation on Revised Development Strategy and additional allocations
Spring 2020	Consultation on Publication Local Plan
Summer 2020	Submission of Plan to Secretary of State
Estimated Autumn/ Winter 2020	Examination
Early 2021	Adoption

23. This timescale sets out that, including this consultation, there will be further opportunities for public consultation before submission. At the examination in public, the subsequent stage of the process, there will be again an opportunity for people who have outstanding issues with the Local Plan and subsequent changes submitted by the Council to represent their views to the Inspector.

24. Following the examination, the Council will then receive a report from the Inspector on the Local Plan, and if found sound, it is likely to have a series of recommendations. In this eventuality, as soon as reasonably practical the Council should adopt the Plan.

Enquiries:

For further information on this report please contact Gayle Wootton (Ext. 4328)

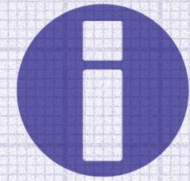
APPENDIX A

SUPPLEMENT



**FAREHAM
LOCAL PLAN
2036**

INFORMATION AND CONTACTS



Stay informed

You can keep up to date on the progress of Fareham's Local Plan, other planning documents and planning applications on the Council's website: www.fareham.gov.uk/planning

Residents can be the first to hear about Council consultations and engagement events by signing up for email updates at: www.fareham.gov.uk/haveyoursay

Get in touch

If you have any questions regarding Fareham's Local Plan, including this document, please contact a member of the Planning Strategy Team at Fareham Borough Council.

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INTRODUCTION





What is the Purpose of a Local Plan?

- 1.1 Fareham Borough Council as a Local Planning Authority is required to prepare a Local Plan to identify strategic priorities and to plan for future development in the Borough. In line with the Government's current relevant legislation, policies and guidance, the Council sets out what it considers are the opportunities for development as well as clear policies on what will or what will not be permitted and where. The plan aims to ensure beneficial and high-quality development to meet the development needs of its residents, workers and visitors, whilst protecting its most valued natural and man-made assets such as landscapes, settlement character, heritage and community buildings. The new Local Plan will follow the priorities outlined in the Council's Corporate Strategy¹.

Local Plan History to Date

- 1.2 Fareham Borough Council has an Adopted Local Plan, formed of three component parts. They are as follows:
- Local Plan Part 1 (LP1): 'Core Strategy' (Adopted in August 2011)
 - Local Plan Part 2 (LP2): 'Development Sites & Policies' (Adopted in June 2015)
 - Local Plan Part 3 (LP3): The 'Welborne Plan' (Adopted in June 2015)
- 1.3 The Council committed to reviewing the Local Plan in 2015 and, following the adoption of LP2 and LP3 in 2015, work commenced immediately on a new Draft Local Plan. In October 2017, the Council began a Regulation 18 consultation² on the Draft Local Plan. The Consultation Plan outlined the vision and strategic priorities for the Borough, in line with the Council's Corporate Strategy. The consultation on the draft plan ran until 8 December 2017 and resulted in over 2,500 responses from individuals and organisations. The Draft Local Plan sought, amongst other aims, to address the Borough's objectively assessed housing need (OAN) as identified in the Partnership for South Hampshire's (PUSH, now PfSH) Strategic Housing Market Assessment (SHMA) Update (published in April 2016).
- 1.4 At the same time as the Council were consulting on the Draft Local Plan, the Government undertook a consultation called 'Planning for the right homes in the right places' which proposed changes to the National Planning Policy Framework (NPPF), including a new method for calculating housing need using a 'standard methodology'. The standard methodology calculates how many homes are needed by taking into account household projections based on house prices compared to local salaries.
- 1.5 The Government confirmed the implementation of the standard methodology in July 2018, resulting in a higher housing need for Fareham. The Draft Local Plan which the Council had consulted on in 2017, would not meet the new requirement and so the Council has had to revisit this work in order to meet the new identified housing target.
- 1.6 The Council commenced a review of the Draft Local Plan to address the increase in housing requirement and to ensure that the policies complied with the revised NPPF. In the summer of 2019, the Council undertook an Issues and Options consultation and has used the

¹ Corporate Strategy can be found at: https://www.fareham.gov.uk/PDF/about_the_council/CorpStrategy.pdf

² Regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012 requires that various bodies and stakeholders be notified that the council is preparing a plan. It invites them to comment about what that plan ought to contain. <http://www.legislation.gov.uk/ukSI/2012/767/regulation/18/made>



responses to help formulate the revised Development Strategy for the new Local Plan, which is the basis for this consultation.

What is this document?

- 1.7 This document is a supplement to the Draft Local Plan that was consulted upon in 2017 and sets out the detail of the revised Development Strategy, identifies further proposed development allocations and any additional policies needed to address the amendments to the NPPF. This document seeks to address the changing housing requirements identified for the Borough and to ensure the new Local Plan is compliant with the revised NPPF. It aligns with the vision and objectives of the Draft Local Plan which was consulted upon in 2017.

The Local Plan Process

- 1.8 It is intended that at adoption stage the new Local Plan will formally replace the existing Local Plan Part 1: Core Strategy (2011) and Local Plan Part 2: Development Sites and Policies (2015). Local Plan Part 3: The Welborne Plan will not be replaced by the 2036 plan, but together with the new Local Plan and further documents, such as Supplementary Planning Documents (SPDs), will make up the suite of planning policies upon which planning applications will be considered.
- 1.9 The target dates for these key stages are set out below, and accord with those in the Council's current Local Development Scheme (LDS) which was adopted in March 2019:
- Autumn/Winter 2019: Consultation on Revised Development Strategy and additional allocations (Reg.18)
 - Spring 2020: Consultation on Publication Plan (Reg.19)
 - Summer 2020: Submission of Plan to Secretary of State (Reg. 22)
 - Autumn/Winter 2020: Public Examination (Reg. 23, 24 & 25)
 - Summer 2021: Adoption (Reg. 26)
- 1.10 In preparing the additions to the Draft Local Plan, the Council has complied with the relevant national and legal requirements applicable at this stage in plan preparation. Key elements of the evidence base which supports the Draft Local Plan has also been updated. This includes a revised Infrastructure Delivery Plan, Employment Study, Strategic Housing and Employment Land Availability Assessment (SHELAA) and Viability Assessment. In addition, an updated Sustainability Appraisal (SA) baseline report and a high-level assessment of new sites and growth areas accompany this version of the plan. These documents will also be subject to consultation. The SA, Environmental Impact Assessment (EIA) and Habitats Regulation Assessment (HRA) process will continue to be worked on following the consultation and finalised documents will be produced for the Regulation 19 consultation.
- 1.11 This supplement will be subject to a formal six-week consultation period. All representations received in relation to this document will be considered and any necessary changes will be made. The revised Development Strategy, new sites and policies within this consultation document will be combined with the 2017 version of the Draft Local Plan, as amended

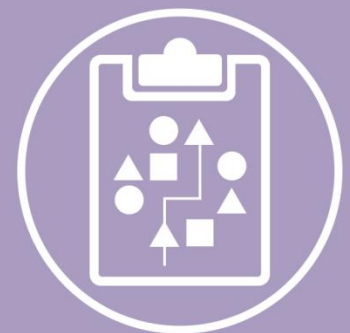


following its consultation. The resulting Publication Plan will then be produced, and that document will be subject to a further six-week period of representation (Regulation 19³).

- 1.12 Following the consultation on the Publication Plan, the plan together with any representations made under Regulation 19, will be submitted to the Secretary of State for independent examination. A Planning Inspector will then carry out an independent examination of the Plan in public and, if found sound (potentially subject to some modifications), the Council can then proceed with the adoption of the plan.

³ <http://www.legislation.gov.uk/uksi/2012/767/regulation/19/made>

DEVELOPMENT STRATEGY





Background

- 2.1 In order to provide certainty to planning applicants, residents and business owners within the Borough, as well as key partners and stakeholders, one of the fundamental roles of a Local Plan is to define the area's Development Strategy for the duration of the plan period. A Development Strategy indicates the scale of development likely and necessary to come forward, as well as how that scale of growth is to be located across the Borough.
- 2.2 The strategy therefore defines where development is deemed acceptable in principle for development, as well as where is not. Being clear about the strategy provides clarity to all who have an interest in the future of the Borough.

Good Growth

- 2.3 At the heart of the Development Strategy proposed for Fareham is the concept of good growth. Good growth means building homes and creating employment spaces in such a way as to improve quality of life whilst protecting the most valued natural and historic environments. Developments need to respect environmental protections and deliver opportunities for environmental gain, provide opportunities for reduced energy demand and waste production, whilst sensitively managing the countryside and valued landscapes. Good growth also means providing open space and leisure opportunities to encourage healthy and active lifestyles and encouraging more of us to use active forms of travel rather than the car.
- 2.4 The Council has considered the most appropriate Development Strategy for the Borough, with options for 'good growth' areas being tested through the earlier Issues and Options consultation which took place in the summer of 2019 and the Sustainability Appraisal process. This document identified the Council's preferred approach to its Development Strategy which it proposes to use to guide the focus of development until at least 2036.

Revised Development Strategy

- 2.5 The important factors that have helped shape the spatial expression of the development strategy are listed below;
 - Landscape and countryside
 - Settlement boundaries and the desire to respect settlement identity
 - Climate change, flood zones and coastal management areas
 - Protected areas for nature conservation and recreational purposes
 - Transport corridors and opportunities to encourage more active travel modes
 - Need to encourage diversity in the housing market (small and medium sites)
 - Sustainability and accessibility to services
 - The requirement to meet our housing need.
- 2.6 These factors, shown on figure 2.1, reflect the definition of sustainable development in the NPPF, alongside other key national drivers as well as responding to the comments received on previous public consultations. For example, landscape and the value that residents give to certain landscapes in the Borough was a feature of the consultation event earlier in 2019.
- 2.7 The Borough of Fareham has a remarkably complex landscape for its size. The landscape is one that is balanced between mixed rural valleys, coastal plain, farmland and woodland and extensive built-up areas, as well as the M27 motorway and railway lines which cross the



Borough. One of the core principles of national planning policy is that planning should recognise the intrinsic character and beauty of the countryside.

- 2.8 Recent planning appeal decisions in the Borough have highlighted the need to consider the designation of valued landscapes as part of the Local Plan. Previous Local Plans have included the demarcation of 'Areas of Special Landscape Quality' in the Borough which were used to help shape planning strategy and decisions on planning applications. These areas were the Meon, Hamble and Hook valleys, Portsdown Hill and the Forest of Bere. The most recent landscape assessment, published in 2017, still recognises the intrinsic character and distinctiveness of these relatively undeveloped areas of the Borough and so their locations have been used to shape the development strategy. There is a presumption against major development in these areas, unless it can be demonstrated through a landscape assessment that the quality and distinctiveness of the landscape character can be conserved. For these reasons there remain no development allocations in these areas.
- 2.9 The need to respect settlement boundaries and protect the identity of our key settlements has been a strong influence on planning decisions to date. Two strategic gaps have been established, one in the Meon valley and the other between the settlements of Fareham to Stubbington. Strategic gaps will be retained but, given the additional protection afforded to the most valued landscapes in the Borough, they will be re-defined in the new Local Plan to focus on preventing settlement coalescence. For this reason, it is necessary to understand the precise settlements that any 'strategic gap' is protecting to allow a careful re-drawing of the boundary to ensure that the strategic gap performs the function of supporting the retention of settlement identity, whilst avoiding confusion with landscape character. Again, this policy direction has been driven as a response to the NPPF and recent planning appeals where the function, and strength of, the strategic gaps were called into question.
- 2.10 Another key influencing factor on the revised development strategy is climate change. This is an issue that has helped shape national planning policy in recent decades and the process of plan preparation is acknowledged as having an important role in shaping how our future land use responds to this challenging phenomenon and the need to mitigate its impacts. Two of the most influential elements of climate change in terms of shaping a development strategy is the need to respect Coastal Change Management Areas and areas prone to severe flood risk. For this reason, both of these factors have influenced the proposed spatial strategy for development and major development is not proposed in areas identified as having a role in mitigating the impacts of flooding or coastal erosion.
- 2.11 Allied with this is the need to respect areas designated for nature conservation interest, both in terms of the intrinsic interest of the site in question and its role in a wider ecological network. Recognising the important role that green infrastructure has on the physical and mental wellbeing of our residents and visitors, areas designated as open space or protected for recreational purposes are also areas that will continue to support those functions in the long term within this proposed development strategy.
- 2.12 Recognising that good growth enables greater choices in terms of how our residents, employees and visitors travel, the existing and proposed transport corridors have influenced the revised development strategy. The eight potential growth areas proposed in the consultation document earlier in 2019 each have their particular merits and disbenefits in terms of how people living or working within them would choose to travel. Future potential transport opportunities that may be secured through significant investment, such as Rapid Transit services need to be considered alongside the development strategy as well as ensuring that access to the existing road network is provided to any development site.



- 2.13 The National Planning Policy Framework (NPPF) recognises the need to ensure that there is diversity within the housing market and acknowledges the role that small to medium sites (of less than one hectare) can bring to any development strategy both in terms of ensuring a supply of deliverable sites that can be relied upon within the first few years of a Local Plan and the fact that small sites help to diversify the housing product, such as by encouraging people who wish to build their own homes. For this reason, the proposed Development Strategy provides a new policy tool to allow small-scale development in the countryside where it can be demonstrated that the location is sustainable in terms of access to local facilities and services, and that the development would be in keeping with the character and pattern of the existing settlement. While the policy applies to the whole Borough, its specific wording means that it can only be applied in certain areas where particular criteria are met. The new policy can be viewed in full in the housing chapter (Chapter 3) and will be subject to regular monitoring to ensure that it is achieving the desired effect.
- 2.14 That said, the need to find sustainable locations for development that are accessible to local facilities and services runs throughout the Local Plan and the revised Development Strategy. As referred to in paragraph 1.10, each potential development area and then each site considered for development has been assessed against the sustainability objectives set by the Council in the Sustainability Appraisal. There is an update available to the 2017 Interim SA which is available alongside this consultation.
- 2.15 The final important factor that has influenced this proposed Development Strategy is the need to find sufficient suitable, available and achievable sites in order to meet the housing need and to provide some certainty to residents and businesses that the Council is working within a plan-led system for development that should not be undermined by speculative, unsuitable and unsustainable development. To do this, the Council needs to meet the requirements of the NPPF in terms of housing numbers and provide sufficient contingency within those numbers to avoid losing control of development management should sites fail to deliver as expected.
- 2.16 It is for this reason, alongside the key aspiration of the Council to take control of its development strategy in the longer term, rather than be at the whim of future Government change, that the Council is proposing two Strategic Growth Areas within the Borough providing an insight into the shape of development that it believes will be necessary in order to meet the future demands for housing. These areas are described in more detail in the housing chapter (Chapter 3).
- 2.17 The Council has an obligation to work with neighbouring authorities in order to identify and address unmet need within the region. This work is being undertaken through the Partnership for South Hampshire (PfSH), which the Council sits on. PfSH are working on a Statement of Common Ground to identify Strategic Development Opportunity Areas (SDOAs) that could be selected to address the identified unmet need in the sub-region. This work is likely to continue into 2020 and the Council will remain an active partner in discussions. Depending upon progress of the PfSH work and discussions with neighbouring authorities, it is possible that the Publication Plan will need to address unmet need.
- 2.18 This Development Strategy has been used to determine the suitability of proposed sites for development, alongside a wide range of other factors that are more appropriate at a more localised level such as the need to protect and enhance the historic environment, ecological issues and factors related to environmental health. More on how we have defined sites that are suitable, available and achievable within the lifespan of the plan can be found in the



Strategic Housing and Employment Land Availability Assessment (SHELAA) which accompanies this consultation.

