

FAREHAM

BOROUGH COUNCIL

AGENDA FOR THE EXECUTIVE

Date: Monday, 10 January 2022

Time: 6.00 pm

Venue: Council Chamber - 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 I Bastable, Streetscene

Councillor F Birkett, Housing

Councillor S D Martin, Planning and Development

Councillor Mrs S M Walker, Leisure and Community

1. Apologies for Absence

2. Minutes (Pages 5 - 12)

To confirm as a correct record the minutes of the meeting of the Executive held on 07 December 2021.

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) Fareham Borough Council Interim First Homes Policy (Pages 13 - 30)

A report by the Deputy Chief Executive Officer.

Non-Key Decision

(2) Conversion works at 92 Gordon Road, 1 Arundel Drive and 1A Arundel Drive (Pages 31 - 44)

A report by the Deputy Chief Executive Officer.

9. Leisure and Community

Non-Key Decision

(1) The Queen's Platinum Jubilee Proposals (Pages 45 - 54)

A report by the Director of Leisure and Community.

10. Planning and Development

Key Decision

(1) Council Owned Trees - Ash Dieback Disease (Pages 55 - 62)

A report by the Director of Planning and Regeneration.

11. Policy and Resources

Key Decision

(1) Finance Strategy, Revenue Budget & Council Tax 2022/23 (Pages 63 - 114)

A report by the Deputy Chief Executive Officer.

(2) Fees and Charges 2022/23 (Pages 115 - 150)

A report by the Deputy Chief Executive Officer.

(3) Welborne Delivery - Disposal of Residential Property (Pages 151 - 156)

A report by the Director of Planning and Regeneration.

Non-Key Decision

(4) Member IT Review (Pages 157 - 164)

A report by the Director of Support Services.



P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

20 December 2021

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FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Tuesday, 7 December 2021

Venue: Council Chamber - Civic Offices

Present:

S D T Woodward, Policy and Resources (Executive Leader)
T M Cartwright, MBE, Health and Public Protection (Deputy
Executive Leader)
I Bastable, Streetscene
F Birkett, Housing
S D Martin, Planning and Development
Mrs S M Walker, Leisure and Community

Also in attendance:

N J Walker, Chairman of Planning Committee, for item 11(1)



1. APOLOGIES FOR ABSENCE

There were no apologies for absence given for this meeting.

2. MINUTES

RESOLVED that the minutes of the meeting held on Monday 01 November 2021 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

There were no Executive Leader announcements.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. PETITIONS

There were no petitions submitted at this meeting.

6. DEPUTATIONS

There were no deputations submitted at this meeting.

7. REFERENCES FROM OTHER COMMITTEES**Streetscene Scrutiny Panel – 18 November 2021****Minute 7 – Hydrotreated Vegetable Oil Fuel Pilot**

At the invitation of the Chairman, Councillor I J Bastable, Executive Member for Streetscene and Councillor J S Forrest addressed the Panel on this item.

The Panel considered a report by the Head of Streetscene which outlined the results of a feasibility study into potential fuels for use in the Council's Refuse Collection Vehicles and proposed a 12-month trial of Hydrotreated Vegetable Oil (HVO) as an alternative fuel source for the diesel-powered vehicle fleet.

Members enquired whether the use of HVO fuel would cause any long-term impact on the engines of the Refuse Collection Vehicles and were advised that the trials that have been carried out by other users have not shown any evidence of this. Furthermore, discussions with the vehicle manufacturers have confirmed that provided the engine is a minimum standard of Euro 4, there will be no effect on the engines in switching to HVO fuel.

Members commented that given the potential benefits that the scheme will bring, it was surprising that it was not being trialled on the entire Fleet. The Head of Streetscene explained that the transition from garden waste sack collections to wheeled bin collections will provide an ideal opportunity to implement the changes to the garden waste collection vehicles as an initial trial.

Members enquired whether the size of the tank being provided to store the HVO fuel would still be large enough if the trial was extended to the rest of the Fleet. Concern was also raised that if the trial were to be extended to the entire Fleet, the underground tanks that are currently used to store diesel at the Depot would need to be cleaned out and used to store the HVO fuel. As the HVO fuel tank would then be surplus to requirement, it could be considered to have been a waste of money. The Head of Streetscene advised that the size of the tank will be sufficient to store the HVO fuel needed and that the tank is being secured on a rental basis with the cost included in the price per litre for the fuel. In the event that the tank is no longer needed, it can be returned. The Panel commented that it will be important to factor into the scheme any future long-term plans for the depot in order to avoid a large, unnecessary capital expenditure.

The Panel enquired about the source and composition of HVO fuel and the carbon footprint of supplying and transporting it. Members were advised that supply of the fuel comes with certification to confirm that it is derived from sustainable sources. Ongoing reviews will be carried out into the content and sustainability of the oil and the location of the refineries so that global sustainability can be assessed. It was noted that transportation of the HVO fuel would inevitably have an impact on the level of reduction in carbon emissions achieved by the scheme, but that this would be off set against current emissions resulting from the transportation of diesel fuel.

Members commented that at the present time, the proposed HVO trial scheme is a better way forward for larger vehicles in the Fleet to achieve reductions in carbon emissions rather than using electricity which is better suited to smaller vehicles.

RESOLVED that the Streetscene Scrutiny Panel:

- (a) notes the content of the Executive report attached as Appendix 1; and
- (b) agrees that its comments be passed to the Executive for consideration at its meeting on 07 December 2021.

This item was considered at item 10(1) of the agenda.

Planning and Development Scrutiny Panel – 25 November 2021

Minute 6 – Implications of Natural England advice on New Forest Recreational Disturbance

The Panel received a report by the Director of Planning and Regeneration on the Implications of Natural England advice on the New Forest Recreational Disturbance. The report outlined the issues surrounding the impact of increased recreational pressure on the New Forest National Park designated sites following advice from Natural England.

Members discussed the report at length and expressed their concerns over Natural England's interpretation of the research commissioned by a group of local planning authorities to assess the impact of new development on protected sites in the New Forest. The data has subsequently led to the new

advice from Natural England and Members asked if this data had been challenged. The Head of Planning Strategy and Economic Development explained that the Council must have regard to the Natural England advice as a statutory consultee. The pragmatic solution that has been developed by officers to mitigate the impact on the protected sites is an interim solution agreed by Natural England. Officers intend to carry out their own research during the interim period to ensure that the Council's approach continues to offer proportionate mitigation effectively.

Members commented that, although paragraph 17 of the report states that letters have already been sent to both the Department for Levelling Up Housing and Communities (DLUHC) and the Department for the Environment, Food and Rural Affairs (DEFRA), more must be done to lobby Central Government to address the implications the advice from Natural England has on local Planning Authorities such as Fareham. The Panel agreed that this be put forward as a recommendation to the Executive.

RESOLVED that the Planning and Development Scrutiny Panel: -

- (a) notes the contents of the Executive report at Appendix 1 to the reports; and
- (b) requests that the Executive considers an additional recommendation (d) in their report at the meeting on the 07 December 2021, being that this Council continues to lobby Government for responses to the letter sent to them by the Leader, relating to the advice provided by Natural England on this issue.

This item was considered at item 11(1) of the agenda.

Minute 7 – Fareham Borough Solent Waders and Brent Geese Mitigation Solution

The Panel received a report by the Director of Planning and Regeneration on the Fareham Borough Solent Waders and Brent Geese Mitigation Solution. Mitigation measures are required to avoid adverse effects on the Solent Waders and Brent Geese populations at sites which have been allocated for housing and employment in the Fareham Local Plan 2037. The report, which will be considered by the Executive on the 07 December 2021, seeks to brief the Executive on the mitigation solutions for these sites.

RESOLVED that the Planning and Development Scrutiny Panel: -

- (a) notes the contents of the Executive report at Appendix 1 to the report; and
- (b) supports the recommendation as set out in the Executive report at Appendix 1.

This item was considered at item 11(2) of the agenda.

Daedalus Scrutiny Panel – 30 November 2021

Minute 9 - Delivery of Daedalus Vision and Outline Strategy - Environmental Mitigation Proposals

The Panel considered a report by the Director of Planning and Regeneration on the Delivery of Daedalus Vision and Outline Strategy – Environmental Mitigation Proposals, which will be considered by the Executive at its meeting on 7 December 2021.

At the invitation of the Chairman, Councillor T M Cartwright, Executive Member for Health and Public Protection addressed the Panel on this item.

At the invitation of the Chairman, Councillor S D T Woodward, Executive Member for Policy and Resources addressed the Panel on this item.

RESOLVED that the Panel recommends the Executive endorses the recommendations, as set out in page 12 of the agenda, when it considers this item at its meeting on 7 December 2021.

This item was considered at item 14(1) of the agenda.

8. HOUSING

- (1) Local Authority Delivery Phase 2 (LAD2) Funding Scheme for energy efficiency measures to Council homes - Update

RESOLVED that the Executive agrees:

- (a) that the extension for the contract for the works which facilitate the use of LAD2 be delegated to the Deputy Chief Executive Officer; and
 - (b) the funding mechanisms to meet the Council's contribution toward the costs of the works.
- (2) Fareham Housing Disposals at 12 Hartlands Road and development of land adjacent to 51 Bellfield

RESOLVED that the Executive:

- (a) approves the disposal of 12 Hartlands Road;
- (b) delegates authority to the Deputy Chief Executive Officer for the approach to establish the best route to sale be it via auction or the open market;
- (c) delegates authority to the Deputy Chief Executive Officer, following consultation with the executive Member for Policy and Resources, to accept the best (if open market sale);
- (d) approves the use of the net proceeds to improve existing, or fund further delivery of, greener affordable housing in the Borough;
- (e) approves the funding mechanisms, as outlined in the confidential Appendix A attached to the report, for the delivery of the Bellfield scheme; and

- (f) agrees that the award of contract and the appointment of building contractor for the Bellfield site be delegated to the Deputy Chief Executive Officer, following consultation with the Executive Member for Housing.

9. LEISURE AND COMMUNITY

- (1) The Falklands 40th Anniversary Proposals

The Executive Leader brought this item forward on the agenda.

RESOLVED that in order to commemorate the 40th Anniversary of the Falklands Conflict, the Executive approves:

- (a) a public event be organised in Fareham Town Centre, including community activities and a Freedom March by HMS Collingwood;
- (b) an adaptation to the Falklands Arch; and
- (c) officers be authorised to make formal approaches to, and hold discussions on behalf of the Council with, HMS Collingwood, other agencies and VIPs to plan the event.

10. STREETSCENE

- (1) Hydrotreated Vegetable Oil (HVO) Fuel Pilot

The Executive Leader brought this item forward on the agenda.

Councillor F W Birkett joined the meeting at the beginning of this item.

The comments of the Streetscene Scrutiny Panel were taken into account in considering this item.

RESOLVED that the Executive approves:

- (a) a 12-month pilot using Hydrotreated Vegetable Oil to fuel the three Refuse Collection vehicles collecting garden waste; and
- (b) that the Head of Streetscene, following consultation with the Executive Member for Streetscene, be authorised to broaden the use of Hydrotreated Vegetable Oil to the wider refuse collection vehicle fleet during the trial considering a reasonable balance of emissions savings against potential additional costs.

11. PLANNING AND DEVELOPMENT

- (1) Implications of Natural England advice on New Forest Recreational Disturbance

The comments of the Planning and Development Scrutiny Panel were taken into account in considering this item.

At the invitation of the Executive Leader, Councillor N J Walker addressed the Executive on this item.