Scale of Growth

- 2.19 It is a requirement of the new National Planning Policy Framework (NPPF) to, as a minimum, meet the objectively assessed needs for housing using the standard methodology set out in practice guidance, unless exceptional circumstances justify an alternative approach. The Council intends to meet our housing number as identified through the standard methodology, and to apply an appropriate delivery buffer due to high reliance on one large site, Welborne Garden Village, coming forward.
- 2.20 The current figure identified through the standard methodology is higher than that included in the Draft Local Plan, which was consulted upon in 2017. This increase is the main reason that the Council is having to update the plan and this document sets out, for consultation, how the Council anticipates the higher housing figure will be met. More information on the standard methodology and the implications for the Borough can be found in the housing chapter (Chapter 3).
- 2.21 This consultation focusses on the additional sites required to meet the new housing need figure. We are not re-consulting at this stage on the proposed allocations in the Draft Local Plan of 2017. This includes the greenfield residential development sites in Warsash, Titchfield Common, Portchester and along Newgate Lane South, many of which are progressing through the planning application process. In addition, we are also not re-consulting on the sites identified within Fareham Town Centre which will continue to play a role within the development strategy, as do development allocations on previously developed land and on greenfield land around the edges of existing urban areas.
- 2.22 No new employment sites are proposed as part of the revised Development Strategy. This is because the existing provision identified predominately at Daedalus and Welborne is sufficient to meet the needs of the Borough to 2036.





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Figure 2.1 Revised Development Strategy

DEVELOPMENT STRATEGY



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HOUSING





Meeting the Borough's Housing Requirement

- 3.1 Addressing housing need through the provision of new homes is a fundamental part of any Local Plan. The NPPF is clear that planning authorities should prepare Local Plans to boost the supply of housing to meet the needs of the area as well as keeping a rolling supply of housing land available for development.
- 3.2 Local housing need should be determined by using the standard methodology set out in National Planning Practice Guidance (PPG). The housing requirement for Fareham currently stands at a minimum of 520 dwellings per annum. However, this will be subject to change as the plan progresses. This is because the standard methodology uses the most recent affordability ratios, published by the Office for National Statistics. These are published annually and will have a bearing on local housing need as preparation of Fareham's Local Plan moves forward. The PPG allows Councils to fix the housing requirement at the point of submitting the Local Plan to Government for examination. Therefore, the Publication Local Plan, due to go to consultation in spring 2020, will include the final housing need figure proposed for the plan.
- 3.3 Providing a buffer on top of the annual housing number is sensible to ensure that the Local Plan is sufficiently flexible to accommodate needs not anticipated in the plan and to allow a rapid response to economic changes in accordance with the NPPF. A buffer of approximately 10-15% is proposed for the new Local Plan. A buffer is deemed necessary due to the heavy reliance on Welborne Garden Village and other large greenfield sites across the borough. Providing additional contingency offers additional flexibility in the event that there are unforeseen delays in delivery.
- 3.4 The table below indicates how the housing requirement for the emerging Local Plan is made up.

Local Plan Housing Requirement	
Fareham Annual Housing Need (based on current data)	520
Plan Period 2020-2036	16 years
Total Fareham Need	8,320
Plus Buffer of 10-15%	832-1,248
Plus unmet need	To be confirmed
Total Local Plan Housing Requirement	To be confirmed

Table 3.1 Local Plan Housing Requirement

- 3.5 If a 10-15% buffer were applied, the annual housing requirement would be between 572 and 598 homes. When considering the potential housing supply required to meet this need, the Council can take into account existing commitments including outstanding planning permissions, resolutions to grant planning permission, adopted Local Plan allocations and estimates of future windfall permissions. The result is that there is already a broad match between the housing need and housing supply, however this is a position that the Council must keep under review as it moves forward in preparing its new Local Plan.
- 3.6 The Draft Local Plan consulted upon in 2017 proposed a number of new housing allocations which continue to be an important part of the supply of new homes, with many of them progressing through the planning process. It will be necessary to keep these sites under



review as the Local Plan progresses, particularly if changes to housing numbers are being suggested through the process of applying for planning permission. However, the number of homes that need to be planned for has increased and as such, additional proposed allocations are being consulted on in this Regulation 18 consultation document. These are detailed in the section entitled 'Housing Allocations' later in this chapter.

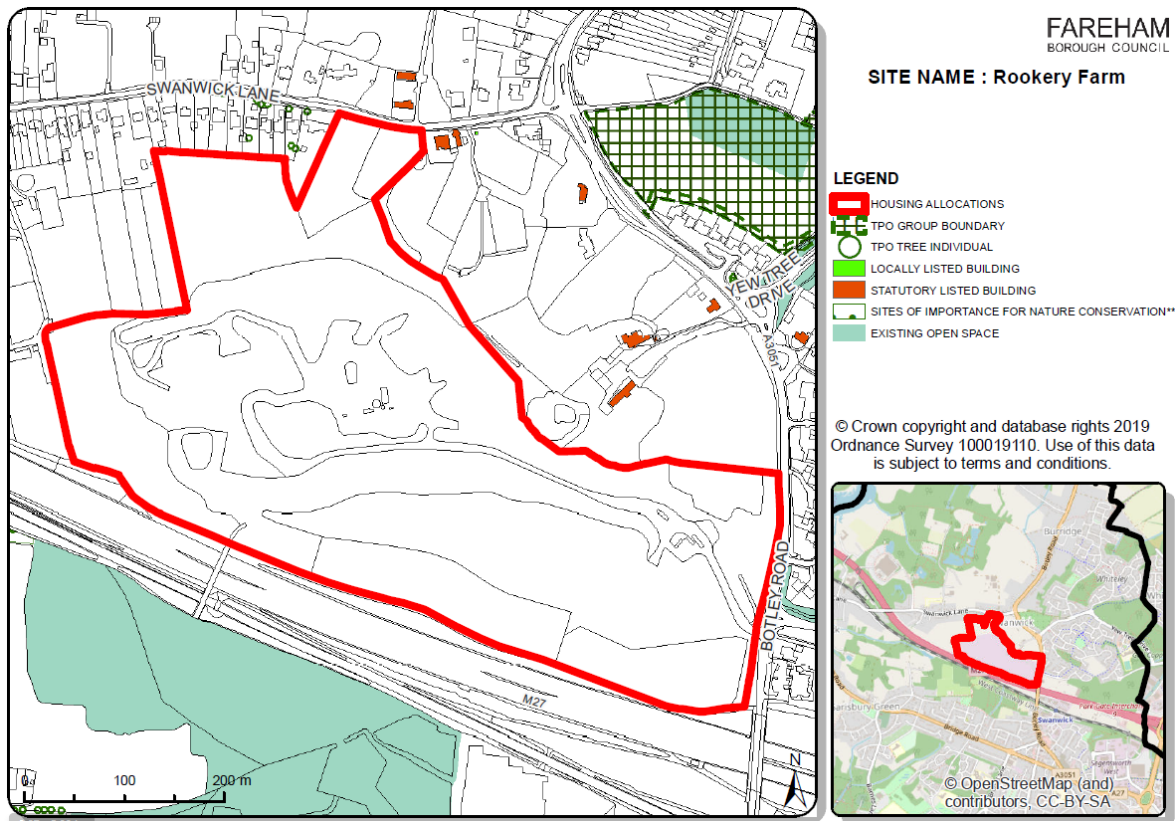
- 3.7 Another element of the housing supply that will be kept under review is the Council's assumptions around windfall. The housing supply will incorporate a windfall allowance, in accordance with the provisions set out in paragraph 70 of the NPPF. The NPPF states that windfall allowances should be realistic and have regard to the Strategic Housing and Employment Land Availability Assessment (SHELAA), historic windfall delivery rates and expected future trends. The calculation of windfall allowance will be updated for the publication version of the Draft Local Plan and will take account of all of these factors in arriving at an annual windfall allowance for the Borough.
- 3.8 The Council is working with neighbouring authorities through the Partnership for South Hampshire (PFSH) to identify unmet need across the sub-region and where this should go. However, as this work is not yet complete the Council has identified two Strategic Growth Areas (SGAs) which may play a role in meeting unmet need. Unmet need arises where an authority can demonstrate that it cannot meet its own need and, in those situations, national policy requires that neighbouring authorities do what they can to take up that unmet need in their boroughs and districts. It is likely that unmet need will arise across south Hampshire and work is ongoing through PFSH to identify how collectively authorities may address this situation. These areas are not housing allocations as there is further work required on the detail of any growth that may be required in these areas. The role these SGAs play in addressing the total housing requirement will be kept under review as the new Local Plan progresses. More information is provided on these areas later in this chapter in the section entitled 'Strategic Growth Areas'.
- 3.9 Due to the requirement to update the housing need annually, the publication version of the draft Local Plan will provide the final version of the housing figures, and this will be released for consultation in spring 2020. For the Publication plan, the housing requirement will be set out in a policy along the lines of Policy H1 in the 2017 Draft Local Plan. However, this detail has not been included in this version of the plan while the housing requirement is still subject to change.



Housing Allocations

3.10 The sites listed below are proposed new housing allocations to meet Fareham housing needs including a buffer to deal with delivery contingency.

3.11	Housing Site: HAX	SHELAA Reference: 0046
	Name: Rookery Farm	Proposed Use: Residential
	Location: Sarisbury	Indicative Capacity: 150
	Size: 20.05 ha	Planning Status: None



Planning Permission will be granted provided that detailed proposals accord with the policies in the Local Plan and meet the site-specific requirements:

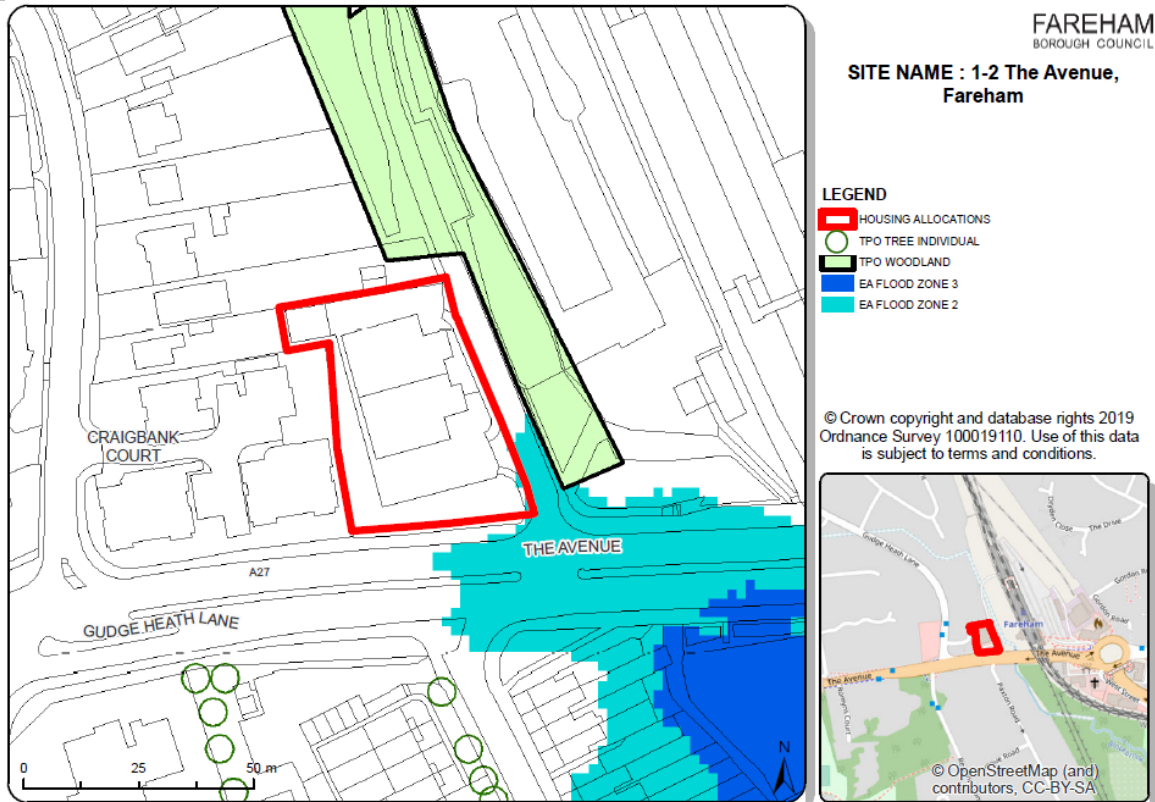
- The quantum of housing proposed shall be broadly consistent with the indicative site capacity and focussed to the north and east of the site; and
- Primary vehicular access will be from Botley Road; and
- A secondary vehicular access will be from Swanwick Lane; and
- Building heights shall generally be 2 storeys with occasional 2.5 storeys to provide added visual interest to the streetscape ; and
- The site should be sensitively designed to create a discernible sense of place and identity, with a core focussed on public open space and green infrastructure links; and



- f) Development should ensure continuous street frontages within the site to prevent inappropriate separation of development parcels; and
- g) Development should respect the setting of nearby listed buildings, supported by a proportional Heritage Statement; and
- h) Pedestrian and cycle connectivity will be provided throughout the site, linking to Botley Road and Swanwick Lane, including provision for off-site improvements to local destinations; and
- i) Provision of a noise assessment that appropriately addresses noise impact from the M27; and
- j) The area of landfill to the south of the site is enhanced and managed for public open space; and.
- k) Proposals shall either provide directly, or provide a financial contribution towards the delivery (and maintenance where deemed necessary) of the following infrastructure in line with the Council's Planning Obligations SPD:
 - Off-site highway improvement and mitigation works; and
 - Local schools and early-years childcare infrastructure (as identified by the Local Education Authority); and
 - A Neighbourhood Equipped Area of Play (NEAP) on site within an accessible location.



3.12	Housing Site: HAX	SHELAA Reference: 86
	Name: 1-2 The Avenue	Proposed Use: Residential
	Location: Fareham Town Centre	Indicative Capacity: Minimum of 9, up to 20
	Size: 0.18 ha	Planning Status: None



Planning Permission will be granted provided that detailed proposals accord with the policies in the Local Plan and meet the site-specific requirements:

- Building heights shall be between 3 and 4 storeys to reflect the character of the surrounding area and make efficient use of land in this highly sustainable location; and
- The existing access from the Avenue should be utilised and upgraded where necessary; and
- Provision of an air quality assessment that appropriately addresses any potential air quality impact; and
- Provision of a comprehensive assessment of noise impacts both arising from development proposals and from the adjoining highways network and Fareham Station, and demonstration of how necessary mitigation will be incorporated within the development proposals; and
- Proposals shall provide a financial contribution towards the delivery (and maintenance where deemed necessary) off-site of the following infrastructure:
 - Highway improvement and mitigation works; and
 - Open space (in line with the Council's Planning Obligations SPD);



3.13	Housing Site: HAX	SHELAA Reference: 3204
	Name: 20 Botley Road	Proposed Use: Residential
	Location: Park Gate	Indicative Capacity: 5
	Size: 0.09ha	Planning Status: None



FAREHAM
BOROUGH COUNCIL

**SITE NAME : 20 Botley Road,
Park Gate**

LEGEND
 HOUSING ALLOCATIONS

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Planning Permission will be granted provided that detailed proposals accord with the policies in the Local Plan and meet the site-specific requirements:

- a) The quantum of housing proposed shall be broadly consistent with the indicative site capacity; and
- b) Vehicular access should be from Botley Road; and
- c) Development will be between 2 and 3 storeys; and
- d) Proposals shall include a financial contribution towards the delivery (and maintenance where deemed necessary) off-site of the following infrastructure:
 - Highway improvement and mitigations works; and
 - Open space (in line with the Council’s Planning Obligations SPD)



Flexibility in the Housing Supply

- 3.14 The Council is committed to delivering the housing requirement set out in the Local Plan, and so it is important to provide a contingency position in the Plan to deal with unforeseen problems with delivery of both allocations and/or commitments. Therefore, further flexibility in the Council's approach is provided in Policy XX: Five-Year Housing Land Supply. This potentially allows for additional sites to come forward, over and above the allocations in the Local Plan, where it can be proven that the Council cannot demonstrate a five-year land supply against the Local Plan housing targets.
- 3.15 In order to accord with the Revised Development Strategy and Policy XX (Development in the Countryside), proposals for development outside the urban area boundaries will be strictly controlled. Such proposals will only be considered if it is demonstrated through the Council's monitoring or other evidence, that the Council cannot meet its five-year land supply target against the housing requirements set out in the Local Plan.
- 3.16 To ensure that such additional housing schemes contribute towards any five-year supply shortage the Council will expect detailed information to be submitted to demonstrate the deliverability of the scheme. This should include a detailed programme of delivery specifically setting out when the proposal will be delivered. If deemed necessary, the Council will include a planning condition to limit the commencement time to a year from the date of permission to ensure delivery in the short term. In order to protect areas outside of the existing settlements from unnecessary levels of development, only proposals that are of a scale relative to any identified shortfall will be considered.
- 3.17 Protecting the character and beauty of the countryside is an important objective and so the careful design of any proposal will be a key consideration. Any proposal must be adjacent to an existing urban area boundary and sensitively designed to ensure it is as well related, and integrated, to the neighbouring settlement as possible. Proposals that minimise the impacts on the countryside and, where relevant, Strategic Gaps will be preferred. Any proposal will also need to demonstrate that there will be no unacceptable environmental, amenity or traffic implications and that all other relevant policies in the Local Plan have been duly considered.

3.18 Policy XX: Five-Year Housing Land Supply

Where it can be demonstrated that the Council does not have a five-year supply of land for housing against the requirements set out in the Local Plan, additional housing sites, outside the urban area boundary, may be permitted where they meet all of the following criteria:

- a) The proposal is relative in scale to the demonstrated five-year housing land supply shortfall;
- b) The proposal is sustainably located adjacent to, and well related to, the existing urban settlement boundaries, and can be well integrated with the neighbouring settlement;
- c) The proposal is sensitively designed to reflect the landscape character and setting of the settlement and to minimise any adverse impact on the countryside and, if relevant, the Strategic Gaps;
- d) It can be demonstrated that the proposal is deliverable in the short term; and the proposal would not have any unacceptable environmental, amenity or traffic implications.



Strategic Growth Areas

- 3.19 As referred to in paragraph 3.8, the Council has identified two Strategic Growth Areas which may play a role in the new Local Plan in meeting the total housing requirement, particularly in relation to unmet need.
- 3.20 The identification of two Strategic Growth Areas is not the same as a housing allocation as there is further work required to understand the role these areas could play in meeting the overall housing requirement. The intention is to work with landowners and site promoters to develop a Council-led masterplan which will focus on delivery of community benefits as part of good growth.

3.21 **Policy XX: Strategic Growth Areas**

Any development proposals in the Strategic Growth Areas should come forward in conjunction with a masterplan for the area, that reflects the principles of the Local Plan, developed by all relevant landowners, to ensure that comprehensive development can be achieved.

Proposals will not be permitted which would prejudice the delivery of a comprehensive development in advance of a robust masterplanning process.



Strategic Growth Area: North of Downend

- 3.22 An application for up to 350 homes east of Down End Road was recently dismissed at appeal (P/18/0005/OA Land to East of Down End Road). This site is one of the sites included as a draft Local Plan allocation in the Draft Local Plan that the Council consulted upon in 2017. The Appeal Inspector dismissed the appeal on the basis of pedestrian access over the railway bridge but regarded the site to be in a sustainable location. Therefore, the Council are continuing to support development in this area but as a comprehensive development that would be subject to a masterplanning approach.
- 3.23 Development of an area wide masterplan should be informed by the following high-level principles and requirements:
- a) The design and layout of proposals shall be informed by and be consistent with the agreed masterplan; and
 - b) New homes can be built for people to live within attractive, sustainable, walkable and safe neighbourhoods; and
 - c) Neighbourhoods are distinctive yet well related to existing settlements and infrastructure; and
 - d) Provide a mix of different sized homes to buy, rent and self-build that will be designed to assimilate with the natural topography of the area; and
 - e) Local shop(s), community space and sports pitches, can be delivered to support new and existing communities; and
 - f) Supported by a transport assessment and strategy, together with infrastructure delivery plan; and
 - g) Multi-modal infrastructure works will deliver a safe new crossing and movement at Downend Road bridge; and
 - h) Provide high quality pedestrian and cycle links to the A27 Rapid Transit bus services connecting Fareham Town Centre and railway station, Portchester, Portsmouth and local employment hubs; and
 - i) Retain existing Public Rights of Way; and
 - j) Provide a network of interconnected footpaths, cycleways and bridleways that link new and existing communities and facilities, and act as a recreational resource to promote health and wellbeing; and
 - k) Proposals respect the rural landscape setting of the area through the maintenance and extension of existing wooded edges and provision of connected natural greenspace of appropriate scale; and
 - l) Natural greenspace will provide a variety of linked habitats and biodiversity, providing opportunities for health, recreation, learning and movement; and
 - m) Proposals shall either provide directly, or provide the mechanism for the delivery of the following infrastructure:
 - Off-site highway improvement and mitigations works; and
 - Local schools and early-years childcare infrastructure (as identified by the Local Education Authority); and
 - Open space including sports provision (in line with the Council's Planning Obligations SPD)



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Figure 3.1 Proposed Strategic Growth Area: North of Downend.



Strategic Growth Area: South of Fareham

- 3.24 Development of an area wide masterplan should be informed by the following high-level principles and requirements:
- a) The design and layout of proposals shall be informed by and be consistent with the agreed masterplan; and
 - b) The settlements of Fareham and Stubbington will continue to be separated with a strategic gap in between the settlements; and
 - c) New homes can be built for people to live within attractive, sustainable, walkable and safe neighbourhoods; and
 - d) Different sized neighbourhoods are built to cater for different needs, infrastructure requirements and delivery timing; and
 - e) Provides a mix of different sized homes available to buy, rent, self-build, for the elderly and those needing care; and
 - f) The development creates a place where you can safely walk to your local shops, cafes, community spaces, sports, recreation and health facilities; and
 - g) The development links with Rapid Transit bus services connecting to Fareham Town Centre and rail station, other settlement centres and local employment hubs;
 - h) Supported by a transport assessment and strategy, together with and infrastructure delivery plan; and
 - i) Retains existing Public Rights of Way; and
 - j) Ecological parkland is managed to create a major Green Infrastructure resource that will connect the Alver and Meon valleys through a variety of linked habitats and biodiversity, providing opportunities for health, recreation, learning, movement and wildlife;
 - k) Provision of a sports pitch hub and associated facilities; and
 - l) Proposals shall either provide directly, or provide the mechanism for the delivery of the following infrastructure:
 - Off-site highway improvement and mitigations works; and
 - Local schools and early-years childcare infrastructure (as identified by the Local Education Authority); and
 - Open space including sports provision (in line with the Council's Planning Obligations SPD)



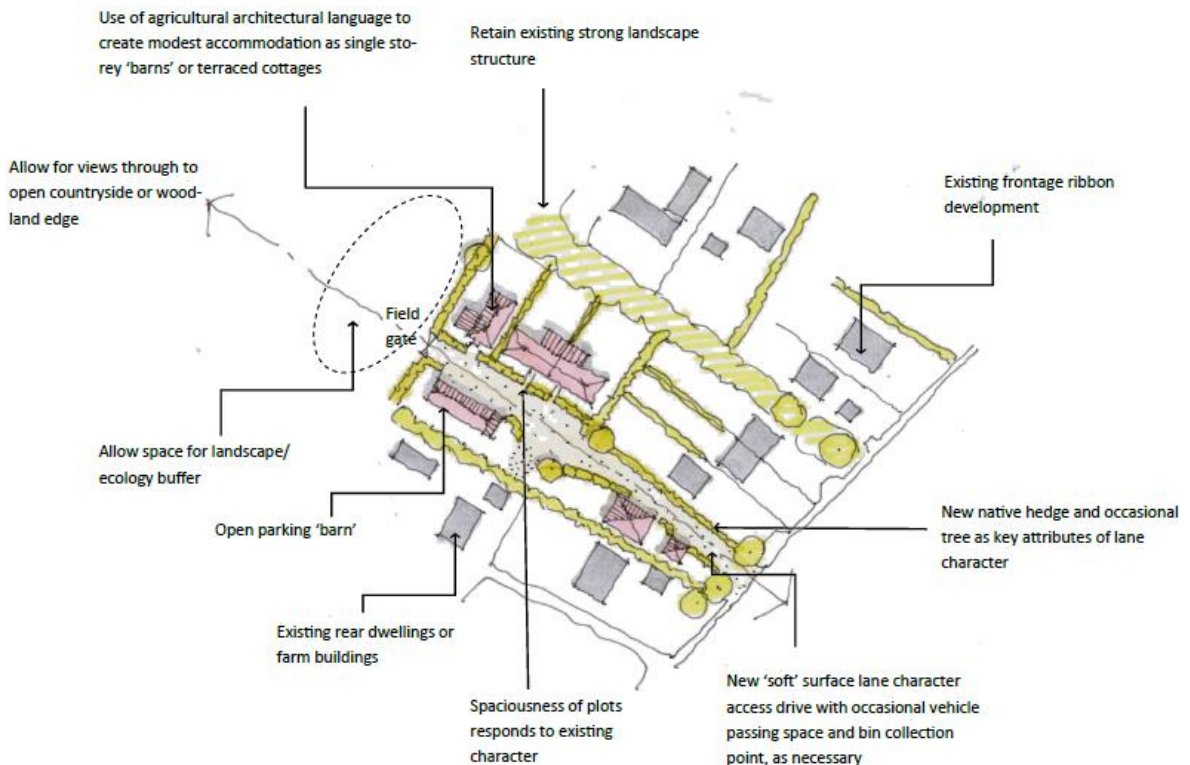
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Figure 3.2. Proposed Strategic Growth Area: South of Fareham



Small Scale Development Outside Defined Urban Areas

- 3.25 Small housing development sites can make a significant contribution to the supply of new dwellings within the borough, helping the Council to meet its housing need requirement. They also help to support small and medium sized house builders and those seeking self-build plots.
- 3.26 The NPPF supports the inclusion of small and medium sized sites in Local Plans and recommends that at least ten percent of the housing requirement is identified on sites no larger than one hectare. The Council will endeavour to achieve this proportion through the Local Plan but recognises that traditionally, small sites have not been a significant part of housing supply.
- 3.27 The Council will ensure that a proportion of large scale sites include self-build plots and included a draft policy on this point in the Draft Local Plan, which was consulted upon in 2017. However, most small sites have historically been delivered within existing urban settlements, often as a result of developing large single house plots or as amalgamations of smaller plots. Small site delivery has been declining over recent years as opportunities within existing urban settlements reduce.
- 3.28 In order to maintain a suitable supply of small sites, the Council considers that, with careful design, there is scope to appropriately deliver small sites within or adjacent to existing sustainably located housing settlements within the Borough. For that reason, it is proposing to include a new policy that will allow such development to take place.



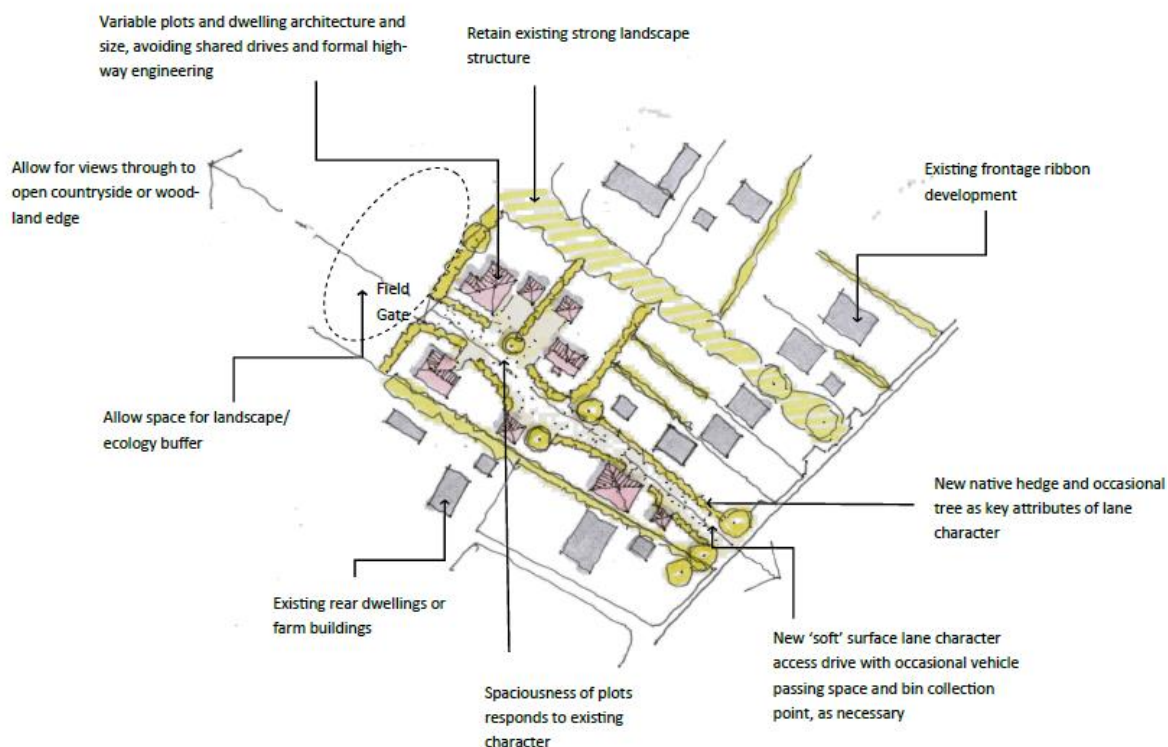


Figure 3.1 Indicative sketches of potentially appropriate approaches to small-scale development scenarios outside of defined urban areas.