RESOLVED that the Executive:

- (a) approves the approach to interim mitigation solution as set out in paragraphs 18-30 of the report;
- (b) agrees to the carrying out of works identified in the proposed solution on receipt of appropriate funds received through planning obligations;
- (c) notes that, where appropriate, the Planning Committee will be advised that the Executive has agreed to the carrying out of the works identified in the proposed solution upon receipt of financial contributions; and
- (d) agrees with the recommendation suggested by the Planning and Development Scrutiny Panel to continue to lobby Government for responses to the letter sent to them by the Executive Leader, relating to the advice provided by Natural England on this issue.

(2) Fareham Borough Solent Waders and Brent Geese Mitigation Solution

The comments of the Planning and Development Scrutiny Panel were taken into account in considering this item.

RESOLVED that the Executive notes the availability of mitigation schemes in support of allocations in the submitted Fareham Local Plan 2037, which is now at examination.

12. POLICY AND RESOURCES

(1) Finance Monitoring Report 2021/22

RESOLVED that the Executive notes the Finance Monitoring Report.

(2) Treasury Management and Capital Monitoring Report 2021/22

RESOLVED that the Executive notes the Treasury Management and Capital Monitoring Report for 2021/22.

(3) Virtual Briefing Meetings

RESOLVED that the Executive agrees that:

- (a) all future Officer/Member briefings and non-formal meetings should be delivered via Microsoft Teams where possible and practical to do so; and
- (b) the Virtual Meetings Protocol, as appended to this report be adopted.

13. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that the public and representatives of the Press be excluded from the remainder of the meeting on the grounds that the matters to be dealt with

involve the likely disclosure of exempt information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act.

14. POLICY AND RESOURCES

- (1) Delivery of Daedalus Vision and Outline Strategy - Environmental Mitigation Proposals

The comments of the Daedalus Scrutiny Panel were taken into account in considering this item.

RESOLVED that the Executive agrees to the recommendations contained within the exempt report and that a decision was made in relation to this item.

- (2) Option Agreement - Plot DE05/06, Faraday Business Park

RESOLVED that the Executive agrees to delegate authority to the Director of Planning and Regeneration, following consultation with the Executive Member for Policy and Resources, to carry out the decision in this matter.

- (3) Irrecoverable Debts

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

(The meeting started at 5.00 pm
and ended at 5.58 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 10 January 2022

Portfolio:	Housing
Subject:	Fareham Borough Council Interim First Homes Policy
Report of:	Deputy Chief Executive Officer
Corporate Priorities:	Providing Housing Choices

Purpose:

To seek approval of the draft Fareham Borough Council Interim First Homes Policy.

Executive summary:

Providing Housing Choices is one of six corporate priorities for Fareham Borough Council. By working with key partners, the Council seeks to support a diverse housing market and help households find good quality, affordable homes.

The Interim First Homes Policy sets out the Council's approach to First Homes. This includes the criteria around local eligibility.

The Policy would apply to all First Homes in the borough.

An Equalities Impact Assessment has been undertaken and has not identified any impacts for the protected characteristics.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) approves the Fareham Borough Council Interim First Homes Policy, as provided in Appendix A to this report, for publication; and
- (b) grants the Deputy Chief Executive Officer delegated authority to undertake factual updates on the application process as and when further clarity is provided by the government.

Reason:

To detail the Council's approach to First Homes in the borough.

Cost of proposals:

The cost of publication is covered in the existing Fareham Housing operational budget.

Appendices: **A:** Fareham Borough Council Interim First Homes Policy

B: Equalities Impact Assessment

Background papers:

Reference papers: Fareham Borough Council Applications and Allocations Policy

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	10 January 2022
Subject:	Fareham Borough Council Interim First Homes Policy
Briefing by:	Deputy Chief Executive Officer
Portfolio:	Housing

INTRODUCTION

1. First Homes is a new type of affordable home ownership. It was introduced by Government on 24th May 2021 through a Written Ministerial Statement and update to Planning Practice Guidance. From 28th December 2021, on new developments which meet the threshold for affordable housing contributions (10 or more dwellings or sites of 0.5 hectares or more), 25% of the affordable homes should be First Homes. Where significant pre-application work has taken place, First Homes will not be required on these planning applications until 28th March 2022.
2. First Homes is designed to help first time buyers who wish to get onto the property ladder but are unable to afford a home at full market value. First Homes are newly built homes at first classification. They must be offered at a minimum of 30% discount on the market price and will remain discounted in perpetuity, so that future (first time buyer) purchasers will also benefit from the discount. On the initial sale, the property will be no more than £250,000.
3. The imminent introduction of First Homes through the planning system has identified the need for an interim First Homes policy for the council. The Fareham Borough Council interim First Homes Policy (hereafter referred to as 'the Policy') sets out the council's approach to First Homes. This includes the criteria around local eligibility.

THE FAREHAM BOROUGH COUNCIL INTERIM FIRST HOMES POLICY

4. To be eligible for First Homes, applicants need to meet the following national criteria:

Criteria	Description
Age	Over 18 years of age and resident of the UK.
Income	<p>Gross household income of less than £80,000 (same as Shared Ownership criteria)</p> <p>Applicants must be able to afford their purchase and sustain housing costs</p> <p>Applicants can demonstrate that they have a sufficient deposit, minimum 5%</p> <p>Applicants must need a mortgage or equivalent for at least 50% of the discounted purchase price</p>
Homeowner status	<p>Applicants must be a first-time buyer</p> <p>Applicant must purchase the property as their main residence.</p>

5. Local authorities have an option to amend some of the national eligibility criteria if this is supported by evidenced need. The Policy (as included in Appendix A) does not amend any of the national eligibility criteria. Through monitoring of First Homes the Council can use evidence of actual demand, income levels and prices to inform whether further research is required to consider amending the national criteria.
6. In addition to the national criteria, Local Authorities can set and administer local criteria. Local criteria only apply for the first 3 months of marketing the First Home. A local connection test would enable the council to initially prioritise applicants for First Homes who have a connection with the Fareham borough. The Council already uses established local connection as a qualification criterion to join the housing register for affordable/social rented accommodation. The Policy includes implementing the same local eligibility criteria for First Home applicants. This will be monitored when First Homes are marketed and reviewed accordingly.
7. The Council is keen to ensure that need for affordable housing products continues to be understood. An Affordable Home Ownership Register has been created for the Council to have a better understanding of the extent and type of affordable housing need in the Borough. It is not a requirement for accessing First Homes, but it is a means of understanding need for affordable home ownership, including Shared Ownership as well as First Homes.
8. The register can be accessed through the Council's website or by contacting the Strategic Housing team.

APPLICATIONS AND PURCHASE

9. The developer of the First Home is responsible for marketing First Homes. The council will receive the information pack from the developer and will be responsible for ensuring that the eligibility criteria are met.
10. Since First Homes is a new product, we are still awaiting a suite of documents from the government to assist in the delivery of First Homes. One of the recommendations of this report is for delegated authority to update the Interim First Homes Policy with further information when it is available.

EQUALITY IMPACT ASSESSMENT

11. An Equality Impact Assessment (EIA) has been undertaken of the Interim First homes Policy. This is included as Appendix B to this report. The EIA has not identified any detrimental equality impacts because of the proposed policy.

RISK ASSESSMENT

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

CONCLUSION

13. The Policy explains the Council's interim approach to First Homes. A local eligibility criterion will be applied to applications in the first three months of marketing. The policy is intended as a working document to be reviewed as and when new information/legislation is introduced.
14. The Executive is invited to comment and approve the document.

Enquiries:

For further information on this report please contact Helen Farnham. (Ext 4498)

Appendix A

Fareham Borough Council Interim First Homes Policy

Adopted TBC

1. Introduction

Providing Housing Choices is one of the six corporate priorities for Fareham Borough Council. By working with key partners, the Council seeks to support a diverse housing market and help households find good quality, affordable homes.

This policy sets out the Council's interim approach to First Homes. This includes criteria around local eligibility.

2. Definition

First Homes is a new type of affordable home ownership. It was introduced by Government on 24th May 2021 through a Written Ministerial Statement and update to Planning Practice Guidance. From 28th December 2021, on new developments which meet the threshold for affordable housing contributions (10 or more dwellings or sites of 0.5 hectares or more), 25% of the affordable homes should be First Homes. Where significant pre-application work has taken place, First Homes will not be required on these planning applications until 28th March 2022.

First Homes is designed to help first time buyers who wish to get onto the property ladder but are unable to afford a home at full market value. First Homes are newly built homes at first classification. They must be offered at a minimum of 30% discount on the market price and will remain discounted in perpetuity, so that future (first time buyer) purchasers will also benefit from the discount. On the initial sale, the property will be no more than £250,000.

First homes do not apply to some developments, including self-build, 100% affordable housing schemes and specialist accommodation such as sheltered schemes.

First Homes should be delivered as on-site units. Where an offsite contribution is negotiated, for all or part of an affordable housing requirement, 25% of the value should be used for future First Homes provision.

First Homes in relation to Fareham Local Plan Policies

In Fareham, under the Adopted Local Plan, a planning application for 100 homes would be required to provide 40% affordable housing (CS18). 65% of these would be for affordable/social rent and 35% for affordable home ownership. A policy compliant scheme would therefore be 26 affordable rent units and 14 shared ownership units. A planning application where First Homes applies would be required to provide at least 25% of the 40 affordable homes as First Homes (10 units). The remainder of the 30 affordable homes would then need to be split into 65% affordable/social rented units and 35% shared ownership units. This would mean 10 First Homes, 20 affordable/social rented units and 10 shared ownership units.

The New Local Plan, which has now been submitted and is at Examination stage, includes an affordable housing policy (HP5) which requires 10% social rent homes. Where social rent is included in local plans it is protected on sites that are required to provide First Homes. This means that a policy compliant affordable housing provision under the new local plan will be 25% First Homes, 10% social rent and the remainder

will be split in the proportions stated in the plan between affordable rent and affordable home ownership.

3. The Legal Context

This policy pays regard to the Council’s Housing Allocations Policy 2019 and the relevant statutory requirements, which include the following legislation:

- Housing and Regeneration Act 2008

4. National Eligibility Criteria

First Homes is designed to help those who are otherwise unable to afford a property on the open market. To be eligible, applicants need to meet the following national criteria:

Criteria	Description
Age	Over 18 years of age and resident of the UK.
Income	Gross household income of less than £80,000 (same as Shared Ownership criteria) Applicants must be able to afford their purchase and sustain housing costs Applicants can demonstrate that they have a sufficient deposit, minimum 5% Applicants must need a mortgage or equivalent for at least 50% of the discounted purchase price
Homeowner status	Applicants must be a first-time buyer Applicant must purchase the property as their main residence.

Local authorities have an option to amend some of the national eligibility criteria. Any amendments need to be supported by evidenced need and, where relevant, viability through the Local Plan process. The national eligibility criteria that can be amended are as follows:

- Reduced household income cap
- Reduced price cap
- Deeper minimum discount - 40% or 50%

The Council will not be amending the national eligibility criteria at this time. There is no current evidence to support this, and the current national criteria will allow for some 3-bed homes to be provided under the scheme. This may be important in recognising that some households looking to get on the property ladder may need a larger family sized home.

Through monitoring of First Homes the council can use evidence of actual demand, income levels and prices to inform whether further research is required to consider amending the national criteria.

5. Local Eligibility Criteria

In addition to the national criteria, Local Authorities can set and administer local criteria. Local criteria only apply for the first 3 months of marketing the First Home. After 3 months of marketing, a First Home not reserved or sold reverts to the national criteria for the remaining 3-month marketing period. If after a total maximum of 6 months marketing a First Home remains unsold, it will revert to an open market home and the developer/ seller will pay the council a cash contribution in lieu of the 30% discount. This is required to be used for future First Home provision and will be detailed in the s106 agreement.

Local eligibility criteria do not apply to members of the armed forces or their spouse/ civil partner, the spouse/ civil partner of a deceased member of the armed forces (if death caused by service) or veterans within five years of leaving the armed forces.

Local eligibility criteria can include a local connection test and keyworker priority. A local connection test would enable the council to initially prioritise applicants for First Homes who have a connection with Fareham Borough. The council already uses established local connection as a qualification criterion to join the housing register for affordable/social rented accommodation. To join the housing register with a local connection, one or more of the following needs to apply:

- 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
- The 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 members must live in the Borough and have been resident continuously for 5 years or more
- They can demonstrate a strong local connection to the Borough
- They need to move to receive specialist care and support, which can only be accessed within the Borough of Fareham

Fareham Borough Council will be implementing the above local eligibility criteria for First Home applicants in the first instance. This aligns the local connection for affordable housing products in the Borough. This will be monitored when First Homes are marketed and reviewed accordingly.

A specific keyworker priority is not being considered at this time due to the lack of evidence for such a requirement. This will be reviewed through the monitoring of First Homes delivery and occupation in the Borough.

6. The Application Process

Applying for a First Home

The developer of the First Home is responsible for marketing First Homes. The council will receive the application pack from the developer and will be responsible for ensuring that the criteria are met.

Since First Homes is a new product, we are still awaiting a suite of documents from the Government to assist in the delivery of First Homes. This policy will be updated with further information on the application process when this information is available.

Prioritisation

It is expected that there will be instances where more than one applicant is interested in a First Home. Where this is the case the developer is expected to operate on a first-come, first-served basis. The council will only receive one application to assess for each property, unless the applicant is not eligible, or the sale falls through.

Marketing and viewings

Marketing and viewings are the responsibility of the developer/ seller. The council will request marketing information to ensure that marketing is timely, local, and sufficient.

Registering an interest in First Homes

Households can state an interest in accessing a First Home through the Council's Affordable Home Ownership Register. This form can be completed on the Council's website or by contacting the Housing Department. The Register will be managed by the Housing Delivery Team. For First Homes, this register will only be used for the Council to have a better understanding of the need in the Borough. The Council will use information on the need for First Homes to help inform planning applications. The register cannot be used for marketing purposes for First Homes. Marketing of First Homes is the responsibility of the developer.

7. Discretion

The Council reserves the right to exercise its discretion in relation to any aspect of this interim policy where it is deemed necessary and appropriate and to ensure compliance with its statutory duties, including under the Equality Act 2010. The exercise of discretion is reserved to the Deputy Chief Executive Officer.

8. Data Protection

In accordance with the Council's statutory obligations under the Data Protection Act 2018 and the UK General Data Protection Regulations, all applicants will be made aware of how their personal information will be processed and shared. Information recorded on the Council's system and on the applicant's, file will be shared with partner landlords and other agencies as necessary. Consent from the Applicant for information sharing will be sought in all cases. For a copy of the Council's Privacy Notice please visit: <http://www.fareham.gov.uk/privacy.aspx>.

9. Review

This policy is intended as a working document and will be reviewed as and when new legislation is introduced. The Council has submitted its Local Plan for examination and is not currently required to include First Homes. An updated affordable housing Supplementary Planning Document will provide further information on how First Homes can be implemented with the new local plan affordable housing policy HP5.

DRAFT

Equality Impact Assessment

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

When using this form, please feel free to enter as much or as little information as you feel is appropriate.

Name	Alex Jolley	Date	01/12/2021
Job title	Policy, Research and Engagement Officer		
What are you thinking of changing or implementing?			
<p>Providing housing choices is one of the six corporate priorities for Fareham Borough Council. By working with key partners, the Council seeks to support a diverse housing market and help households find good quality, affordable homes.</p> <p>To help achieve this the Council has set out a policy on the Council's interim approach to First Homes.</p> <p>First Homes is a new type of affordable home ownership. It was introduced by Government on the 24th May 2021 through a Written Ministerial Statement and update to Planning Practice Guidance. From the 28th December 2021, on new developments which meet the threshold for affordable housing contributions, 25% of the affordable homes should be First Homes.</p>			
What is the expected or anticipated impact of this change?			
<p>First Homes is designed to help first time buyers who wish to get onto the property ladder but are unable to afford a home at full market value. First homes are newly built homes at first classification. They must be offered at a minimum of 30% discount on the market price. On the initial sale the property will be no more than £250,000.</p> <p>The expected impact of the policy is that more people will be able to get on the property ladder. This is because consumers will need a smaller lump sum to buy the property than they would have needed if they were being charged the full market value.</p>			
Protected characteristic: Age (including children and young people)			
Points to consider:			
<ul style="list-style-type: none"> • How have you considered the potential impact on people with this protected characteristic? • What, if any, is the expected impact on people with this protected characteristic? • What steps or action is planned to mitigate any negative impact? 			

The introduction of the Interim First Homes Policy will have no negative impact on people with this protected characteristic. However, the policy will have a positive impact on this protected characteristic because it will help enable more people to be able to get on the property ladder.

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

Points to consider:

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

The introduction of the Interim First Homes Policy will have no negative impact on people with this protected characteristic. However, the policy will have a positive impact on this protected characteristic because it will help enable more people to be able to get on the property ladder.

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?

The introduction of the Interim First Homes Policy will have no negative impact on people with this protected characteristic. However, the policy will have a positive impact on this protected characteristic because it will help enable more people to be able to get on the property ladder.

Protected characteristic: Marriage and civil partnership

Points to consider:

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

The introduction of the Interim First Homes Policy will have no negative impact on people with this protected characteristic. However, the policy will have a positive impact on this

protected characteristic because it will help enable more people to be able to get on the property ladder.

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?

The introduction of the Interim First Homes Policy will have no negative impact on people with this protected characteristic. However, the policy will have a positive impact on this protected characteristic because it will help enable more people to be able to get on the property ladder.

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 introduction of the Interim First Homes Policy will have no negative impact on people with this protected characteristic. However, the policy will have a positive impact on this protected characteristic because it will help enable more people to be able to get on the property ladder.

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?

The introduction of the Interim First Homes Policy will have no negative impact on people with this protected characteristic. However, the policy will have a positive impact on this protected characteristic because it will help enable more people to be able to get on the property ladder.

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?

The introduction of the Interim First Homes Policy will have no negative impact on people with this protected characteristic. However, the policy will have a positive impact on this protected characteristic because it will help enable more people to be able to get on the property ladder.

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?

The introduction of the Interim First Homes Policy will have no negative impact on people with this protected characteristic. However, the policy will have a positive impact on this protected characteristic because it will help enable more people to be able to get on the property ladder.

No barriers identified, therefore policy can proceed – Yes

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 10 January 2022

Portfolio:	Housing
Subject:	Conversion works at 92 Gordon Road, 1 Arundel Drive and 1A Arundel Drive
Report of:	Deputy Chief Executive Officer
Corporate Priorities:	Providing Housing Choices

Purpose:

To provide an update following the acquisition of three properties at Gordon Road and Arundel Drive. This to include the proposed use of the properties and, in the case of 92 Gordon Road, to also seek approval for the costs and the process for contractor appointment to undertake required works at the property.

Executive summary:

The attached report provides the Executive with an update following the 07 June 2021 Executive decision relating to town centre property acquisitions. This report confirms the successful purchase of the properties and advises on the intended use of those properties.

Effectively it is split as two projects: (1) for the works and use of 92 Gordon Road; and (2) for the works and use of both 1 and 1A Arundel Drive.

In the case of 92 Gordon Road, more information is provided on the works required and Executive approval is sought for the costs of these works and to provide delegated approval for the process of lead contractor appointment. This will enable the home to be used for emergency accommodation in a timely manner.

Further details on the costs are provided in confidential Appendix A to this report.

Recommendation/Recommended Option:

It is recommended that the Executive:

- (a) notes the updates relating to the acquisition of properties at Gordon Road and Arundel Drive, including the intended use and works to those properties. Also noting the potential for officers to seek some Homes England grant funding;

- (b) agrees the funding mechanism and costs associated with the works required at 92 Gordon Road; and
- (c) agrees that an appropriate lead contractor be appointed for the works at 92 Gordon Road. This appointment to be delegated to the Deputy Chief Executive Officer, following consultation with the Executive Member for Housing.

Reason:

To advise the Executive of the property acquisitions and intended use of the properties. To also ensure the funding arrangements for works to 92 Gordon Road are acceptable and that a time efficient process for works to be undertaken is in place.

Cost of proposals:

The total costs associated with the property acquisitions, and the estimated costs of works at 92 Gordon Road, is outlined in the accompanying confidential Appendix A. This has been established in liaison with the Council's Property Team, quotes for specific elements of works when relevant, and in liaison with the Council's Finance Team.

Appendices: **A:** Purchase & Works Costs (Confidential)

B: 92 Gordon Road Floor Plans

Background papers: None

Reference papers: Corporate Strategy 2017-2023
 Affordable Housing Strategy 2019

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	10 January 2022
Subject:	Conversion works at 92 Gordon Road, 1 Arundel Drive and 1A Arundel Drive
Briefing by:	Deputy Chief Executive Officer
Portfolio:	Housing

INTRODUCTION

1. The Council's responsibilities include the provision of emergency accommodation for those in need. The adopted Affordable Housing Strategy (2019) also includes an objective to provide more affordable homes, especially targeting those in greater need.
2. With significant costs incurred to meet the ongoing emergency housing needs, and in acknowledgement that B&B accommodation may not always be the best solution for the customer, the Council have utilised an opportunity to acquire a property well suited to this need. The property acquisition included two further detached dwellings which can help to address some of the more bespoke affordable need from the Councils Housing Register.

BACKGROUND

3. On 07 June 2021 Executive agreed the principle for some town centre property acquisitions. This related to properties at 92 Gordon Road, 1 Arundel Drive and 1A Arundel Drive. The June 2021 decision also included an initial budget for remedial works to 92 Gordon Road.
4. An offer was made as a package for the purchase of all three properties. This approach appealed to the vendor and the Council's offer was accepted. The purchase of the properties completed on 30 September 2021.
5. Officers have since been establishing more detail around the best and most appropriate use of the three properties, whilst also instructing some initial repairs and remedial works. Progress has also been made on planning application requirements and ensuring any relevant safety/regulations will be met.
6. As detailed in the June 2021 Executive Report, the intention of the property acquisitions was principally driven by the opportunity 92 Gordon Road provided for Council owned emergency accommodation. This would then lessen the need to place individuals/households in Bed and Breakfast (B&B) emergency accommodation.

7. During 2020/21, the Council spent £603,924 (£374,331 net cost after Housing Benefit receipts) on B&Bs for emergency accommodation. These costs have risen in recent years and a sizeable annual spend is likely to continue. In addition to the cost to the Council, the use of B&Bs can sometimes result in having to place individuals/households in B&B accommodation outside of the Borough. This can present challenges for the customer in what will already be a difficult time in their life, for example being separated from their support network, getting to work, or getting children to schools.
8. The properties at 1 and 1A Arundel Drive were last used as an office building, and additional care home rooms respectively. These properties can be returned to residential use and meet some bespoke/harder to house need on the Council's Housing Register.