- 3.29 The Council will seek to ensure that the location of new plots is reasonably located in relation to existing centres to encourage non-motorised access to jobs, services community and leisure facilities. Sites are considered to be particularly sustainable if there is safe pedestrian or cycling access to;
- a high-frequency bus stop within 400m, or a train station within one mile (20 minutes' walk or 1.6km), and
 - local shops within approximately one mile (20 minutes' walk or 1.6km).
- 3.30 High quality contextual and sustainable design will be a key element of new small site delivery. The Council will expect development to be of high quality and ensure that the settlements' essential characteristics are maintained, whilst ensuring that future occupants are well served by nearby centres.

3.31 Policy XX: New Small-Scale Development outside defined urban areas

New small scale housing development within or adjacent to existing areas of housing will be permitted subject to the following:

- 1. The site is well related to the settlement boundary and,**
- 2. The site is within reasonable proximity to a high frequency bus route or a train station, and safe walking and cycling routes that connect to a local, district or town centre;**



3. It comprises development that does not adversely affect the predominant development form of the area, taking particular account of:
 - a. the building line and scale of adjacent houses;
 - b. plot size and proportion,
 - c. site coverage/ratio,
 - d. space between dwellings,
 - e. landscape and views through to countryside beyond,
4. It comprises development:
 - a. That is not greater than 4 units,
 - b. Where the design and external appearance of each house is demonstrably different, unless a terrace or semi-detached form is appropriate,
 - c. It does not extend the settlement frontage.

Specialist Housing

- 3.32 The need to provide housing for older people is growing increasingly more critical. Nationally, people are living longer lives and the proportion of older people in the population is increasing. Offering older people a better choice of accommodation to suit their changing needs can help them live independently for longer, feel more connected to their communities and help reduce costs to the social care and health systems.
- 3.33 For plan-making purposes, strategic policy-making authorities are required to determine the needs of people who will be approaching or reaching retirement over the plan period, as well as the existing population of older people. According to the 2011 Census, Fareham had a higher proportion of residents aged over 65 at 20.4% (as a percentage of the total borough population) than both England (16.3%) and the South East (17.2%). The 2016 Office for National Statistics sub-national population forecasts also show that over 65's made up 23.4% of the Fareham population in 2019, compared to 18.4% for England and 19.5% for the South East, and is projected to constitute 29.9% of the borough's population in 2036, compared to 23.5% for England and 25.4% for the South East. Fareham's older population is growing according to the national trend, meaning the Borough will face increasing pressures over the plan period.
- 3.34 Most people aged 65 and over within the Borough own their homes outright. Only a small proportion rent in the private rented sector or live in social rented accommodation. These two tenures become more common in those aged 85 and over. It is this cohort that is forecast to experience the greatest level of growth over plan period with an 84% increase anticipated. It is the growth in the size of the 85+ age group which is most closely tied to the demand for specialist forms of accommodation since this age group is most likely to need care which is provided in specialist settings.
- 3.35 Based on the recommended ratios provided by the Elderly Accommodation Council, the greatest demand for future specialist provision within the Borough will be Sheltered Housing⁴. Provision for sheltered housing within the Borough is managed through the

⁴ Also referred to as supported housing) is self-contained accommodation specifically designed and managed for older people (minimum age of 55 years) who require no or a low level of support. Usually means having your own flat or bungalow in a block, or on a small estate. Schemes normally include additional communal facilities such as a residents' lounge and a scheme manager, warden or personal alarm/ telecare system.



Council's Housing Register. Applicants for sheltered housing represent approximately 14% of those waiting for any type of housing. However, sheltered housing schemes are bespoke and need to be delivered in blocks or groups (often with a Sheltered Housing Officer based on site). Applicants must be aged over 55 to be eligible for sheltered housing, and the projections show that the number of applicants will increase by 20% from 2019 to 2036. The greatest increases in demand for units are expected to be witnessed in Portchester and Fareham South as shown in the following table.

3.36

Location	Sheltered Applicants (number of applications)		All Applicants Over 55 (number of applications)	
	2019	2036	2019	2036
Fareham North	25	30	63	75
Fareham South	40	48	71	85
Fareham West	39	47	59	71
Portchester	46	55	69	83
Stubbington	20	24	36	43
Titchfield	6	7	21	25
Total	176	211	319	382

Table 3.2 Sheltered Housing Applicants by Ward Source: Fareham Borough Council Housing

3.37

The precise amount and type of specialist and older person accommodation required within the Borough will depend on a range of factors including choices of individual people and households. However, to facilitate the delivery of older person's accommodation the Council has identified a site considered suitable for this type of development at Cams Alder for a Sheltered Housing scheme to meet the demand for Housing Register applicants within the Fareham South ward. The site at Cams Alder is therefore identified for new sheltered housing provision and further general affordable housing provision. This scheme will be delivered alongside investment in the leisure provision at the site.

3.38

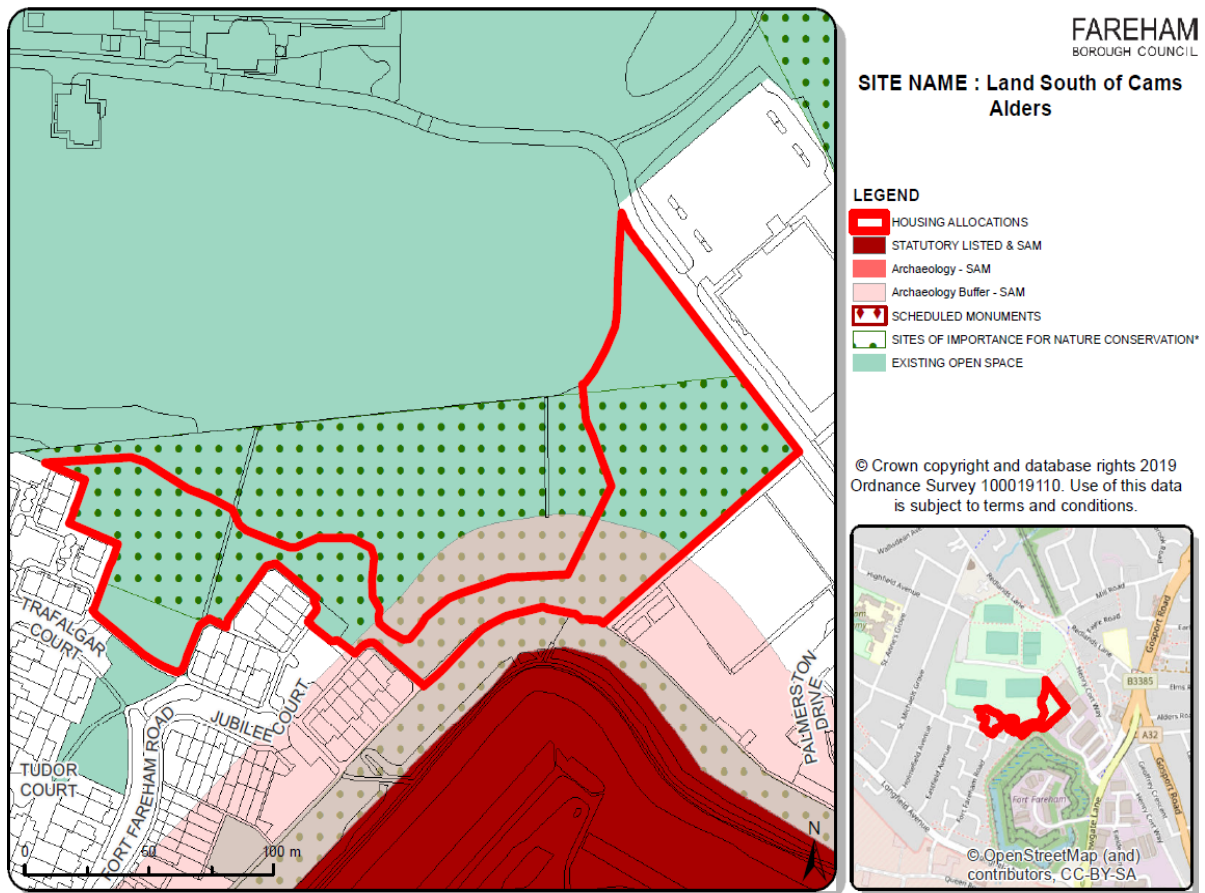
Policy XX: Sheltered Housing – Land South of Cams Alders

Development will be permitted for sheltered housing provision and further general affordable housing provision. Planning permission will be granted provided that detailed proposals address the site-specific criteria set out below:

- **The quantum of housing shall be consistent with the indicative site capacity of 60 dwellings, being a mix of Sheltered Housing and affordable residential;**
- **Proposals shall clearly demonstrate how the community benefits clearly outweigh the scale of the net loss of open space;**
- **A buffer shall be incorporated between development and the SINC;**
- **Retention and strengthening of the existing tree lined buffer around the perimeter of the site, as well as strengthening woodland links and green corridor network through to Fort Fareham to the south west;**



- The provision of appropriate pedestrian and cycle links to the Bus Rapid Transit stop on Redlands lane;
- Building heights shall reflect the surrounding character and built form;
- Proposals should align with the principles set out in the Fareham Housing Greener Policy.





High Quality New Homes - Space Standards

- 3.39 The provision of sufficient living space within new homes is an important element of good housing design and a pre-requisite for basic living. Potential residents of new homes should be provided with sufficient space for basic daily activities and needs. Space standards help to mitigate impacts from overcrowding, particularly relating to health and wellbeing; reducing depression, giving children room to play within the home and helping to ensure a good night’s sleep. Space should be provided for the furniture people need, to store personal possessions, to prepare food conveniently or to socialise with friends and family. If homes are to have a long life, they must offer functional and adaptable spaces that meet the needs of families, children, older people and disabled residents.
- 3.40 The Planning Practice Guidance allows local planning authorities to have the option to set higher space requirements as set out in the Technical housing standards – nationally described space standard (2015)⁵. The nationally described space standard is not a building regulation and remains solely within the planning system as a new form of technical planning standard and is continually updated. These standards exceed the minimum standards required by Building Regulations for bedroom size. The practice guidance requires local planning authorities to gather evidence to determine whether there is a need for additional standards in their area, and justify setting appropriate policies in their Local Plans.
- 3.41 The Council is keen to ensure that all dwellings provide sufficient living space, and this applies to larger dwellings as it does 1 and 2-bedroom units. Evidence collected by the Council shows that most new dwellings in the Borough are being built consistent with the space standards. However, it is on closer inspection that the discrepancies can be seen. Firstly, it is often the ‘box rooms’, bedrooms 3, 4, 5 etc. which fail to meet the space standards for single rooms, and secondly, whilst rooms may meet the standards for single rooms, they are often marketed as doubles. Introducing a policy will guarantee that those good practices that are prevalent today will continue and ensure that rooms are delivered to the size they are required to be across the range of dwelling types and sizes, ensuring a good stock of homes of all sizes.

Table 3.3. Evidence of meeting space standards in new builds in recent applications

Category	Summary of findings
1 bed dwellings	Several dwellings have been identified with double rooms that do not meet the standard and should be considered as one single bedroom consequently.
2 bed dwellings	There is a mix in two-bedroom dwellings built with some providing two double bedrooms, others as one double and one single. There are also examples of two-bedroom properties where the doubles meet the standards, but the singles do not, and one example where only one of the bedrooms meets even the standards for a single.
3 bed dwellings	Several examples show a trend of dwellings meeting the standards as one double and two singles as opposed to two doubles and a single. Other developments meet the standards for all three bedrooms being double rooms. This shows the

5

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/524531/160519_Nationally_Described_Space_Standard_Final_Web_version.pdf



	variation across delivery. On larger sites there is evidence of dwellings meeting the standards for one double and one single but with bedroom 3 failing to meet the standards for a single.
4+ bed dwellings	As with other dwelling types there is a range in the combinations of bedroom sizes. Evidence shows several dwellings are designed as 1 double and three singles, but bedroom 4 does not meet the space standards for a single. Others are designed to have 2 doubles and 2 singles, and others meet the standards for four doubles etc. There are also several examples of dwellings providing for a double and 3 singles, which in 4-bedroom houses might suggest that intended doubles do not meet the standards, for example one site where all four bedrooms meet the standards for single rooms, but none meet the standards for double rooms. It is also common in 5-bedroom dwellings that bedroom 5 does not meet the standard for a single room.

3.42 The Council considers it to be essential to the quality of life and social well-being of its residents that all new dwellings, subdivisions and conversions in the Borough are provided in accordance with the standards. Building to appropriate space standards will ensure new homes and extensions to existing homes provide sufficient space for basic activities and needs. The starting point will be for all new homes, including subdivisions of larger properties and conversions, to meet the standards, unless it can be shown unpracticable in the face of other material considerations and policy requirements. However, where developers wish to deliver an alternative approach, this will need to be fully justified.

The Council will therefore require all residential development to meet the nationally described space standards. This approach will be carried forward in line with any subsequent standard that the government may introduce, pending a review of any potential viability consequences when applied to the Borough.

3.43 Policy XX: Internal Space Standards

The Council requires that all new dwellings, extensions, subdivisions and conversions shall meet as a minimum the nationally described (internal) space standards (or future equivalent) as set out in the government’s housing technical paper: ‘Technical housing standards – nationally described space standard’ (2015).

All new residential development will be expected to meet these standards as a minimum, with development proposals accompanied by a table setting out for every dwelling the internal floorspace, bedroom sizes and the extent of built-in storage.



- 3.44 The technical housing standards for minimum gross internal floor areas and storage are set out below.