92 GORDON ROAD

Use, Works, and Permissions

9. 92 Gordon Road was last used as a home for adults with learning difficulties and/or mental illness. The property layout is ideally suited for emergency accommodation; it includes 9No. en-suite bedrooms on the first and second floors of the building. There are also reception rooms, kitchens, and an office at the ground floor. The property is conveniently located close to the town centre shops, services and public transport routes.
10. The Council will need to seek a Change of Use planning application before the property can be used for emergency accommodation. A planning application will be submitted for consideration by the Local Planning Authority. This will seek the change of use from Class C2 (Residential Institution) to a House in Multiple Occupation (sui generis).
11. The physical changes/works to the property will be kept minimal, but the overall costs will reflect the large size of the property. The works include roof repairs, some upgrades to the water/heating systems, some redecoration, various external works (ground works to garden/parking areas, bin storage, etc.) and general improvements. The existing main commercial kitchen will be refitted with a domestic style kitchen. Electrical upgrades and fire risk measures will be incorporated, as per the advice of the Fire Risk Assessor. This will include the replacement of many of the existing fire doors, and additional smoke detection.
12. Fitted furniture is already available in all bedrooms, and a large ground floor reception room will be retained and furnished to provide dining space and informal seating for the occupants. It is expected that a 'toy library' or similar will also be provided, to help any families who might be housed at the property in an emergency.
13. The occupants will also be provided with a laundry room and external drying space. Officers will also investigate the ability to provide Wi-Fi connectivity throughout the property. This is important should customers be trying to resolve their housing situation and to enable them to communicate with friends, family and any appropriate organisations or authorities to whom they might seek assistance.
14. The property will also include a storage room for sundries such as bedding, cots, additional beds, etc. All aimed at being able to quickly provide for the potential various needs of emergency housing.
15. As the property will remain owned and managed by the Council, it will not require a

House of Multiple Occupation (HMO) license. However, officers will ensure it meets the expectations and requirements of a large HMO.

16. Proposed floor plans of the property are included in Appendix B.

Management/Occupants

17. 92 Gordon Road will be held under the Council's general fund as part of the Council's emergency housing functions.
18. The management of the home will be led by the Housing Options/Initiatives Team in Fareham Housing, under the supervision of the Head of Housing and Benefits. Once in use it is intended that the property will be staffed during office hours. This role will likely have some similarities of both the existing Sheltered Housing Officers and Neighbourhood Officer roles at the Council. It will include general management of the home (including non-statutory fire safety checks, legionella checks/flushing, reporting any repairs, etc.), and providing help and advice to the occupants with a view of supporting them into more suitable/secure accommodation.
19. The property is not intended as 'move-on' style accommodation, or for those customers with more complex needs. The nature of the intended use as emergency housing does make it hard to predict the likely occupants but it will typically include hospital discharges, ex-MOD staff without accommodation, sudden loss of home, family fallouts, private rented (Section 21) evictions, re-possession and domestic violence victims.
20. As the property will be owned and managed by the Council, the use can be closely monitored and the management approach and staffing levels at the property could be reviewed or adapted over time. It will provide a more supportive and managed environment for our customers than external B&B use.

Funding and Costs

21. 92 Gordon Road will be held as a general fund property for emergency accommodation. The costs for works to the property will also be met by the general fund.
22. Most of the physical works will be undertaken by a single/lead contractor. Those works/changes are summarised in paragraphs 12-14 of this report. There will also be associated costs such as planning or specialist surveys, and costs to meet fire regulation requirements.
23. The initial budget agreed by the Executive in June 2021 was intended to provide an immediate remedial works budget should the acquisition have been successful. A revised and more accurate cost/budget for the works is now understood, a more detailed overview of this is included in confidential Appendix A.
24. Further on-going costs (maintenance/repairs) are expected to be met by the rental receipts from the use of the property. Any additional staffing costs will be ascertained in conjunction with Council's Finance Team. In the longer term the acquisition, works and ongoing management/maintenance of this property is expected to have a lesser impact to Council costs and resources than the alternative, which is a continued sizeable spend to external B&B accommodation providers.

Timeframes

25. To enable a time efficient delivery of this emergency accommodation project (and

subject to planning permission being granted) it is important that progress can quickly be made toward completing all the necessary works to the property. Executive approval is sought for the Deputy Chief Executive Officer to have delegated authority to award the contract for a lead contractor to undertake most of the works. This at a level acknowledging the overall project costs outlined in confidential Appendix A.

26. It is expected that a tender will be issued for the required works to 92 Gordon Road in early spring 2022 (subject to planning approval), with the works subsequently undertaken in late spring/early summer 2022. The property should then be available for use as emergency accommodation in summer/early autumn 2022.

1 AND 1A ARUNDEL DRIVE

Use, Works, and Permissions

27. 1 and 1A Arundel Drive are large, detached properties. These will be converted back to residential use to each provide a 5-bedroom home. Both will include a downstairs wet-room and disabled accessible bedroom.
28. Large and disabled accessible properties rarely become available, and these will help to meet some of the bespoke need for some larger families on the Council's Housing Register. Some families have been waiting for a larger property of this nature for a considerable period. Other examples are large families with a young disabled child, as the child gets older disabled accessibility becomes increasingly important (for example hoist systems to aid the parents/carers in lifting the child and having appropriate ground floor accommodation).
29. Planning permission is already in place for the change of use of these two properties back to residential dwellings. These permissions were obtained by the former owners.

Management/Occupants

30. Both Arundel Drive properties will be general purpose Housing Revenue Account properties available for Affordable Rent. They will be matched to appropriate families from the Housing Register.

Funding and Costs

31. The costs for the works at 1 and 1A Arundel Drive will be met through existing HRA budgets for Capital Development works to HRA properties. No further approval is therefore required for new/additional funding for the works involved.
32. Officers will also be investigating the ability to obtain Homes England grant funding toward the acquisition and works at 1 and 1A Arundel Drive. If possible, this could provide £35,000 - £45,000 toward the overall costs for each property.

Timeframes

33. The works to the Arundel Drive homes are expected to take place in early spring 2022, with the homes then being available for occupation on or before summer 2022.

CONCLUSION

34. The property acquisitions at 92 Gordon Road and 1 & 1A Arundel Drive provide an opportunity to better meet some of the emergency, and the more bespoke, housing

needs of the Borough. This helps to delivery the Corporate objective of providing Housing Choices.

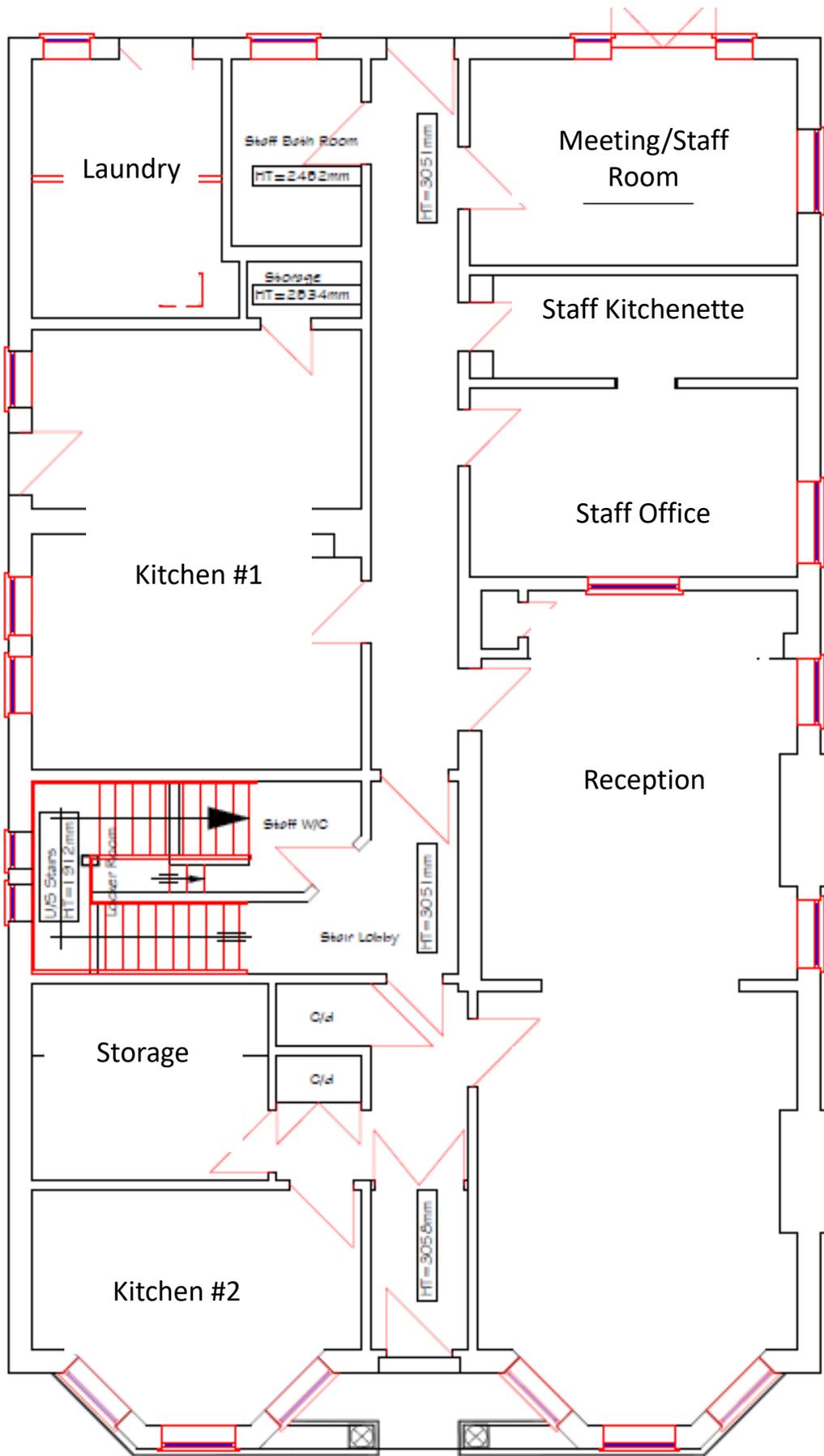
35. Despite the initial costs through the property acquisition and the works required at 92 Gordon Road, over the medium/longer term it will provide a more sustainable solution to meet some of the emergency housing needs in the Borough, rather than significant and rising B&B expenditure. The properties at Arundel Drive will also provide an opportunity to meet some of the harder to house, bespoke needs, of customers on the Council's Housing Register.
36. The Executive is requested to note the updates provided on the property acquisitions and agree the costs for 92 Gordon Road (as outlined in Appendix A), with delegation to Officers (in conjunction with the Executive Member for Housing) to appoint a lead contractor to undertake the majority of works at 92 Gordon Road, subject to the necessary planning approvals being in place.

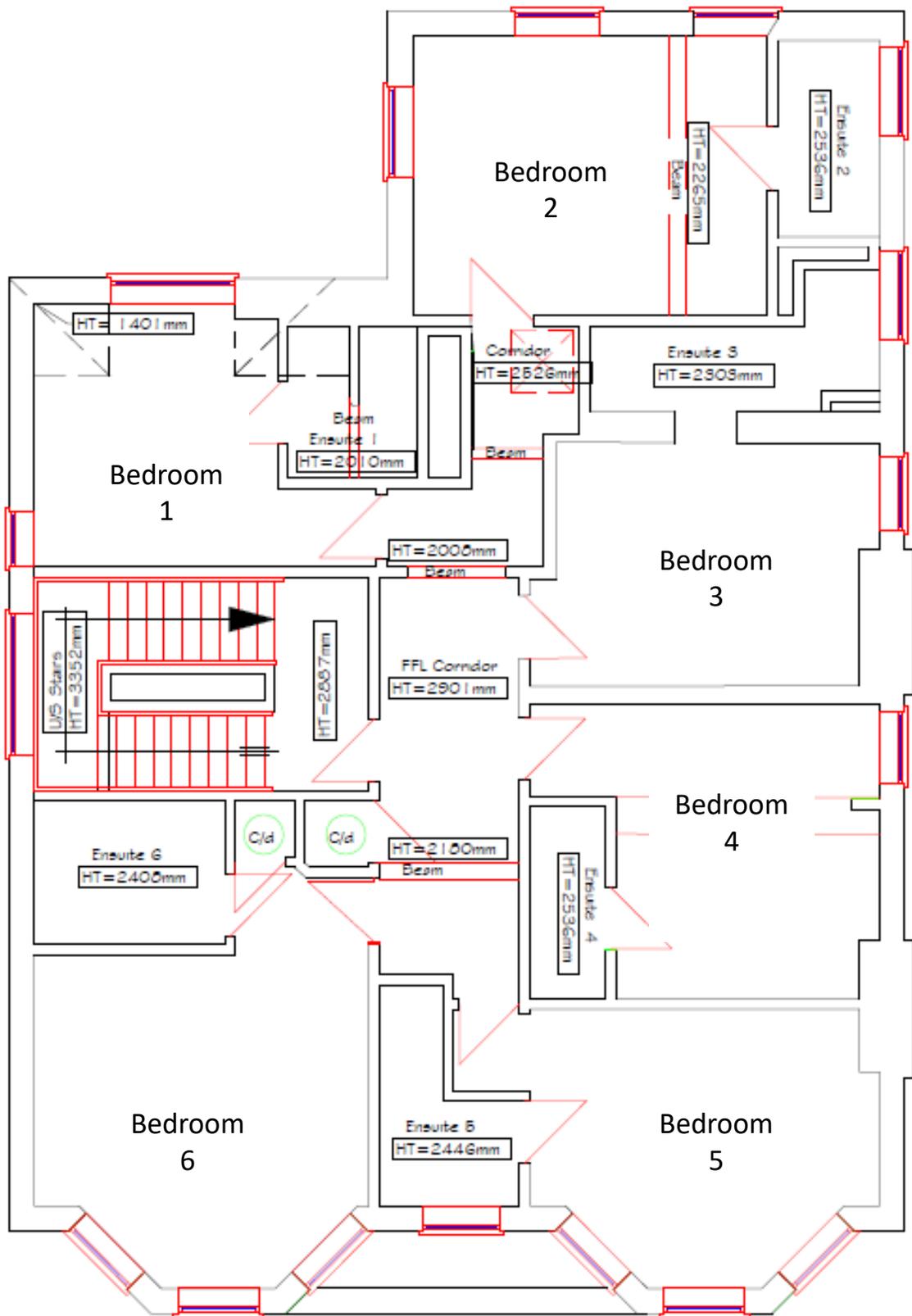
Enquiries:

For further information on this report please contact Robyn Lyons (Head of Housing Delivery) (Ext 4305)

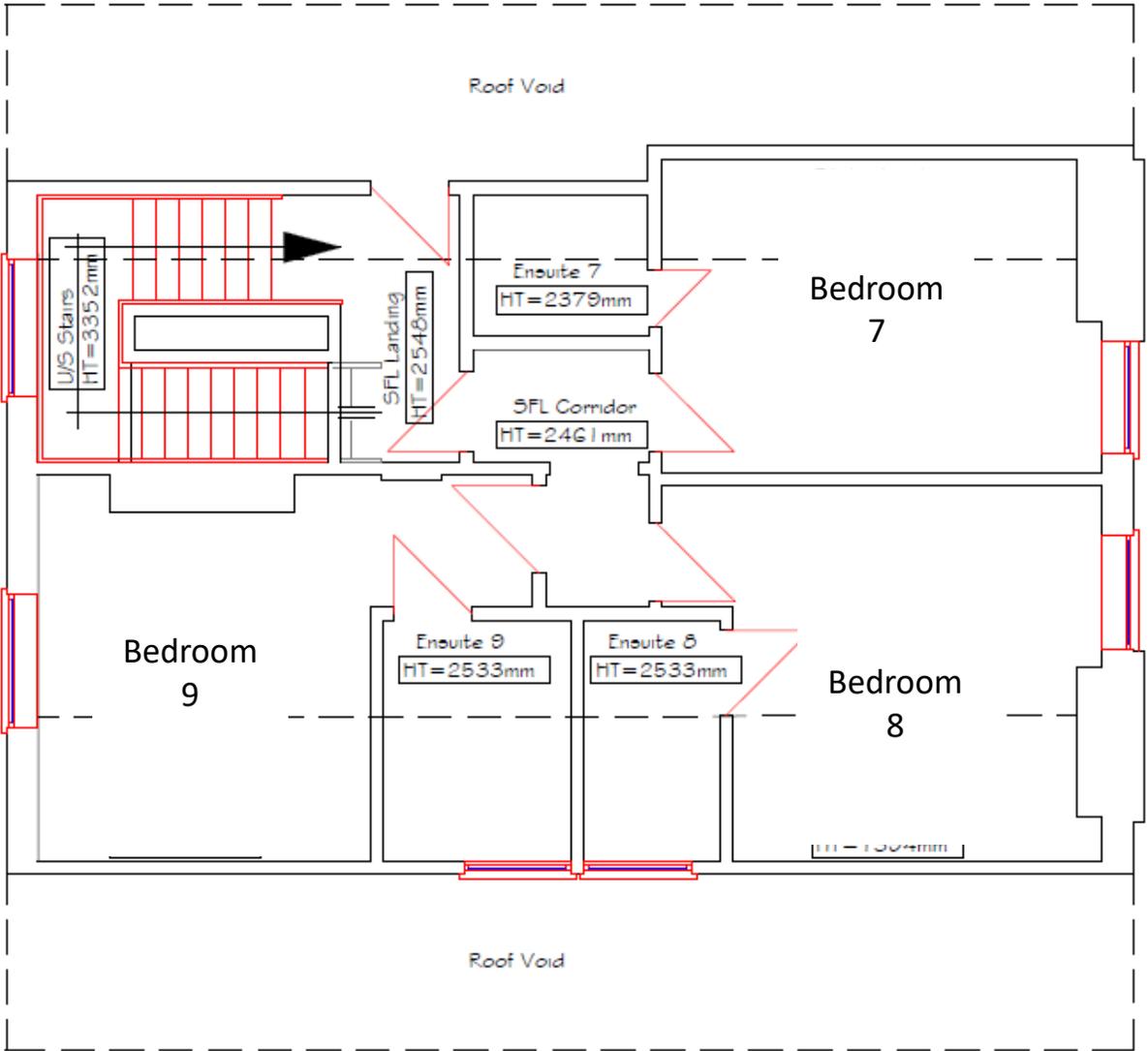
By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted





First Floor



Second Floor

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 10 January 2022

Portfolio:	Leisure and Community
Subject:	The Queen's Platinum Jubilee Proposals
Report of:	Director of Leisure and Community
Corporate Priorities:	Leisure Opportunities for Health and Fun Protecting and Enhancing the Environment

Purpose:
To outline proposals to commemorate The Queen's Platinum Jubilee.

Executive summary:

In 2022 Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on the 6 February 1952 when she was just 25 years old.

The Queen became the longest-reigning British monarch on 9 September 2015 when she surpassed the reign of her great-great-grandmother Queen Victoria. On 6 February 2017 she became the first British monarch to celebrate a Sapphire Jubilee, commemorating 65 years on the throne.

As with The Queen's Golden and Diamond Jubilees, the first week in June has been chosen for the celebratory weekend. To mark this occasion, an extended four-day Bank Holiday weekend from Thursday 2 June to Sunday 5 June 2022, has been confirmed to provide communities and people throughout the UK to come together to celebrate the historic milestone.

To commemorate the significant anniversary, there is an opportunity to provide a series of community events and activities within the Borough to mark the occasion, as the Council has done in the past for The Queen's Silver, Golden and Diamond Jubilees.

Recommendation/Recommended Option:

It is recommended that the Executive agrees:

- (a) the formal naming of the public open space at Daedalus as 'Queen Elizabeth II Platinum Jubilee Park' in commemoration of The Queen's Platinum Jubilee;
- (b) a tree planting scheme to commemorate The Queen's Platinum Jubilee at Abbey Meadows, Titchfield;
- (c) permission for officers to formally approach English Heritage to request that a beacon lighting ceremony is hosted at Portchester Castle;
- (d) that the Council promotes the Big Jubilee Lunch; and
- (e) expenditure of £11,500 to fund the commemorative events and activities

Reason:

To provide a series of community events and activities within the Borough to commemorate The Queen's Platinum Jubilee.

Cost of proposals:

The cost of providing these proposals amounts to £11,500 and can be met from within existing budgets.

Appendices

Appendix A: Proposed commemorative tree planting plan at Abbey Meadows

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	10 January 2022
Subject:	The Queen's Platinum Jubilee Proposals
Briefing by:	Director of Leisure and Community
Portfolio:	Leisure and Community

INTRODUCTION

1. The purpose of this report is to outline opportunities for commemorating The Queen's Platinum Jubilee.

BACKGROUND

2. In 2022 Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on the 6 February 1952 when she was just 25 years old.
3. As with The Queen's Golden and Diamond Jubilees, the first week in June has been chosen for the celebratory weekend. To mark the monarch's milestone, an extended four-day Bank Holiday weekend from Thursday 2 June to Sunday 5 June 2022 has been confirmed to provide communities and people throughout the UK the opportunity to come together to celebrate this historic occasion.

PROPOSALS

4. Fareham has a history of marking significant royal events and to commemorate The Queen's Platinum Jubilee, Officers have outlined the following proposals for how the Borough can mark this special occasion with its residents.

The Platinum Jubilee Park at Daedalus

5. To provide a lasting commemoration, it is proposed that the public open space at Daedalus and the children's play area is named 'Queen Elizabeth

II Platinum Jubilee Park' and a formal opening of the open space is organised in honour of The Queen.

6. The public open space that is currently referred to as Daedalus Common will, when open, provide footpaths, cycle paths, wildlife habitats and dog walking areas, as well as the aviation themed children's play area, the Gate Guardian sculpture and the VE (Victory in Europe) and VJ (Victory in Japan) commemorative seating.
7. At this stage it is uncertain when the open space will be ready to open to the public, but the earliest feasible date the site could be ready is July 2022. However, there is a significant risk that the extensive drainage works that are required to make the open space safe are delayed or take longer to resolve than first anticipated. This in turn would delay the landscaping and grass seeding programme, and potentially the opening date.
8. The planning legal agreement with IFA2 requires the Council to inspect the land once work is completed by IFA2 and give its "written satisfaction" that the land is laid out correctly and to an acceptable standard. Should it arise that the landscaping is not to an acceptable standard, the Council must set out clearly what further work is required. Another inspection of any additional works would then be undertaken.
9. The Council cannot take responsibility of the land from IFA2 until this planning obligation has been met and our "written satisfaction" has been given to IFA2 that the open space is laid out and delivered to an acceptable standard. It was hoped that when the site opened, it would provide an opportunity for the Council to host a large-scale public event. However, the uncertainty over the exact opening date makes organising such an event extremely difficult to plan.
10. Instead, it is proposed that a smaller event is organised to officially open and name the open space in honour of The Queen and, that other opportunities for the wider community to come together to commemorate The Queen's Platinum Jubilee are identified.
11. If agreed, the smaller event format would be a plaque unveiling, ribbon cutting and a small gathering to include elected members, representatives from the project team and representatives from local schools and community organisations who have been directly involved in the project.
12. It is proposed that a sum of £2,000 is allocated to host this small event on a date to be determined, but to definitely take place within the year of The Queen's Platinum Jubilee.

Commemorative tree planting opportunities

The Queen's Green Canopy

13. In May 2021, a unique tree planting initiative 'The Queen's Green Canopy' was launched to mark The Queen's Platinum Jubilee in 2022, offering people across the United Kingdom the opportunity to "Plant a Tree for the Jubilee".

14. The focus of the initiative is to plant sustainably and to create a legacy, in honour of The Queen's leadership of the Nation, which would benefit future generations.
15. The criteria for individuals, schools, local clubs and groups to apply for funding to purchase a tree pack (which can contain anything from 15 to 400 saplings) from The Queen's Green Canopy initiative requires the trees to be planted on land accessible to the public and that the applicant is involved in the planting. The application process also requires the applicant to have written evidence that they have the landowner's consent.
16. Officers are currently looking at a small number of 'strategic tree planting sites' across the Borough that have the potential to plant trees gifted via The Queen's Green Canopy.