Technical housing standards – nationally described space standard (2015) Minimum gross internal floor areas and storage (m ²)					
Number of bedrooms (b)	Number of bed spaces (persons)	1 storey dwellings	2 storey dwellings	3 storey dwellings	Built-in storage
1b	1p	39(37*)			1.0
	2p	50	58		1.5
2b	3p	61	70		2.0
	4p	70	79		
3b	4p	74	84	90	2.5
	5p	86	93	99	
	6p	95	102	108	
4b	5p	90	97	103	3.0
	6p	99	106	112	
	7p	108	115	121	
	8p	117	124	130	
5b	6p	103	110	116	3.5
	7p	112	119	125	
	8p	121	128	134	
6b	7p	116	123	129	4.0
	8p	125	132	138	

Table 3.4 Technical housing standards – nationally described space standard

- 3.45 The standard requires that:
- the dwelling provides at least the gross internal floor area and built-in storage area set out Table 3.4 above.
 - a dwelling with two or more bedspaces has at least one double (or twin) bedroom
 - in order to provide one bedspace, a single bedroom has a floor area of at least 7.5m² and is at least 2.15m wide
 - in order to provide two bedspaces, a double (or twin bedroom) has a floor area of at least 11.5m²
 - one double (or twin bedroom) is at least 2.75m wide and every other double (or twin) bedroom is at least 2.55m wide
 - any area with a headroom of less than 1.5m is not counted within the Gross Internal Area unless used solely for storage (if the area under the stairs is to be used for storage, assume a general floor area of 1m² within the Gross Internal Area)
 - any other area that is used solely for storage and has a headroom of 900-1500mm (such as under eaves) is counted at 50% of its floor area, and any area lower than 900mm is not counted at all
 - a built-in wardrobe counts towards the Gross Internal Area and bedroom floor area requirements but should not reduce the effective width of the room below the minimum widths set out above. The built-in area in excess of 0.72m² in a double



bedroom and 0.36m² in a single bedroom counts towards the built-in storage requirement

- i) the minimum floor to ceiling height is 2.3m for at least 75% of the Gross Internal Area

3.46 Planning Practice Guidance outlines that there may need to be a reasonable transitional period following adoption of a new policy on space standards to enable developers to factor the cost of space standards into future land acquisitions. There are no notable viability impacts anticipated from the introduction of a nationally described space standard and most permitted/emerging schemes within the last two years have sought to meet the national standards of their own accord. It is therefore not proposed to allow for a transitional period before adoption of a new policy on space standards but rather seek to adopt and implement the policy alongside the other policies within the Local Plan.

NATURAL ENVIRONMENT





Landscapes

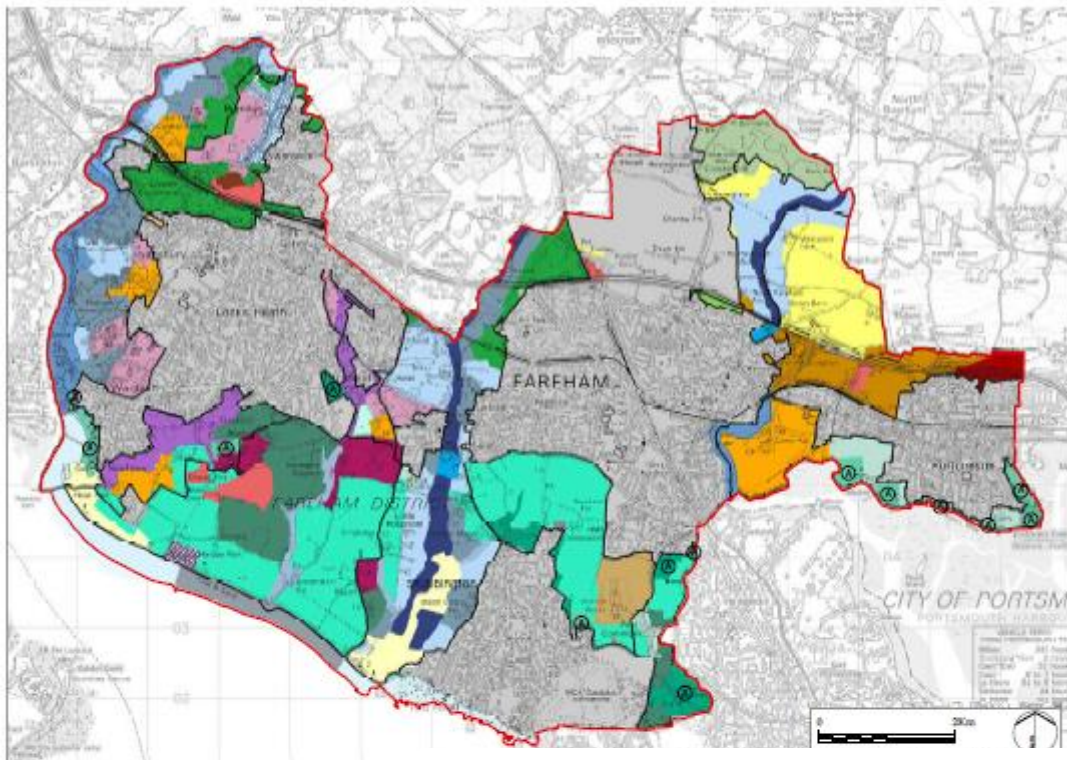
- 4.1 Despite its modest scale, the Borough of Fareham contains a rich and varied pattern of landscapes that has evolved from historical, physical and human influences, including prehistoric colonisation, roman influences, farming practices of the middle ages and the growth of the wrought iron and brickworks industries. This has produced a landscape of mixed character ranging from areas of unspoilt countryside, transitional landscapes on the fringes of built-up areas and along roads, to the true urban landscapes, or townscape, of the Borough's towns and settlements.
- 4.2 The NPPF states that planning policies should contribute to and enhance the natural and local environment by protecting and enhancing valued landscapes in a manner commensurate with their statutory status or identified quality in the development plan.
- 4.3 Two recent planning appeal decisions demonstrated how the argument of valued landscapes could help to determine planning decisions. Both decisions were on sites located in the Lower Meon Valley (Land west of Old Street, Stubbington APP/A1720/W/18/3200409 and Land east of Posbrook Lane, Titchfield APP/A1720/W/18/3199119) and the Inspectors recognised the high-quality landscape concluding that the Lower Meon is a valued landscape.
- 4.4 With this in mind, the Council proposed the designation of valued landscapes as part of the Draft Local Plan Update consultation in the summer of 2019. The responses to this part of the consultation suggested numerous parts of the Borough held a value for residents and other respondents. Responses suggested that green spaces, coastal areas, open spaces, historic areas and treed landscapes were all valued in the Borough.

Evidence Base

- 4.5 The starting point for the definition of landscape types within Fareham was a county-wide landscape assessment produced by Hampshire County Council in 1993. The assessment identified ten rural landscape types in the Borough which formed the basis for the initial landscape characterisation. These were then further sub-divided into those areas shown in figure 4.1.
- 4.6 Chalklands are an important component of the landscape in the north east of the Borough occurring in a broad sweeping band focussed around the scarp face of Portsdown Hill and its flanks. Lowland mosaic landscapes account for the majority of the Borough's non-urban landscapes and tend to include a mix of farmland and woodland. However, a distinction can be made between the open landscapes of the coastal plain and those that lie further inland to the north and west of the Borough.
- 4.7 The Meon valley is the main river valley landscape within the Borough, although the character varies along the length of the valley floor and sides. Open floodplain farmland also exists in the Wallington river valley whilst the Hamble valley is characterised by both open and enclosed valley sides.



Figure 4.1: Landscape types. Source Fareham Landscape Assessment, LDA 2017



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LEGEND

Fareham Borough Boundary	Wooded Valley: Heath Associated	Enclosed Tidal River
Landscape Character Areas	Enclosed Valley Side	Cliff Coastline
Land Within Defined Urban Settlement Boundary	Open Valley Side	Parkland and Grounds
Chalklands	Open Floodplain Farmland	Airfield/Large-Scale Utilities
Open Arable Downs	Enclosed Floodplain Farmland	Disturbed Landscapes
Open Arable Downs: Fringe Character	Marsh, Reedswamp and Brackish Lagoon	Recolonising Landscape
Scarp Face	Open Coastal Plain: Weak Structure	Urban: Industrial
Lowland Mosaic	Open Coastal Plain: Strong Structure	Urban: Greenspace
Mixed Farmland and Woodland: Large-Scale	Open Coastal Plain: Fringe Character	Urban: Low Density Fringe / Ribbon Development
Mixed Farmland and Woodland: Small-Scale	Enclosed Coastal Plain	Urban: Inter / Post Suburban Housing
Mixed Farmland and Woodland: Fringe Character	Open Coastal Amenity Land	Urban: Chalet / Caravan park
Horticulture and Small-holdings: Large-Scale	Enclosed Coastal Amenity Land	
Horticulture and Small-holdings: Small-Scale	Open Estuary	
Small-Scale Enclosed Valley		

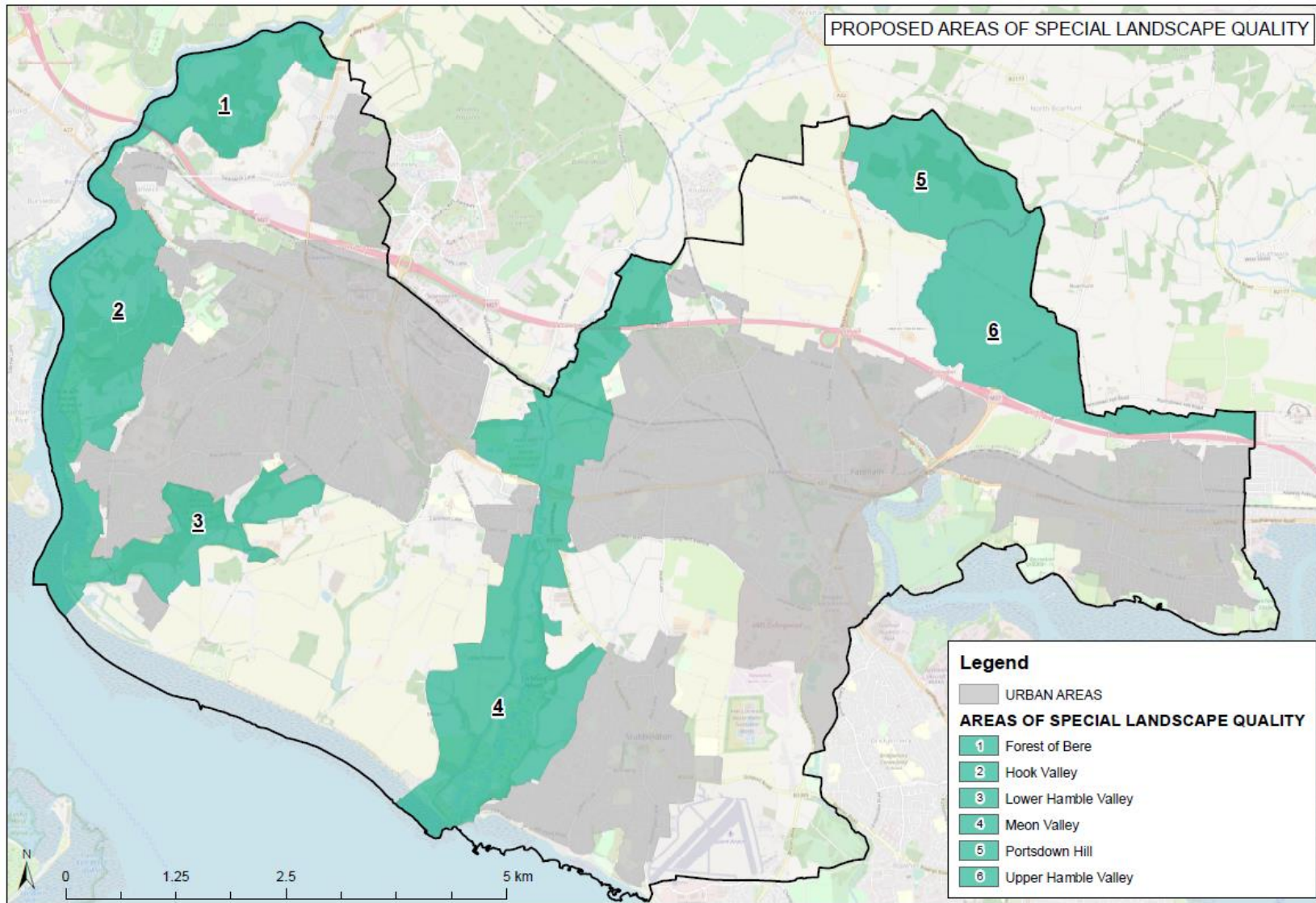
4.8 The 2000 plan included designated Areas of Special Landscape Quality in the following locations:

- Upper Hamble Valley;
- Lower Hamble Valley;
- Hook Valley;
- Meon Valley;
- Forest of Bere; and,
- Portsdown Hill.



- 4.9 The Upper Hamble Valley is characterised by a strong valley landform with dense woodland cover. The river landscape itself has a distinctive tidal creek character and a peaceful, private and relatively undisturbed character.
- 4.10 The Lower Hamble Valley is characterised by a well-defined and strong landform of steep valley sides with dense semi-natural woodland cover, which reinforces the sense of enclosure and naturalness, a lively and distinctive estuarine character provided by boats and boatyards, and a relatively sparse development pattern.
- 4.11 The Hook Valley lies to the south of Warsash and Locks Heath and similarly to the Hamble valley is characterised by a strong valley form with dense woodland cover. The enclosed valley floor contains areas of high nature conservation value with unspoilt, natural qualities and a relatively sparse pattern of development.
- 4.12 The Meon Valley is characterised by a relatively gentle but distinctive valley landform running through the borough. The valley is narrower in the upper reaches but broadens into open floodplain and a complex pattern of wetland communities to the south at Titchfield Haven, bordered by a mosaic of open farmland and minor wooded valleys.
- 4.13 The Forest of Bere is a distinctive and attractive enclosed area formed by large blocks of mixed woodland connected by mature hedgerows. The woodland edge is continuous and forms an attractive backdrop to the open arable farmland of the North Fareham Downs. The medium scale farmland within the woodland blocks maintain a strong sense of enclosure.
- 4.14 Portsdown Hill is a landscape unit that extends beyond the Borough boundary into neighbouring Winchester district. It is characterised by a distinctive rolling chalk downland above the Wallington river valley with a dramatic landform ridge and steep, south-facing scarp of the hill itself. Portsdown Hill provides the setting for Nelson's Monument and Fort Nelson as well as spectacular views over Portsmouth Harbour and the Solent.
- 4.15 The 2017 Landscape Assessment still recognises the intrinsic character and quality of these largely undeveloped areas and so these have been used to shape the revised development strategy and are proposed as Areas of Special Landscape Quality for the new Local Plan.

Figure 4.2. Proposed Areas of Special Landscape Quality



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- 4.16 In addition, recognising that all parts of the Borough have some landscape quality and may be sensitive to landscape change, the following policy, revised from the policy consulted upon in 2017, demonstrates how landscape should be dealt with in terms of development management.