Local Commemorative Tree Planting Scheme

17. Whilst replacement tree planting will continue to take place around the Borough, the Council's Tree Service Review, agreed by the Executive in September 2021, placed a far greater emphasis on any new pro-active tree planting being undertaken on a strategic basis. Two sites were identified as potential strategic tree planting sites, namely Abbey Meadows and Coldeast. The larger of the two sites is Abbey Meadows, Titchfield.
18. It is therefore proposed that a sponsored commemorative tree planting scheme is introduced at Abbey Meadows to enable the community of the Borough to be part of a more local initiative to commemorate The Queen's Platinum Jubilee.
19. Some initial tests have been carried out at Abbey Meadows and the area marked on Appendix A is considered suitable for use as a commemorative tree planting area for The Queen's Platinum Jubilee and would make a welcome and prominent addition to the site. The area identified is approx. 0.54 hectares (1.34 acres) in size.
20. The number of trees which can be planted in this area will be dependent on the species. The estimate is that if large species are planted (e.g. oaks) approx. 100 square metres of land would be required for each tree. This means the area identified would accommodate 54 trees (at maturity) if only large tree species were planted. Smaller species of trees would need approx. 25 square metres of land per tree, and this would lead to a capacity of up to 216 trees. Therefore, the planting of a combination of small, medium and larger species of trees in commemoration of The Queen's Platinum Jubilee could range from between 54 and 216 trees.
21. If the concept of a commemorative planting scheme and its proposed location are agreed by the Executive, then ground decompaction works would be required at a cost of £1,750 to prepare the hardened ground for tree planting.
22. Although the commemorative trees at Abbey Meadows would not be directly accessible to the public, as they would be planted within a fenced area for the protection of the trees, an interpretation board would be sited at the entrance to the area to explain why the trees have been planted, and who has sponsored them.

23. Three sponsorship options have been identified for this site as follows:

Option	Cost	Approx. size	Species available for all options	Stock
Option A	£50.00	0.5-1 metre	Pedunculate / Sessile Oak, Hazel, Wild Cherry, Sweet Chestnut, Yew, Aspen Hornbeam, Field Maple, Hawthorn, Small-leaved Lime and Crab Apple	Bare root
Option B	£125.00	1.5 metre		Containerised
Option C	£250.00	3.0 metre		Containerised

24. The cost of sponsorship would cover the supply, planting, staking, a protective tree guard if required, watering of the tree and the sponsors' names being included within a display of recognition.

25. Ongoing maintenance associated with the planting of the new trees and whips i.e. weeding and mulching would be undertaken by the Council's Countryside Rangers Team and community volunteers.

26. In the event that the area marked on Appendix A reached capacity, then a second area, south of the site has been identified with potential to accommodate up to 50 commemorative trees. If a second area is required, then some ground preparation works will be required at a cost of £1,000.

27. A page on the Council's website would also feature a roll of honour, detailing all clubs, schools, individuals, community groups and businesses that have purchased a tree or trees.

28. If the Executive agrees to a commemorative tree planting scheme at Abbey Meadows, then Officers would begin preparing a campaign with a view to launching it on 1 February 2022, with trees and saplings being planted from November 2022.

29. The scheme would be supported by a marketing campaign that would include a feature in Fareham Today alongside other events and activities being planned to commemorate The Queen's Platinum Jubilee.

Lighting of a Beacon

30. Beacons have previously been lit to celebrate Queen Victoria's Diamond Jubilee and then again to celebrate Queen Elizabeth II's Silver, Golden and Diamond Jubilees, and more recently in 2016, to celebrate her 90th birthday.

31. On Thursday 2 June 2022, to commemorate The Queen's Platinum Jubilee, it is anticipated that more than 1,500 beacons will be lit across the United Kingdom at 9.15pm.

32. Following the success of the 'lighting of a beacon for The Queens 90th birthday' at Portchester Castle, it is proposed that Officers formally approach English

Heritage regarding another joint commemorative event being held for the community within the grounds of the Castle to acknowledge The Queen's Platinum Jubilee.

33. Subject to agreement by English Heritage, the joint event, in addition to the lighting of a special beacon, would offer live music, food and drink concessions, along with activities for children including games and face painting. The community focused event would provide an opportunity for local communities, individuals, and organisations to come together and pay tribute to The Queen at this momentous time.

34. At this early stage, it is difficult to provide precise costs, but taking into account the costs associated with a similar event in 2016, it is proposed that a sum of £5,000 is allocated. This includes £490 for the purchase of a specially designed beacon burner-head, which will, after it has been used, be put on display in the Mayoral offices display cabinet, along with entertainment and activity costs.

Big Jubilee Lunch

35. In addition to the proposals outlined above, communities across the country will also be encouraged to come together on Sunday 5 June for the Big Jubilee Lunch.

36. The Big Lunch is where people are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations.

37. It is proposed that the Council promotes the Big Jubilee Lunch as being another opportunity for local residents to come together and also provides helpful information and guidance regarding how to hold a safe event.

COST BREAKDOWN

38. The table below outlines the projected costs for each proposal detailed within this report:

Description	Cost
Formal opening and naming of the public open space at Daedalus	£2,000
Commemorative tree planting scheme at Abbey Meadows inc. marketing of the scheme, an interpretation panel and an allowance if a second planting area is required.	£4,250
Lighting of a Beacon at Portchester Castle	£5,000
Promotion for the Big Jubilee Lunch	£250
Total	£11,500

FINANCIAL IMPLICATIONS

39. The total cost of the project is £11,500 and can be from within existing budgets.

CONCLUSION

40. The Council would like to provide a fitting tribute to commemorate The Queen's Platinum Jubilee in 2022. As outlined in the report, a series of proposals have been suggested to enable communities and people to come together to commemorate and celebrate this historic milestone.

Enquiries:

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

Welcome to **Abbey Meadows**



Area proposed for
Queens Platinum Jubilee
commemorative tree
planting
(approx 1.34 acres)

Abbey Meadows is a place to immerse yourself in the sights and sounds of nature. Take time to enjoy the flowers, fauna and wildlife here. Many areas are being managed to support different species and allow them to thrive. How many different species of plant or animal will you discover?

The footpaths have been marked on this map. Please also note the areas which require dogs to be kept on leads.

Remember to take your litter home and keep this site as nature intends.



FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 10 January 2022

Portfolio:	Planning and Development
Subject:	Council Owned Trees- Ash Dieback Disease
Report of:	Director of Planning and Regeneration
Corporate Priorities:	Protect and Enhance the Environment Dynamic, Prudent and Progressive Council

Purpose:

This report sets out the implications of Ash Dieback Disease for ash trees owned by this Council, how diseased trees should be managed and the estimated costs to the Council to manage this disease.

Executive summary:

Many ash trees within the Borough are suffering from the effects of Ash Dieback Disease. Ash Dieback Disease is expected to kill the majority of ash trees within the Borough over the next 5-10 years. The nature of the disease means that ash trees become brittle and can regularly fail in whole or in part as the disease becomes established in the tree. Failing ash trees therefore pose an increased risk of harm to people and property. It is necessary for the Council to have a clear regime in place to monitor the ash trees it owns and arrange for works to, or the felling of ash trees, which are significantly affected by the disease.

Recommendation:

It is recommended that the Executive:

- (a) approves the annual inspection of the Council's ash trees;
- (b) agrees that £294,345 is allocated from the General Fund Reserves to cover the costs of the necessary tree works and felling resulting from Ash Dieback Disease;
- (c) notes that Officers will continue to monitor the actions taken by other authorities in respect of Ash Dieback and will continue to explore opportunities with other authorities to manage Ash Dieback, particularly where this would achieve notable cost savings; and

(d) notes that a report for information will be presented to the Planning and Development Scrutiny Panel on an annual basis setting out the number of ash trees which required work/ felling in the preceding 12 months and the cost of the associated inspections and works.

Reason:

Many ash trees will be infected and killed by Ash Dieback. Infected ash trees pose a risk to life and property when they fail. By adopting a clear regime for managing infected trees, the risk to people and property will be minimised.

Cost of proposals:

The cost of inspecting ash trees annually will be met from existing tree inspection budgets.

The cost of paying for works to or the felling of ash trees will be met from the Council's reserves.

Appendices: None

Reference papers: Executive report- 21 September 2021 Council Trees Service Review report

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	10 January 2022
Subject:	Ash Dieback Disease
Briefing by:	Director of Planning and Regeneration
Portfolio:	Planning and Development

INTRODUCTION

1. At its meeting on the 21st September, the Executive considered a report relating to a review of the Council Trees Service. All three of the recommendations contained within the report were approved by the Executive.
2. The Executive were advised at the same meeting that Ash Dieback disease is an important issue linked to the management of the Council's tree stock. To ensure a planned and considered response, it was appropriate for a separate report to be brought to the Executive on this subject. The following report sets out the matter in detail and the options available to this Council for the management of the disease.

Background to Ash Dieback Disease

3. Ash Dieback is regarded as the most significant tree disease to affect the United Kingdom since Dutch Elm disease was first recognised in the 1960s.
4. Ash Dieback affects ash trees and is caused by a fungal pathogen. The disease can be spread between trees in a woodland on the wind and research suggests that wind-blown spores can carry for tens of miles.
5. The disease is also considered to have been spread because of planting diseased ash trees throughout the Country before the presence and significance of the disease was appreciated.
6. Movement of logs, leaf litter or pieces of wood from affected trees may also be contributing to the spread of the disease although this is considered a lower risk.
7. The fungus arrived from Asia into Europe during the 1990s and has spread rapidly. Although the first official record in Britain was only as recently as 2012, anecdotal evidence now suggests it may have arrived here over a decade earlier.
8. The fungus causes a range of symptoms from leaf and branch dieback to death of ash trees. Once infected, a high proportion of ash trees will die. A few ash trees may survive

the infection because of genetic factors which give them tolerance of, or resistance to, the disease but the percentage of the UK's ash trees that are likely to be resistant to the fungus is currently unknown.

9. Current estimates are that approximately 80% of ash trees will die from the disease. Of the other 20% somewhere between 1 and 5% may prove to be resistant to the disease with the remaining trees showing symptoms of the disease which may not result in the trees' complete demise.
10. The rate of decline of any individual tree varies with age, young trees dying quickly and mature trees declining more slowly. The experience in this Borough to date however has been that ash trees in close proximity to each other in woodland locations have succumbed to the disease the most quickly.
11. The nature of the disease causes the tree to lose its water content making the wood brittle, which has significant implications for the safety of the tree.

Implications of Ash Dieback for ash trees managed by Fareham Borough Council

12. The Council as a tree owner has a legal duty to take reasonable steps to prevent foreseeable harm to both people and property from trees failing in whole or in part. Tree inspections are one of the key tools for identifying potential risks to people and property.
13. Not all Council owned/ managed trees are inspected. Only those trees that potentially pose a risk to people or property are inspected. There are currently around 21,000 trees on the Council's tree inspection register which are actively managed.
14. Of these 21,000 actively managed trees, there are presently 1,673 individual ash trees which the Council inspects. In addition to this there are four groups of ash trees recorded within the Borough which contain a further estimated 70 ash trees between them. Lastly, there are lots of mixed groups of trees within the Borough, some of which may contain ash trees. The number of ash trees which may be in these areas (and whether they may pose a risk to people and property) is currently not known. As tree inspections continue, further ash trees which need to be actively managed, will be added to total of 1,743 ash trees (1,673 individual trees and 70 within groups).
15. Inspections of ash trees are best undertaken during the summer months, as the amount of leaf coverage on the tree (its canopy) provides a good visual indication of the extent and progression of the disease affecting the tree. There are four stages of decline which have been identified which are used to inform the tree owner's management decisions. They are 100%-75% remaining canopy, 75%-50% remaining canopy, 50%-25% remaining canopy and 25%-0% remaining canopy.
16. In the summer of 2020, this Council began inspections of ash trees on Council owned/ managed land, to establish the condition of the Council's ash tree stock. A further inspection of all ash trees was undertaken in the summer of 2021.
17. Once the extent of canopy drops to less than 50%, it is highly likely that the tree will need to be felled. Trees in the 50%-75% remaining canopy range will need to be carefully considered having regard for their location and proximity to people and structures.
18. From the inspection undertaken in the Summer of 2021 it was found that approximately 425 trees had 50% or less remaining canopies and needed to be felled. The figure of 425 is based on individual trees and an estimation of the number of ash trees within

groups which required felling. A similar number of ash trees were identified in the preceding year, 2020.

How Ash Dieback is currently being managed by Fareham and other Councils within Hampshire

19. How regularly the Council inspects its trees was a matter considered by the Executive in September 2021 as part of the Council Trees Service Review. The Executive approved changes to the tree inspection regime, subject to approval by the Council's Insurers. In the summer of 2020, and again in 2021, the Council inspected all of its ash trees.
20. From those inspections, and based primarily on the extent of canopy loss, those ash trees which need to be felled imminently are being identified. The works to fell the ash trees are then being carried out.
21. Whilst the rate of decline varies between infected trees, broader research has found the rate of canopy loss between years to be in the order of 10-15%. Having carefully considered this matter, Officers believe it is appropriate that all of the Council's ash trees continue to be inspected on an annual basis.
22. In wooded areas it is often the case that trees which are felled are left in situ. This has ecological benefits, minimises further damage to woodland through trying to remove trees, and minimises costs. Where large numbers of trees need to be felled, which was the case recently at Bushey Land in Whiteley, it is necessary to remove trees from the land to allow for natural regeneration and replanting.
23. Where trees need to be felled within public open spaces the tree and any arisings are normally removed in their entirety.
24. Officers have approached all other Councils within Hampshire (including Hampshire County Council) to establish the approaches of each Council towards Ash Dieback disease.
25. From those approaches to other authorities in Hampshire it is evident that a number of authorities have not yet identified the scale of problem that Ash Dieback poses to their tree stock. Some authorities have not yet quantified the number of ash trees they are responsible for, how many ash trees may be affected, nor devised any strategies for how they will deal with the issue.
26. Of those authorities that have quantified the number of trees ash trees involved and prepared strategies to deal with them, none are promoting different approaches to that currently being followed by this Council (i.e., regularly inspect ash trees, assess the extent of any Ash DieBack and undertake work/ felling on a case-by-case basis).
27. Hampshire County Council does use arisings from differing species of trees it fells in Biomass boilers in County Council run facilities at Queen Elizabeth Country Park south of Petersfield, Runways Youth Activity Centre in Aldershot and Weyford Infant School at Whitehill. None of the Hampshire authorities (including Hampshire County Council) have any commercial arrangements in place whereby they sell biomass for burning elsewhere.

Proposals and related costs for removing the Council's diseased ash trees

28. The felling of trees is undertaken by contractors working on behalf of the Council. The Council has a Tree Maintenance Services Framework containing six contractors who

offer prices for different types of tree work. Typically, the cost of felling trees is dependent upon the diameter of the tree, accessibility, whether the tree requires complete removal from the land or the use of any special platforms/ machinery for their felling and removal. The average price on the Council's framework for felling a tree with a diameter of 30-60cms (which is expected to be representative of many ash trees) is £211 per tree.

29. Where trees are growing on the same site in very close proximity to each other, Contractors will agree an hourly rate with the Council, based on the number of tree surgeons and type of machinery needed. These economies of scale will result in the Council paying less than £211 per tree.
30. Where it is necessary to remove a large tree, which is difficult to access and specialist machinery is required, the cost per tree could go as high as £288 per tree.
31. In the light of all these potential scenarios, Officers consider that the use of the figure of £211 per tree, would provide the most robust basis for estimating costs, based on current prices.
32. At this time, it is not known how many of the Council's ash trees will need to be felled. Current estimates suggest that it will be approximately 80%; based on the number of known individual trees, 80% equates to approximately 1,395 trees. Of the remaining 20%, 1-5% of the trees may prove to be resistant to the disease with the remaining trees showing symptoms of the disease which may not result in the trees' complete demise. Whichever of these potential scenarios is correct, this Council will regrettably need to fell many of its ash trees over the coming years, in light of the risk posed to people and property.
33. Following the tree inspections in 2020, it was necessary to fell a number of ash trees in 2021. The works involved 288 individual ash trees and several groups of ash trees. The ash trees which were felled were primarily at Holly Hill Park and throughout Whiteley. The work cost approximately £59,000 and involved the felling of 288 individual trees and a number of trees within groups.
34. Following the inspections in 2021, a second tranche of work was identified (which has been carried out in part) which involves the felling of 125 trees and around 200 trees within a group and is estimated to cost a similar amount to that spent earlier in 2021.
35. The nature of Ash Dieback means that it is often not possible to fell ash trees by tree surgeons climbing in the trees and dismantling the trees in sections. The brittle nature of trees affected by Ash Dieback means that felling will often need to be undertaken by machinery, or from platforms/ cherry pickers, which increases the cost of felling the trees.
36. Officers have informally explored with some of the contractors on its Framework, whether any discount might be offered to the Council if a contract was awarded to one company to fell all the Council's ash trees.
37. Many of the companies on the Council's Framework are SMEs who provide services to a wide range of clients. Whilst some of the contractors have indicated that they would be interested in undertaking the felling of all the Council's ash trees if the Council followed such a course of action, logistically this would be quite challenging for them. It is also likely it would be carried out over a lengthy period considering the multitude of different sites and circumstances involved.

38. In terms of any potential discount being 'guaranteed' for the felling of all ash trees, contractors were reluctant to give any firm commitments in advance of carefully considering the sites and circumstances in far greater detail. One contractor indicated any discount was likely to be of the scale of 5%-10%.
39. In light of the feedback received from other Hampshire authorities, and the informal feedback received from contractors on the Council's Tree Maintenance Services Framework, Officers do not believe there is a more cost effective or environmentally sensitive way to remove ash trees, than the Council is following at the present time.

Overall Budgetary Implications

40. At its meeting on the 21st September 2021, the Executive approved a number of changes to the delivery of the Council Trees Service including the budget. The report in September advised that a further report would be brought to the Executive regarding Ash Dieback; the scale of the issue and the anticipated cost of dealing with it was not quantified at that time.
41. Managing Ash Dieback disease is an extraordinary cost on the Council Trees Service. This was recognised in 2020 when £56,000 was allocated from existing budgets to meet the costs of the first tranche of ash tree fellings carried out in early 2021.
42. If all the Council's individual ash trees needed to be felled, then based on 1,743 trees at £211 per tree, the total cost would be circa £367,773. On the assumption that 80% of these trees would need to be felled, the total cost would be circa £294,345.
43. It is anticipated that the annual cost of felling ash trees are likely to be approximately £75,000 per year based on current prices. This assumes a continuing need to fell around 350 trees annually at an average cost of £211 per tree. These costs are anticipated to reduce from 2025/26 onwards as the Council's stock of ash trees will have been significantly reduced by then and it will be clearer how many ash trees might be resilient to the disease.

CONCLUSION

44. It is recommended that £294,345 is allocated from the General Fund Reserves to cover the cost of these works over an approximately 5 year period.
45. The proposals will enable the Council to pro-actively manage the significant issues posed by the spread of Ash Dieback Disease. Managing and felling trees where necessary will minimise the potential for any harm being caused to people and property.

Enquiries:

For further information on this report please contact Lee Smith on 01329 824427.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 10 January 2022

Portfolio:	Policy and Resources
Subject:	Finance Strategy, Revenue Budget and Council Tax 2022/23
Report of:	Deputy Chief Executive Officer
Corporate Priorities:	A dynamic, prudent and progressive Council

Purpose:

This report provides an update on the Council's 5-year financial forecasts and makes recommendations regarding the revised revenue budget for 2021/22 and 2022/23.

Executive summary:

This report gives the Executive the opportunity to consider the Council's 5-year financial forecasts as set out in the Medium-Term Finance Strategy (MTFS), revised service budgets for 2021/22 and proposed service budgets for 2022/23.

Revised General Fund Revenue Budget 2021/22

The revised general fund revenue budget for 2021/22 amounts to £14,135,100 for service budgets with other budgets totalling -£2,057,100 and COVID funding of £1,583,200 (including a use of general reserves of £690,200), giving an overall position of £10,494,800 which is an increase of £222,900 from the base budget for 2021/22.

General Fund Revenue Budget 2022/23

The proposed general fund budget for 2022/23 totals £13,467,400 for service budgets along with -£2,723,000 for other budgets (including a use of general reserves of £1,902,500) giving an overall position of £10,744,400 which is an increase of £472,500 against the original budget for 2021/22.

5-Year Financial Forecasts

The 5-year financial forecasts for 2021/22 to 2025/26 is predicting a funding shortfall by 2022/23. The Opportunities Plan approved last year is still predicted to address the shortfall and build in some capacity for future pressures and uncertainties.

Recommendation/Recommended Option:

It is recommended that the Executive:

Financial Forecasts (MTFS)

- (a) approves the Medium-Term Finance Strategy for the period 2021/22 to 2025/26, as set out at Appendix C to the report;
- (b) agrees to submit the updated Pay Policy, annexed to the Medium-Term Finance Strategy at Annex C, to Full Council for approval;

Revenue Budgets

- (c) approves the revised 2021/22 general fund revenue budget, amounting to £10,494,800, as set out in Appendices A and B to the report; and
- (d) approves the base 2022/23 general fund revenue budget amounting to £10,744,400, as set out in Appendices A and B to the report.

Reason:

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

The Medium-Term Finance Strategy forecasts a funding shortfall by 2022/23. An Opportunities Plan has been developed to address this and build in capacity for future pressures and uncertainties.

Cost of proposals:

As detailed in the report.

Appendices: A: General Fund Revenue Budget Summary 2021/22 and 2022/23

B: Detailed Draft Revenue Budgets by Service Portfolio 2021/22 and 2022/23

C: Medium Term Finance Strategy 2021/22 to 2025/26

Background papers: None

Reference papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	10 January 2022
Subject:	Finance Strategy, Revenue Budget and Council Tax 22/23
Briefing by:	Deputy Chief Executive Officer
Portfolio:	Policy and Resources

INTRODUCTION

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

MEDIUM TERM FINANCE STRATEGY

3. The Medium-Term Finance Strategy, attached to this report as **Appendix C**, sets out the broad principles on which the management of the Council's finances are based and provides background information regarding the level of resources, the revenue budget and capital programme.
4. The Council's main priorities are to produce sustainable spending plans, maintain adequate reserves and to continue to minimise increases in the net revenue budget, such that increases in Fareham's proportion of the council tax are not excessive. Consequently, strict budget guidelines must be maintained.
5. The document focuses on the various issues that will impact on the Council's financial position, now and in the future. In the light of these issues, the current financial position has been reviewed and the projected position in future years, up to 2025/26, examined.
6. Based on existing spending plans and taking account of the known variations and revenue budget pressures in future years, the projected revenue budget for the life of the Strategy through to 2025/26 would indicate a funding gap of £2.2 million even if Council Tax is increased by £5 each year.
7. There are also a number of spending priorities, potential pressures and uncertainties for which no provision has been made in the projections which could cause a widening of the funding gap. Members are reminded that due to the gearing effect any increase in spending has a significant increase on the amount that has to be met from Council

Taxpayers. For example, an increase in spending of 1%, increases the Council Tax by 7%.