4.17 **Policy NE1: Landscape**

Development proposals will be supported that take account of the quality, local distinctiveness and the sensitivity to change of landscape character areas. Development in the countryside will be permitted where it contributes to and enhances the landscape with particular regard to:

- a) Intrinsic landscape character, quality and important features;**
- b) Visual setting, including to/from key views;**
- c) The landscape as a setting for settlements, including important views to, across, within and out of settlements;**
- d) The landscape's role as part of the existing Local Ecological network;**
- e) The local character and setting of buildings and settlements;**
- f) Natural landscape features, such as trees, ancient woodland, hedgerows, water features and their function as ecological networks; and**
- g) The character of the Borough's rivers and coastline, which should be safeguarded.**

Applications for major development in the countryside within the Areas of Special Landscape Quality of the Hamble, Meon and Hook Valleys, Portsdown Hill and the Forest of Bere, will only be permitted where it can be demonstrated, through a proportionate landscape assessment, that the proposals satisfy the specific development criteria contained within the Council's Landscape Sensitivity Assessment⁶ for the character area in which the development is located.

Major development proposals must include a comprehensive landscaping mitigation and enhancement scheme to ensure that the development is able to successfully integrate with the landscape and surroundings. The landscaping scheme shall be proportionate to the scale and nature of the development proposed and shall be in accordance with the enhancement opportunities specified in the Council's Landscape Sensitivity Assessment.

Trees, Woodland and Hedgerows

- 4.18 Trees, woodlands and hedgerows are under increasing threat from pollution, disease and the pressures of the developing world. As a result, over the last 100 years the tree canopy in our towns and cities has significantly declined.
- 4.19 The loss of trees, woodlands and hedgerows in our built environment reduces liveability. Balancing our borough's growth, whilst protecting the environment, maintaining vibrant public spaces, creating recreational opportunities and fostering economic growth is an increasing and on-going challenge.

⁶ Part two of the Fareham Landscape Assessment (2018)



- 4.20 Trees, woodlands and hedgerows contribute to the environment in many ways; they improve the quality of the air removing dust particles and harmful gas emissions such as carbon dioxide. In urban areas they help to reduce the heat island effect, reduce soil erosion and flash flooding by slowing down and capturing fast flowing water. In addition, trees, woodlands and hedgerows help to improve biodiversity and provide landscape character whilst also adding a sense of place in our communities. These benefits all help to improve the health and wellbeing of people and in turn improve the quality of life for those who live and work in Fareham.
- 4.21 The challenge will be to constantly increase awareness of the long-term benefits of trees, woodlands and hedgerows within the urban environment. As Fareham continues to urbanise, this need increases, as does our obligation to enhance the quality of life in Fareham by delivering high quality and well maintained green infrastructure.
- 4.22 The Council has a Corporate Tree Strategy, in line with section 197 of the Town and Country Planning Act 1990, which provides guidance to developers on the protection, enhancement and creation of high quality and well maintained green infrastructure within the Borough.

4.23 **NEXX Trees, Woodland and Hedgerows**

The removal of protected trees, groups of trees, woodland or hedgerows will only be permitted in exceptional circumstances and in accordance with the legislation, policy and good practice recommendations. Where protected trees are subject to felling, a replacement of an appropriate number, species and size in an appropriate location will be required.

A proposed loss or damage of non-protected trees, woodland or hedgerows which have high amenity values should be avoided, and if demonstrated as being unavoidable, appropriate replacement or compensation will be required.

Development proposals that affect trees, hedgerows and woodland must demonstrate that they have been informed by a full site survey, including an ecological survey and arboricultural method statement.

Where possible, opportunities for planting of new trees, woodlands and hedgerows should be identified and incorporated; particularly where this would help mitigate and adapt to the effects of climate change. New planting should be suitable for the site conditions, use native species where appropriate, build in resilience by a varied choice of species and be informed by and contribute to local character, and enhance or create new habitat linkages.

- 4.24 The loss of protected trees, woodland and hedgerows will only be permissible in exceptional circumstances and any proposed loss will be considered on a case by case basis. The applicant must demonstrate clear and robust reasoning for any proposed loss, setting out why any loss is unavoidable and justified. The loss of any protected trees, woodland and hedgerows should be compensated for by the replacement of an appropriate number, species and size. This should be done in consultation with the Council's Tree Team.
- 4.25 All trees, woodlands and hedgerows within the Borough provide benefits in terms of habitats, biodiversity, climate change mitigation and adaptation as well as being important to the



character and amenity value of the Borough's urban and rural landscapes. There is a presumption that loss and damage to trees, woodland and hedgerows that are important for these reasons should be avoided. Therefore, where it can be demonstrated that the loss or damage to non-protected trees, woodland and hedgerows is unavoidable, the Council will seek replacement and/or compensation where appropriate.

- 4.26 Where development proposals affect existing trees, woodlands and hedgerows, applicants shall be required to submit their development proposals with an arboricultural survey.
- 4.27 To prevent damage to tree roots and branches, developers will be required to provide tree protection prior to and during the site clearance, demolition and construction phases.
- 4.28 Where appropriate, the Council will seek opportunities for planting of new trees, woodlands and hedgerows. This can be included as part of a development's proposal to achieve net gains for biodiversity or to enable the development to adapt and mitigate the effects of climate change such as through a reduction in the urban heat island effect. Any new planting should be suitable for the site conditions, use native species where appropriate and be informed by and contribute to local character, and enhance or create new habitat linkages. The Ecological Network Map produced by the Hampshire Biodiversity Information Centre (HBIC) which covers the whole of Hampshire, highlights areas where additional planting could help improve habitat linkages and biodiversity.
- 4.29 Appropriate costed ongoing maintenance specifications and plans will be necessary to protect any newly planted and existing trees, woodlands and hedgerows; and ensure they establish successfully and thrive so their long-term benefits can be delivered.

Flood Risk and Sustainable Drainage Systems

- 4.30 There are areas of the Borough at risk from flooding from a variety of sources such as rivers and the sea in addition to local sources of flooding such as surface water. With Climate Change, the risks from these types of flooding are likely to be exacerbated. The NPPF makes clear that development should be directed away from areas at highest risk to flooding both present and in the future. The Local Plan has been informed by the PUSH Strategic Flood Risk Assessment 2016 Update.

4.31 **NEXX Managing Flood Risk and Sustainable Drainage Systems**

Planning permission will only be granted where:

- **The proposal meets the sequential and exception tests as set out in the NPPF.**
- **The proposal does not prejudice land required for current or future flood management, including natural floodplains;**
- **The development will be safe over its lifetime, taking into account the increased risk of flooding due to climate change and without increasing flood risk elsewhere;**
- **Any proposed flood protection, prevention and resilience measures address the specific requirements of the site and are appropriate to the character and biodiversity of the area.**



Developments that are required to incorporate Sustainable Drainage Systems should ensure that:

- **For greenfield sites, run-off rates do not exceed existing greenfield run-off rates and where possible, be reduced to minimum feasible rate;**
- **For brownfield sites, run off rates are reduced as close as reasonably practicable to greenfield run-off rates;**
- **Onsite surface water run-off is managed close to the source as possible;**
- **Priority is given to SuDS which mimic and reflect natural drainage processes;**
- **Details for future maintenance over the lifetime of the development must be included.**

Climate Change

- 4.32 The UK Climate Change Risk Assessment (2017)⁷ states how climate change will increase risks to human health and well-being, agricultural food production, water resources, natural assets in addition to increasing the risks of new and emerging pests and diseases and flooding and coastal changes. The Environment Agency recently published a Climate Impacts Tool⁸ based upon UK Climate Projections data 2009 which predicts there will be on average: 75% more winter rainfall, 59% less summer rainfall, 105% higher peak river flows, 1m of sea level rise, an additional 70cm of storm surge and an 11.7°C increase in average summer temperatures this century. Fareham is particularly vulnerable to the effects of climate change due to its location on the south coast and the many rivers and streams that flow through the Borough. It is important therefore, to reduce greenhouse gas emissions in order to limit the effects of climate change in the future.
- 4.33 In order for the UK Government to meet its international obligations, the UK Climate Change Act 2008 requires the reduction of the nation's greenhouse gas emissions by 100% (net zero) compared to 1990 levels by 2050⁹. In combination with Section 182 of the Planning Act (2008)¹⁰ and the Planning and Energy Act (2008)¹¹, the need to reduce the nation's emissions was reinforced by the ratification of the United Nations Framework Convention on Climate Change Paris Agreement in November 2016. The Paris Agreement's central aim is to keep global temperature rise this century well below 2°C above pre-industrial levels and to pursue efforts to limit the temperature increase even further to 1.5°C above pre-industrial levels.
- 4.34 The Council as Local Planning Authority has a legal duty to help meet the requirements of the Climate Change Act 2008 by ensuring the Local Plan includes policies designed to secure that the development and use of land contribute to the mitigation of, and adaption to, climate change¹².

⁷ UK Climate Change Risk Assessment. 2017.

⁸ Climate Impacts Tool: Understanding the risks and impacts from a changing climate. 2019.

⁹ Climate Change Act 2008. <http://www.legislation.gov.uk/ukpga/2008/27/part/1/crossheading/the-target-for-2050>

¹⁰ The Planning Act 2008. http://www.legislation.gov.uk/ukpga/2008/29/pdfs/ukpga_20080029_en.pdf

¹¹ The Planning and Energy Act 2008. <https://www.legislation.gov.uk/ukpga/2008/21>

¹² The Planning and Compulsory Purchase Act 2004



4.35 Policy NEXX Climate Change

The Council promotes mitigation and adaptation to climate change through:

- a) A development strategy that minimises the need to travel by allocating sites and generally directing development to locations with better services and facilities, or where they are capable of being improved.
- b) Ensuring allocations in this Plan have taken account of climate change through the Strategic Flood Risk Assessment level 1 and 2 and through the sequential testing of sites, and the provision of a development management policy that ensures applications factor in climate change in their flood risk assessments.
- c) Integrating Green and Blue Infrastructure into the design of developments through approaches such as mandatory biodiversity net gain which will help to reduce CO₂ concentrations and mitigate the urban heat island effect, and the use of Sustainable Drainage Systems which helps reduce the risk of flooding.
- d) Adopting higher water efficiency standards to contribute to alleviating water stress and consumption across the Borough.
- e) Supporting the reuse and use of sustainably sourced materials and supporting the integration of energy efficiency, renewable and low carbon technologies into residential and commercial developments of all sizes.

4.36 Critical to climate change mitigation is having the right spatial strategy that minimises the need to travel by private car and encourages the use of active and public modes of transport. The new Local Plan will seek to direct development to those places with better services and facilities and public transport links.

4.37 There is an increased risk of flooding in the Borough due to climate change and this risk has been factored into the choice of site allocations, through the Strategic Flood Risk Assessment level 1 and 2 and sequential testing report. Flood risk should also be factored into more detailed development proposals and where necessary at the planning application stage. Policy NEXX Climate Change ensures this, and provides opportunities for mitigation through, for instance Sustainable Drainage Systems (SuDS). The Policy can also be integrated with wider objectives such as to improve blue and green infrastructure and achieve net gains for biodiversity.

4.38 The approach taken in Policy NEXX Trees, is to maintain and improve tree canopy cover in the Borough where appropriate and possible to do so. This approach is not just to improve biodiversity and visual amenity, but to also help offset the 'urban heat island' effect and pollution issues.

4.39 Parts of the Borough are in areas of water stress from a supply point of view and considering the likely future effects of climate change, this new Local Plan will adopt higher technical



standards for water efficiency across the whole Borough. Policy NEXX ensures this and that we protect water quality across the Borough, including the Source Protection Zone in Wallington.

- 4.40 Energy efficiency standards are primarily factored into new buildings through Building Regulations however, the Council supports development that will exceed Building Regulations requirements and/or is consistent with the Governments Zero Carbon Buildings policy. The Council also supports development that reuses existing materials and/or seeks to use materials that have been sustainably sourced.
- 4.41 Designing and constructing developments using low carbon principles can ensure that energy consumption, overheating and the Borough's carbon footprint is reduced. It can also lower the overall costs of running the building for the occupants and reduce the need for expensive retrofits later. This would also help meet the aspirations of the Government's Clean Growth Strategy (2017) for all homes to be of an Energy Performance Certificate B and C standard by 2035.
- 4.42 The scope for some types of large-scale renewable and low carbon energy development in the Borough is likely to be limited to areas where it can be adequately accommodated within Fareham's landscape. However, taking a landscape led approach to considering development proposals (in line with NEXX Landscape) will be important in determining the appropriateness of renewable and low carbon energy development in Fareham. There may also be opportunities for decentralised energy and/or heating systems to be included as part of developments and these opportunities would be supported by the Council.

Air Quality

- 4.43 It is recognised that air quality is a major environmental factor that can affect human health, as well as significantly influence and alter local ecosystems. The Council has taken steps to improve Air Quality in the Borough since the original identification of two Air Quality Management Areas (AQMAs) in the Borough and corresponding Air Quality Action Plan¹³. Both AQMAs were extended in November 2017 following on from the results of the Annual Status and Detailed Assessment of Air Quality Report¹⁴.
- 4.44 In July 2017, the Government published its UK plan for tackling roadside nitrogen dioxide (NO₂) concentrations. This stated that as well as Air Quality Action Plans, Local Plans should seek to target air pollution measures so as to minimise their impact on local residents and businesses.
- 4.45 Whilst the Air Quality Action Plan focuses primarily on the A27 and the A32, the Council monitors over 40 locations throughout the Borough. In order to ensure no further areas exceed the NO₂ thresholds in the future, it is essential for the Council to identify measures to reduce the NO₂ emissions across the Borough and make improvements to local air quality. Figure 4.3 shows the current AQMA locations within the Borough:

¹³ http://www.fareham.gov.uk/PDF/licencing_and_inspections/HCU-170130_FarehamAndGosport16.pdf

¹⁴ http://www.fareham.gov.uk/PDF/licencing_and_inspections/HCU-170130_FarehamAndGosport16.pdf



AIR QUALITY MANAGEMENT AREA 2017 (B)
PORTLAND STREET FAREHAM

FAREHAM
BOROUGH COUNCIL



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AIR QUALITY MANAGEMENT AREA 2017 (A)
GOSPORT ROAD FAREHAM

FAREHAM
BOROUGH COUNCIL



Figure 4.3 - AQMA Areas within Fareham

- 4.46 In November 2019, the National Planning Policy Guidance was updated to reflect the requirement that Local Plans should seek opportunities to actively improve air quality through plan-making and development management decisions. Following these changes to national policy and guidance and in light of recent discussion on air quality with neighbouring authorities through PfSH, it is now considered appropriate to include a policy specifically on air quality within the Local Plan.
- 4.47 The Council recognises that most development could increase road transport emissions, both during the construction and operational phases. However, it is also recognised that the Local Plan can positively influence air quality through the promotion of sustainable development. The approach to this Air Quality Policy will be to minimise road transport emissions wherever practicable to sustainable levels, while also seeking to counter the cumulative impacts arising from the aggregation of incremental emissions arising from each development scheme.
- 4.48 In formulating the Local Plan it is necessary to consider:
- The observed trends in recent air quality monitoring data and what would happen to these trends in light of the proposed allocations;
 - Any impacts from point sources of air pollution;



- The potential cumulative impact of a number of smaller developments on air quality as well as the effect of more substantial developments, including their implications for vehicle emissions;
- Ways in which new development could be made appropriate in locations where air quality is or is likely to be a concern, and not give rise to unacceptable risks from pollution; and,
- Opportunities to improve air quality or mitigate impacts, such as through traffic and travel management and green infrastructure provision and enhancement.

- 4.49 The Strategic Environmental Assessment (SEA) of the Local Plan is the basis for including these considerations and has informed the selection of development allocations which make up the Development Strategy for the Local Plan. Using the SEA process has ensured a strategic approach to air quality has been undertaken to ensure as practicably possible that the selected development allocations were located in areas where air quality is not likely to be a concern both now and in the future. The approach will also enable the Council to help secure net improvements in overall air quality where possible through measures such as traffic and travel management and green infrastructure provision and enhancement in areas at risk of being above air quality limits.
- 4.50 All developments will be required to show how proposals will minimise emissions and contribute to the reduction of impacts on local air quality. For small scale developments, where relevant exposure does not require an air quality assessment, mitigation will still be required to offset air quality concerns in the area and should seek to be at least Air Quality Neutral. In the case of Major developments, an Air Quality Assessment will be required and should include the consideration of increased exposure for relevant receptors affected by the development. Consideration should be given to the potential impacts of neighbouring pollutant sources on the site and whether the development will expose future occupiers to unacceptable levels of air pollution, even if an assessment of impacts of the development on the surrounding area is screened out.
- 4.51 Mitigation options will need to be related to the development in terms of nature and proportion to the likely impact. The Council will work with applicants to consider appropriate mitigation so as to ensure new development is appropriate for its location and unacceptable risks are prevented. Planning conditions and obligations may be used to secure mitigation where the relevant tests are met.
- 4.52 24% of all emissions across the UK can be directly attributed to Transport¹⁵. Road transport is the most significant source of emissions in this sector, in particular passenger cars. Developments are required where possible to provide infrastructure supporting the use of alternative vehicle types and fuels in support of both Government and Council ambitions in improving Air Quality. Consideration should be given to designing communal parking arrangements and electrical connections in such a way that EV charging points can be retrofitted to parking bays without unreasonable levels of disruption, at the expense of the developer.
- 4.53 Local air quality improvements can be achieved through good practices, careful design of neighbourhoods and actions such as ensuring public services are joined up, and enabling easier to access via public transport, active travel modes or other sustainable transport

¹⁵ BEIS (2017) UK Greenhouse Gas Inventory Statistics (1990-2015)

<https://www.gov.uk/government/collections/final-uk-greenhouse-gas-emissions-national-statistics>



choices. Improvements can also be accomplished through highway improvement measures, such as modifications to junctions to improve flows, achieved through physical works or developer contributions to future highway improvement schemes.

- 4.54 Additionally, the provision or enhancement of Green Infrastructure should be considered in conjunction with any mitigation measures aimed at reducing vehicle emissions. Paragraph 181 in the NPPF seeks to ensure that planning decisions sustain and contribute towards compliance with relevant limit values or national objectives for pollutants. Further information on this can be found in the Green Infrastructure chapter of this Plan and in the Fareham Borough Council Green Infrastructure Strategy.

4.55 **POLICY NEXX: Air Quality**

Planning applications are required to assess the effects of development and its inherent increased demand on the road networks leading to increasing detrimental effects on air quality from initial concept phases of development design.

To counter the effects of development on air quality, all major developments should actively demonstrate through an Air Quality Assessment (AQA) that proposals will minimise emissions and contribute to the reduction of impacts on local air quality including the delivery of Green Infrastructure. Smaller scale development will be required to be Air Quality Neutral, with the need for a AQA to be agreed with the Local Planning Authority.

Development will be permitted where it:

- a) Positively contributes to the delivery of the Council's Air Quality Action Plan by mitigating the effects of development on air quality within Air Quality Management Areas (AQMA) and/or any Clean Air Zones;**
- b) Provides or makes provision for the charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations for:**
 - one EV charging point installation per residential dwelling with off-street parking; and,**
 - At least one EV 'rapid charge' point in shared parking areas per 10 residential dwellings or 1,000m² of commercial floorspace.**
- c) Demonstrates good practice and principles of design, minimising emissions and contributing to the reduction of transport impacts on local air quality.**

- 4.56 It is important that applicants engage early on with the Council, including environmental health, to establish the need and scope of any assessment to support an application. The Council as Local Planning Authority will consult Environmental Health with regards to air quality impacts on or resulting from a development where:

- The development is in close proximity to an existing source of poor air quality (M27 motorway or major A road) or located within or close to an air quality management area; or



- When the development is likely to create emissions such as substantially increasing traffic movement, or is an industrial process, 10 or more dwellings or a site of 0.5ha or more, or 1,000 sqm or more of commercial, leisure or industrial use.

4.57 Major developments should consider and employ the principles of good design stated in the Institute of Air Quality Management (IAQM) Land-use Planning & Development Control: Planning for Air Quality:

- New development should not contravene the Council's Air Quality Action Plan, or render any of the measures unworkable;
- New development should not create a new street canyon, or a building configuration that inhibits effective pollution dispersion;
- Minimise public exposure to pollution sources e.g. by locating habitable rooms away from busy roads or directing combustion generated pollutants through well sited vents or chimney stacks.
- The provision of at least 1 Electric Vehicle (EV) "rapid charge" point per 10 residential dwellings and/or 1000m² of commercial floorspace. Where on-site parking is provided for residential dwellings, EV charging points for each parking space should be made.
- Where development generates significant additional traffic, provision of a detailed travel plan (with provision to measure its implementation and effect) which sets out measures to encourage sustainable means of transport.
- All gas-fired CHP plant to meet a minimum emissions standard of:
 - Spark ignition engine: 250 mg NO_x/Nm³;
 - Compression ignition engine: 400 mg NO_x/Nm³;
 - Gas turbine: 50 mg NO_x/Nm³¹⁶.
- A presumption should be to use natural gas-fired installations. Where biomass is proposed within an urban area it is to meet minimum emissions standards of:
 - Solid biomass boiler: 275 mgNO_x/Nm³ and 25 mgPM/Nm³.

4.58 Planning applications will need to consider the effects of development and its inherent increased demand on the road networks leading to increasing detrimental effects on air quality. Whether air quality is relevant to a planning decision will depend on the proposed development and its location. Considerations that may be relevant to determining a planning application include whether the development would:

- Lead to changes (including any potential reductions) in vehicle-related emissions in the immediate vicinity of the proposed development or further afield;
- Introduce new point sources of air pollution.
- Expose people to harmful concentrations of air pollutants, including dust. This could be by building new homes, schools, workplaces or other development in places with poor air quality;
- Give rise to potentially unacceptable impacts (such as dust) during construction for nearby sensitive locations;
- Have a potential adverse effect on biodiversity, especially where it would affect sites designated for their biodiversity value.

¹⁶ A common metric to compare all NO_x emissions is mg/Nm³ (milligrams of dry NO_x per Normalised Meter Cube of Exhaust)



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GLOSSARY





- Adoption:** The final confirmation of the approval of a Local Plan or Supplementary Planning Document by a local planning authority (LPA).
- Affordable Housing:** See NPPF for full definition.
- Air Quality Management Area (AQMA):** Areas designated by local authorities because they are not likely to achieve national air quality objectives by the relevant deadlines.
- Biodiversity:** The variety and diversity of life in all its forms, within and between both species and ecosystems.
- Building Regulations:** National standards, separate to the planning system designed to uphold standards of public safety, health, and construction.
- Bus Rapid Transit (BRT):** This is a broad term given to a variety of transport systems that, through improvements to infrastructure, vehicles and scheduling use buses to provide a service that is of a significantly higher quality than a conventional bus service. For the PfSH area, BRT is anticipated to comprise a limited network of routes with dedicated vehicles linking major communities and employment centres with frequent, limited stop services, including using the M27 if appropriate.
- Countryside:** In planning terms, any area outside of the urban area boundary where more restrictive policies would be applied.
- Development Plan:** The Development Plan sets out the parameters for all development in the Borough. In the Fareham Borough it currently comprises the Local Plan Part 1: Core Strategy, Local Plan Part 2: Development Sites and Policies, Local Plan Part 3: The Welborne Plan and the Hampshire Minerals and Waste Plan.
- Evidence Base:** Information gathered by the local planning authority to support the local plan and other development plan documents.
- Flood Risk Assessment (FRA):** An assessment of the likelihood of flooding in a particular area so that development needs and mitigation measures can be carefully considered.
- Green Infrastructure (GI):** A network of high-quality multi-functional green (and blue) spaces, urban and rural, capable of providing a wide range of environmental and quality of life benefits for local communities.
- Habitats Regulations:** Refers to the Habitats and Conservation of Species Regulations 2010, which provide for the designation and protection of European sites, and the adaptation of planning and other controls for the protection of European sites.
- Heat Island Effect** Describes built up areas that are hotter than nearby rural areas.



Infrastructure:	The facilities and services needed for a place to function. This includes roads and utilities as well as school places, GP surgeries, libraries and a range of other facilities.
Infrastructure Delivery Plan (IDP):	Forms part of the evidence base for the Local Plan. It assesses the infrastructure capacity and needs of the Borough and provides an overview of the way infrastructure is planned and the organisations involved in its delivery. It also looks at costs and likely funding mechanisms for infrastructure, and forms the bases for assessing contributions that would be sought to meet the needs for new development.
Local Plan:	See NPPF for full definition.
Local Planning Authority (LPA):	See NPPF for full definition.
Material Consideration:	Any genuine planning consideration which relates to the use of land or the regulation of development. Much will depend on the nature of the application under consideration, the relevant policies of the development plan and the surrounding circumstances.
National Planning Policy Framework (NPPF):	Introduced in March 2012, this new framework sets out the Government's planning policies for England and how these are expected to be applied. It provides the framework within which local councils can produce local plans, which reflect the needs and priorities of their communities. Since March 2012 there have been further revisions to the NPPF it was first revised in July 2019 and again in February 2019.
Open Space:	See NPPF for full definition.
Partnership for Urban South Hampshire (PUSH):	A partnership of eleven local authorities in South Hampshire and the Isle of Wight, from the New Forest in the west to Havant in the east, set up to co-ordinate economic development, transport, housing and environmental policy. Often referred to as the 'sub-regional level'.
Previously Developed Land (PDL):	See NPPF for full definition.
Self-Build:	Where an individual directly organises the design and construction of their home. This can include commissioning an architect or builder to assist with the construction process.
Sense of Place	Creating somewhere that is recognisably distinct, but also simultaneously strengthens the local distinctiveness of an existing settlement/community.
Sheltered Housing	Sheltered housing is specifically designed for older people with access to the assistance of a warden, alarm systems in times of emergency



	and the advantage of social activities and companionship. Each unit has its own front door and can be part of a larger complex with communal facilities.
Site of Importance for Nature Conservation (SINC):	A local site which is of substantive nature conservation value. The Site of Importance for Nature Conservation (SINC) system in Hampshire is managed by Hampshire County Council (HCC) on behalf of the Hampshire Biodiversity Partnership (HBP).
Site of Special Scientific Interest (SSSI):	Sites designated by Natural England under the Wildlife and Countryside Act (1981) that are of national importance in terms of ecology or geology.
Strategic Gap:	Areas of open land/countryside that have been defined to prevent the coalescence of urban areas.
Strategic Housing and Employment Land Availability Assessment (SHELAA):	A key component of the evidence base to support the delivery of the Local Plan, the assessment aims to identify sites with potential for housing and employment, assess their capacity, and timing for development.
Supplementary Planning Document (SPD):	Provides additional guidance and detail to development plan policies for a specific area or a specific topic but is not part of the development plan.
Sustainability Appraisal (SA):	A tool for assessing policies to ensure they reflect sustainable development objectives (i.e social, environmental and economic factors). It incorporates Strategic Environmental Assessment (SEA). An SA is required under the Planning and Compulsory Purchase Act 2004, to be carried out on all Development Plan Documents.
Sustainable Development:	Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.
Sustainable Drainage Systems (SuDS):	A solution which manages surface and groundwater sustainably by mimicking natural drainage regimes and avoiding the direct channelling of surface water through networks of pipes and sewers to nearby watercourses. SuDS aim to reduce surface water flooding, improve water quality and enhance the amenity and biodiversity value of the environment.
Transport Assessment (TA)	A review of all the potential transport impacts of a proposed development or re-development, with an agreed plan to mitigate any adverse consequences.
Urban Area Boundary:	The dividing line between the urban area and rural area (countryside) to define where planning policies apply.

GLOSSARY



Viability

A financial appraisal of the profit and loss arising from a proposed development, taking into account the estimated value of the scheme upon completions and other building and development costs incurred delivering the scheme.

Windfall Development/Sites:

See NPPF for full definition.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 16 December 2019

Portfolio:	Policy and Resources
Subject:	Responsive Repairs for Fareham Borough Council owned properties
Report of:	The Deputy Chief Executive Officer
Corporate Priorities:	Dynamic, prudent and progressive Council

Purpose:

Following a recent tender exercise, the Council is seeking approval to award contracts to various trade(s) suppliers to support our in-house Direct Services Organisation (DSO) in providing a Responsive Repairs service on behalf of Fareham Borough Council.

Executive summary:

In the past, the Council had outsourced Responsive Repairs contracts to one managing Contractor who would carry out works within the various trade disciplines.

When the previous Responsive Repairs contract lapsed the Council directly employed its own Direct Services Organisation (DSO) to provide these services. They include, but are not limited to; Multi Trades, Carpenter, Electrician, Plumber, Groundworker, Painter and Decorator, Plasterer and Skilled Labourer. The team are best placed to respond quickly to most routine repair jobs, but there are peaks in demand for day to day repairs and some jobs require a longer period of time on site. To meet demand in these situations, additional resources from external contractors are sometimes required to meet the needs of our Customers.

The Council has recently tendered twenty-one separate trade contracts with a view to including up to six Micro, Small and Medium Enterprises (SME's) against each trade, including businesses from the local area.

An information evening was held at Ferneham Hall on Monday 4th March 2019 to provide the opportunity for businesses, including local Micro and SME's, to engage face to face with the Council to discuss the Responsive Repairs opportunity. Prior to this information evening, flyers were given to all local material suppliers. There was also a media campaign to try and attract as many local businesses as possible to attend the evening. Officers and the Senior Management team attended the event in order to support and encourage suppliers to tender for the various services.

Following a two-stage procurement exercise, those bidders who scored 70% and

above (up to a maximum of six suppliers) will be included in each of the framework agreements to provide the services. The evaluation of the submission and the preferred bidder information is provided in the confidential Appendix A, attached to this report.

Recommendation/Recommended Option:
It is recommended that the Executive agrees that, on the basis of being the most economically advantageous tenders, those bidders scoring 70% and above (based on their tender scores) are included in the framework agreement for each applicable trade contract.

Reason:
To maintain the seamless, effective and quality Responsive Repairs service for Fareham Borough Council customers whilst maintaining value for money.

Cost of proposals:
Costs will be met from the existing HRA budget. An order will be raised for each job in accordance with the tender documentation.

APPENDICES: **Confidential Appendix A:** Responsive Repairs summary of bidder scores

BACKGROUND PAPERS: None

REFERENCE PAPERS: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	16 December 2019
Subject:	Responsive Repairs for Fareham Borough Council-owned Properties
Briefing by:	The Deputy Chief Executive Officer
Portfolio:	Policy and Resources

INTRODUCTION

1. An information evening was held at Ferneham Hall on Monday 4th March 2019 to engage with local businesses who may be interested in working for Fareham Borough Council, in support of our Direct Services Organisation (DSO). The aim of the event was to engage and encourage local Small and Medium Enterprises (SME's) businesses to meet with Council Officers face to face, to find out what the benefits are for working with Fareham Borough Council and to find out more about the procurement process.
2. This report gives an overview of the procurement process taken to appoint the contractors for each Responsive Repair trade contract. It now seeks approval for the appointment of the preferred bidders.

BACKGROUND

3. The Council is seeking to establish compliant contractual arrangements with contractors who will provide Responsive Repairs to Council owned housing assets when additional resource is required over and above the Council's DSO.
4. There will be twenty-one separate contracts with up to six contractors against each of the following trades:

1. Asbestos
2. Carpentry
3. CCTV
4. Civil engineering
5. Door Entry Systems
6. Drainage
7. Electrical
8. Fencing
9. Flooring
10. Foundations
11. Groundworks
12. Gutter Clearance
13. Insulation
14. Locksmith
15. Painting & Decorating
16. Plastering
17. Plumbing
18. Roofing
19. Scaffolding
20. Stairlifts
21. Window & Doors

5. The arrangements will be on a four-year term commencing on 20 January 2020.
6. The contracts are based on a non-exclusive arrangement and the quantity and value of orders that they receive will not be guaranteed.
7. The ordering function will be based on a rolling system, so all suppliers are treated fairly.

PROCUREMENT STRATEGY

8. The Council is keen to work with local SME's and the information evening in March 2019 was a successful exercise in engaging with local businesses.
9. In order to support bidders, the Council designed the tender suite of documentation, so it was relatively straight forward to complete and upload to the South East Business Portal (system which manages the tender function). The Procurement team were available throughout the tender process to assist bidders with any queries.
10. Working with local businesses will help the Council reduce its carbon footprint within the borough, one of the benefits of this is reducing travel time. The businesses we will be working with will also be purchasing most of their stock from local suppliers.
11. The Council has also signed up to the Prompt Payment Code (PPC), meaning that SME's will be paid in accordance with the code.

PROCUREMENT PROCESS

12. The opportunity was advertised via the South East Business Portal in May 2019. The tender process was a two-stage regime; the first stage was to invite expressions of interest whereby candidates completed a pre-qualification form and were provided four weeks to submit their response. All candidates who provided a response at the first stage were successful in being invited to stage two Invitation to tender.
13. The invitation to tender was published 19th August 2019 and the deadline to receive tender responses was 16th September 2019. The Council received one hundred and thirty tender responses across the twenty-one trades.
14. The tender was based on 60% Cost and 40% Service/Quality weightings, as set out in Appendix A.
15. Following evaluation of the bids and across the twenty-one trades the following category of businesses have been shortlisted as preferred bidders:

- 14 Micro
- 57 Small
- 9 Medium
- 1 Large

Further information is available in the confidential Appendix A attached to this report.

16. The framework agreement allows up to six suppliers for each contract and orders will be

allocated on a rolling basis. The contracts will be monitored by the Head of Building Repairs and Maintenance Service pursuant to the KPI provision in the agreement.

17. The framework agreement is not an exclusive arrangement and the Council can deliver any of the works itself or order them from third parties. The Council therefore has the option of entering into further framework agreements on the same terms with other contractors, which it might chose to do where, for example, it has insufficient contractors on the responsive repairs framework to meet its needs and subject to compliance with the Procurement and Contract Procedure Rules.
18. Should any framework provider be deemed uncompetitive in terms of pricing, there is a mechanism within the framework agreement that allows it to be suspended and not considered for further orders until it has proved to the Council's satisfaction that it is once again competitive.

FINANCIAL IMPLICATIONS

19. Responsive repair work will continue to be delivered mostly by the in-house team. The framework provides a flexible call-off arrangement when needed, so it is not possible to quantify the level of work to be allocated. However, all work will be met from within the HRA revenue budgets for responsive repairs

CONCLUSION

20. There has been an open, competitive procurement process to select contractors to meet peak demand for responsive works, and to protect the flexibility of the in-house team when more complex or longer-term work needs to be carried out. The exercise has generated a good level of interest from local suppliers.

Enquiries:

For further information on this report please contact Kevin Wright (Ext 4359)

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 16 December 2019

Portfolio:	Policy and Resources
Subject:	Arrangements for the 75th Anniversary of VE Day
Report of:	Director of Leisure and Community
Corporate Priorities:	Leisure Opportunities for Health and Fun

Purpose:

The purpose of this report is to advise members of the proposals for commemorating the 75th anniversary of Victory in Europe (VE) Day in May 2020.

Executive summary:

In May 2020 the early May Day Bank Holiday has been moved from Monday 4 May to Friday 8 May to mark the 75th anniversary of VE Day. There is a planned series of national events over three days from Friday 8 through to Sunday 10 May.

Fareham has a history of recognising significant dates relating to WW1 and WW2. As such officers have been asked to explore an appropriate way for the Council to mark VE Day.

Officers have identified two proposals as stated below:

- (i) For a new, appropriately designed commemorative seat to be installed at a location to be determined within the Borough.
- (ii) For the Council to provide a level of financial support to enable Lee Flying Association and Regional City Airports (RCA), to subsidise pre-1955 aircraft visiting Solent Airport on Saturday 9 and Sunday 10 May.

Recommendation/Recommended Option:

It is recommended that the Executive agrees:

- (a) that a commemorative seat to commemorate the 75th anniversary of VE Day be designed and installed at a location to be determined;
- (b) that once officers have researched options for where the seat can be located, delegated authority is given to the Executive Leader to determine the seat's final location.

(c) to provide some financial support to enable Lee Flying Association and RCA to welcome aircraft pre-dating 1955 to visit Solent Airport over the VE weekend; and

(d) that the project will be funded from existing budgets, to the sum of £12,000.

Reason:

To commemorate the 75th anniversary of VE Day.

Cost of proposals:

The cost of the proposals will be approximately £12,000. This would be met from existing budgets.

Appendices: **A: Design for VE commemorative seat**

Background papers: **None**

Reference Papers: **None**

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	16 December 2019
Subject:	Arrangements for the 75th Anniversary of VE Day
Briefing by:	Director of Leisure and Community
Portfolio:	Policy and Resources

INTRODUCTION

1. The purpose of this report is to advise Members of the proposals that are planned to take place to commemorate the 75th anniversary of VE Day.

BACKGROUND

2. In May 2020 the early May Day Bank Holiday has been moved from Monday 4 May to Friday 8 May to mark the 75th anniversary of Victory in Europe (VE) Day.
3. VE Day was the day towards the end of World War II when fighting against Nazi Germany came to an end in Europe.
4. The Bank Holiday on Friday 8 May will be the beginning of a three-day weekend of events in the UK to mark this significant anniversary.
5. Fareham has a history of marking significant dates connected with World War 1 and World War II. As such, officers have been asked to put forward a proposal to commemorate VE Day 75.

PROPOSALS

6. In order for the Council to provide a fitting tribute, the following proposals are suggested to commemorate the 75th anniversary of VE Day.

Commemorate Seat

7. It has become customary to commemorate important landmark dates with a piece of public art. Following this pattern, a commemorative seat has been designed by a local artist. A copy of the design concept has been marked Appendix A.
8. The seat comprises of three separate elements with the middle section facing the opposite direction. The seating to the left is engraved 1945, the back of the middle section bears the letters 'VE' and the seating to the right is engraved 2020. The colour of the seat will be aged bronze.

9. It is proposed that the seat would be unveiled by the Mayor of Fareham on Monday 4th May as part of a Civic event.
10. A plaque would be secured to the seat noting the date it was unveiled and what it represents.
11. Westbury Manor will host a small VE Day exhibition in the library from Monday 4th May to Friday 22 May.
12. A new 'VE Day branded' webpage will be added to the Council's website to provide information and guidance for the community about celebrating VE day and how to arrange street parties.

Financial support for RCA and Lee Flying Association

13. Lee Flying Association is working with RCA to encourage pre-1955 aircraft to visit the Solent Airport over the VE weekend of the 8 May. Visiting aircraft would be parked on the grass area outside the control tower and may be viewed by the public for free from the viewing area.
14. RCA has requested funding from the Council of approximately £2000, this would enable landing fees to be waived for up to 10 qualifying aircraft each day and for an additional two members of staff, as they will be required to manage the additional aircraft and public that are expected to visit the airport over the commemorative, bank holiday weekend.
15. Lee Flying Association and Gosport Aviation Society would also provide information stands for the public to view over the weekend, providing information on the history of the airfield and VE Day.
16. All VE Day activities at Solent Airport will be managed by RCA. Information about visiting aircraft to be shared with the Council's communications team in advance so that it can be promoted through the Council's social media channels.

PROJECTED BUDGET

17. The table below outlines the projected costs for all elements detailed within this report.

Project	Cost
Commemorative seat including; design, build and installation	£8,000
Commemorative event	£2000
Subsidy for landing fees for aircraft pre - 1955	£1,000
Staffing costs for RCA to support the VE activities	£1000
Total cost	£12,000

RISK ASSESSMENT

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

FINANCIAL IMPLICATIONS

19. The total cost of the project is £12,000 which can be met from existing budgets.

CONCLUSION

20. The Council would like to provide a fitting tribute to commemorate the 75th anniversary of VE Day next year. It is proposed that a commemorative seat is installed and unveiled at a civic event.

21. In addition, the Council has the opportunity to support Lee Flying Association and RCA in their efforts to attract pre-1955 aircraft to Solent Aircraft over the VE weekend for the enjoyment of the general public.

Enquiries:

For further information on this report please contact Emma Watts, Leisure and Community Manager on ext. 4440



FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 16 December 2019

Portfolio:	Policy and Resources
Subject:	Review of Citizen of Honour Award Scheme
Report of:	Head of Democratic Services
Corporate Priorities:	Strong, Safe, Inclusive and Healthy Communities

Purpose:

This report provides an opportunity to review the process for selecting Citizens of Honour from the nominated lists and considers a motion proposed by Councillor R H Price JP at Council on 25 July 2019 regarding the selection of nominees for the Council's annual Citizen and Young Citizen of Honour Awards from 2020.

Executive summary:

The Citizen of Honour Award was introduced in November 1996. Five years later, the scheme was extended to recognise the efforts of younger residents under the age of 18 through the Young Citizen of Honour Award.

Over the last 23 years, the award has honoured 105 residents of the Borough, with nominations being received from all areas of Fareham.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) agrees to limit the award to one Citizen of Honour and one Young Citizen of Honour for the years 2020 and 2021; and
- (b) considers the motion presented to Council to change the method of selecting the Citizens of Honour and Young Citizens of Honour to ensure that:
"all Members of the Council should have one vote in the adult category and one vote in the under 18 category and that there will be no more than two people selected in each category."

Reason:

This provides an opportunity for the Council to review the Citizen of Honour and Young Citizen of Honour Awards.

Cost of proposals:

All costs will be met through existing resources attached to this initiative.

Appendices: None

Background papers: None

Reference papers: Minutes of Council Meeting 25 July 2019

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	16 December 2019
Subject:	Review of Citizen of Honour Award Scheme
Briefing by:	Head of Democratic Services
Portfolio:	Policy and Resources

INTRODUCTION

1. A Motion was proposed by Councillor R H Price JP at Council on 25 July 2019 as follows:-

“The Citizen of Honour Awards are very worthy of the Council and as they are in the Council’s name all members and not just the Executive should be involved in making the decision as to whom should be awarded the Honour. Therefore, I propose from the 2020 Awards all nominees and relevant information should be circulated to all members of the Council and each member of the Council to have one vote to enable them to vote for the person they believe should be awarded the Honour and the Honour should be limited to two in the adult section and one in each of the young person sections.”

2. The Mayor advised that the motion would be referred to the Executive for consideration.
3. The current award scheme recommends that no more than four candidates are selected from the adult nominations and that no more than four candidates are selected from the nominations of under 18s, however, for the municipal year 2019/20, there were 6 adult Citizens of Honour and 4 Young Citizens of Honour.

MAYOR MAKING 2020 AND 2021

4. As the Annual Council meeting will be held in a smaller venue in 2020 and 2021 due to the temporary closure of Ferneham Hall, this report gives Members a timely opportunity to review the Citizen of Honour programme.
5. Preparations are underway to hold the 2020 Annual Council meeting and Mayor Making Ceremony in the Waypoint Church (formerly Locks Heath Free Church) in Hunts Pond Road, Titchfield Common. This venue is a new extension to the original church and was considered the best alternative to the current venue, Ferneham Hall.
6. As was previously announced by the Executive Leader, the change of venue necessitates changes to the normal format; one identified change is the number of invited guests overall needs to be reduced in order to be accommodated in the smaller venue.

7. As well as reducing numbers for the next 2 years' Mayor Making Ceremony, limiting the number of Citizens of Honour awarded in the future will protect the integrity and prestige of the award.

FINANCIAL IMPLICATIONS

8. A limit on the number of Citizen of Honour awards being presented each year will enable a small reduction in the costs associated with holding the Annual Council meeting.

PROPOSAL

9. In order to meet the reduced number of guests who can be accommodated at Waypoint Church in May 2020, and to consider the motion referred by Council, it is recommended that the Executive:
 - (a) agrees to limit the award to one Citizen of Honour and one Young Citizen of Honour for the years 2020 and 2021; and
 - (b) considers the motion presented to Council to change the method of selecting the Citizens of Honour and Young Citizens of Honour to ensure that:
"all Members of the Council should have one vote in the adult category and one vote in the under 18 category and that there will be no more than two people selected in each category."

RISK ASSESSMENT

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

CONCLUSION

11. Consideration should be given to limiting the number of Citizens of Honour awards given for each category and on the motion proposed by Councillor Price to amend the process for selecting the nominees.

Enquiries:

For further information on this report please contact Pauline Lock (Ext 4400)