GENERAL FUND REVENUE BUDGETS

Revenue Budget 2021/22

8. The base net revenue budget set for 2021/22 set was £10,271,900, an increase of £665,400 on the previous year. This was part funded by a council tax increase of £5 which is the maximum allowable by the Government before a local referendum is needed.
9. The overall revised budget has increased from the base budget to £10,494,800. The budget reflects known changes that have continued to affect spending during the current financial year as a result of the ongoing COVID-19 pandemic.
10. Additional budget provision totalling £51,900 was carried forward for incomplete projects from 2020/21; this was fully financed from underspending in 2020/21.
11. Some of this increase has been offset by Central Government funding of just under £1.2m, leaving a balance of £0.4m to be met from general fund reserves.
12. Further information of how this is spread across portfolios is provided in Appendices A and B.

Revenue Budget 2022/23

13. The revenue budget for 2022/23 has been prepared as detailed in the Medium-Term Finance Strategy, as attached to Appendix C to this report. The proposed General Fund budget for 2022/23 totals £13,467,400 for service budgets along with -£2,723,000 for other budgets giving an overall position of £10,744,400 which is an increase of £472,500 against the original budget for 2021/22. This is detailed in Appendices A and B.
14. In preparing the 2022/23 budget there have been many changes as a result of the continuing COVID19 Global Pandemic. While some areas continue to see a reduction in income such as town centre car parking there has been more positive news from the Leisure Centres where the majority of the emergency funding was not required and we have now entered into a new contract where an income contribution is paid to the council by the operator.
15. The budget will also see a full year of operation of the 2 new income streams from coastal parking and garden waste collection. In particular, the garden waste project has reported a much higher level of take up in the service and this is reflected in the budget.
16. The budget for Investment Properties sees a reduction as a result of a vacant period for a commercial property that will also see a requirement to pay business rates by the council during the void period where this is usually the responsibility of the tenant.
17. The budget takes into account the predicted level of core funding resources that will be available for the year and builds in provisions for expected increases and decreases in expenditure and income in the year.

18. The budget also takes into account decisions made by the Executive during the year and the opportunities and pressures arising in the Council's key services.

GENERAL FUND CAPITAL PROGRAMME

19. The detailed General Fund capital programme for the period 2021/22 to 2025/26 is part of the Capital Strategy and this report will be presented to the Executive at the February meeting.

RISK ASSESSMENT

20. In considering the budgets and forecasts, there are a number of risks and uncertainties as set out in Section 6.3 in the Medium-Term Finance Strategy.
21. The Executive has previously agreed that the balance on the spending reserve should equate to at least 5% of gross revenue expenditure. A detailed assessment of need has been carried out, following guidance from the Chartered Institute of Public Finance and Accountancy (LAAP77), which indicates that this is an appropriate level to retain and should not be reduced. The budgets proposed will allow the Spending Reserve to be maintained at the required level.
22. Other General Fund reserves will need to be used in order to balance the budget in 2021/22 and in 2022/23 and this position will be monitored to reduce the impact on the overall level of reserves and protect the council's financial position.
23. Delivery of the Opportunities Plan aims to address the shortfalls forecast across the next 5 years plus build in some spare capacity for pressures not yet built into the forecasts.
24. The Government's expectation and associated funding levels indicate that they believe that Fareham will continue to raise council tax by up to £5 next year with a spending review detailing future proposals commencing in 2022/23.

Enquiries:

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

APPENDIX A

GENERAL FUND REVENUE BUDGETS SUMMARY 2021/22 AND 2022/23

a) Revised Budget 2021/22

	Budget 2021/22 £	Revised 2021/22 £	Variation Base to Rev £
Committees			
Licensing and Regulatory Affairs Committee	552,700	479,800	-72,900
Planning Committee	482,000	854,800	372,800
Executive - Portfolio Budgets			
- Leisure and Community	1,641,400	851,000	-790,400
- Housing	1,856,500	1,800,100	-56,400
- Planning and Development	1,659,500	1,588,900	-70,600
- Policy and Resources	-705,100	-1,007,900	-302,800
- Health and Public Protection	557,100	818,000	260,900
- Streetscene	5,399,300	5,603,200	203,900
Accounting Adjustments not included above	3,249,300	3,147,200	-102,100
SERVICE BUDGETS	14,692,700	14,135,100	-557,600
Capital Charges	-3,466,100	-3,385,900	80,200
Direct Revenue Funding	1,475,000	1,475,000	0
Minimum Revenue Provision	1,315,300	1,132,300	-183,000
Bad Debt Provision	300,000	300,000	0
Interest on Balances	-695,700	-695,700	0
Portchester Crematorium	-165,000	-170,000	-5,000
New Homes Bonus	-239,800	-239,800	0
Contribution from Reserves	-378,000	-473,000	-95,000
OTHER BUDGETS	-1,854,300	-2,057,100	-202,800
NET BUDGET before COVID Funding	12,838,400	12,078,000	-760,400
Contribution from Reserves for COVID	-1,815,500	-404,200	1,411,300
Fees and Charges Reduction Funding	-300,000	-300,000	0
Government COVID Funding	-451,000	-879,000	-428,000
	-2,566,500	-1,583,200	983,300
NET BUDGET	10,271,900	10,494,800	222,900

b) Base Budget 2022/23

	Budget 2021/22 £	Budget 2022/23 £	Variation Base to base £
Committees			
Licensing and Regulatory Affairs Committee	552,700	574,400	21,700
Planning Committee	482,000	439,500	-42,500
Executive - Portfolio Budgets			
- Leisure and Community	1,641,400	-17,500	-1,658,900
- Housing	1,856,500	2,083,000	226,500
- Planning and Development	1,659,500	1,636,600	-22,900
- Policy and Resources	-705,100	44,400	749,500
- Health and Public Protection	557,100	662,400	105,300
- Streetscene	5,399,300	4,897,400	-501,900
Accounting Adjustments not included above	3,249,300	3,147,200	-102,100
SERVICE BUDGETS	14,692,700	13,467,400	-1,225,300
Capital Charges	-3,466,100	-3,385,900	80,200
Direct Revenue Funding	1,475,000	1,475,000	0
Minimum Revenue Provision	1,315,300	1,490,900	175,600
Bad Debt Provision	300,000	150,000	-150,000
Interest on Balances	-695,700	-534,700	161,000
Portchester Crematorium	-165,000	-170,000	-5,000
New Homes Bonus	-239,800	-90,900	148,900
Contribution to(+)/from(-) Reserves	-378,000	-1,657,400	-1,279,400
OTHER BUDGETS	-1,854,300	-2,723,000	-868,700
NET BUDGET before COVID Funding	12,838,400	10,744,400	-2,094,000
Contribution from Reserves for COVID	-1,815,500	0	1,815,500
Fees and Charges Reduction Funding	-300,000	0	300,000
Government COVID Funding	-451,000	0	451,000
	-2,566,500	0	2,566,500
NET BUDGET	10,271,900	10,744,400	472,500

APPENDIX B

DETAILED DRAFT REVENUE BUDGETS BY SERVICE 2021/22 AND 2022/23

	Base Budget 2021/22 £	Revised Budget 2021/22 £	Base Budget 2022/23 £
Committees			
Licensing and Regulatory Affairs Committee	552,700	479,800	574,400
Planning Committee	482,000	854,800	439,500
Executive - Portfolios			
Leisure and Community	1,641,400	851,000	-17,500
Housing	1,856,500	1,800,100	2,083,000
Planning and Development	1,659,500	1,588,900	1,636,600
Policy and Resources	-705,100	-1,007,900	44,400
Health and Public Protection	557,100	818,000	662,400
Streetscene	5,399,300	5,603,200	4,897,400
Accounting Adjustments	3,249,300	3,147,200	3,147,200
NET EXPENDITURE	14,692,700	14,135,100	13,467,400

SUBJECTIVE ANALYSIS

	Base Budget 2021/22 £	Revised Budget 2021/22 £	Base Budget 2022/23 £
Employees	10,253,100	10,537,100	10,874,500
Premises-Related Expenditure	3,049,300	2,975,900	3,145,800
Transport-Related Expenditure	1,500,600	1,608,300	1,621,500
Supplies and Services	6,021,000	7,340,800	5,495,000
Third Party Payments	1,465,400	1,350,700	1,503,600
Transfer Payments	15,683,300	13,941,900	13,941,900
Support Services	3,308,800	3,272,900	3,392,700
Capital Charges	3,999,300	3,847,200	3,647,200
GROSS EXPENDITURE	45,280,800	44,874,800	43,622,200
Government Grants	-15,872,200	-15,437,600	-14,174,400
Other Grants & Reimbursements	-1,772,000	-1,953,900	-2,329,200
Sales, Fees and Charges	-6,600,400	-6,844,400	-7,716,100
Rents	-6,189,900	-6,340,200	-5,771,500
Recharges to other Accounts	-153,600	-163,600	-163,600
GROSS INCOME	-30,588,100	-30,739,700	-30,154,800

NET EXPENDITURE	14,692,700	14,135,100	13,467,400
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ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2022/23

LICENSING AND REGULATORY AFFAIRS COMMITTEE

	Base Budget 2021/22 £	Revised Budget 2021/22 £	Base Budget 2022/23 £
Hackney Carriage and Private Hire Vehicles	9,400	-11,400	12,000
Licensing	-6,700	-10,100	3,700
Health and Safety	144,200	128,100	140,200
Election Services	405,800	373,200	418,500
	552,700	479,800	574,400

PLANNING COMMITTEE

	Base Budget 2021/22 £	Revised Budget 2021/22 £	Base Budget 2022/23 £
Planning Applications	55,400	109,600	17,300
Planning Advice	198,500	178,600	190,200
Planning Enforcement	130,800	129,400	137,100
Planning Appeals	97,300	437,200	94,900
	482,000	854,800	439,500

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2022/23

LEISURE AND COMMUNITY PORTFOLIO

	Base Budget 2021/22 £	Revised Budget 2021/22 £	Base Budget 2022/23 £
Community Grants	280,300	321,900	280,900
Community Development	208,800	238,200	246,400
Ferneham Hall	120,800	124,200	125,700
Fareham Leisure Centre	471,000	53,000	-365,600
Holly Hill Leisure Centre	401,200	-51,300	-473,300
Community Centres	159,300	165,000	168,400
Total Before Accounting Adjustments	1,641,400	851,000	-17,500
Accounting Adjustments for Portfolio	1,419,100	1,554,600	1,554,600
	<u>3,060,500</u>	<u>2,405,600</u>	<u>1,537,100</u>

HOUSING PORTFOLIO

	Base Budget 2021/22 £	Revised Budget 2021/22 £	Base Budget 2022/23 £
Housing Grants and Home Improvements	30,400	34,800	36,300
Housing Options	28,300	19,900	29,300
Housing Benefit Payments	50,300	66,700	66,700
Housing Benefit Administration	496,400	490,700	543,300
Homelessness	591,300	528,100	574,900
Housing Advice	474,200	472,200	628,500
Housing Strategy	164,600	191,200	197,900
Local Land Charges	21,000	-3,500	6,100
Total Before Accounting Adjustments	1,856,500	1,800,100	2,083,000
Accounting Adjustments for Portfolio	29,100	30,300	30,300
	<u>1,885,600</u>	<u>1,830,400</u>	<u>2,113,300</u>

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2022/23

PLANNING AND DEVELOPMENT PORTFOLIO

	Base Budget 2021/22 £	Revised Budget 2021/22 £	Base Budget 2022/23 £
Flooding and Coastal Management	86,600	16,200	77,700
Transport Liaison	36,400	34,400	34,400
Tree Management	319,400	386,900	389,700
Conservation & Listed Building Policy	34,500	15,800	16,300
Local Plan	1,182,600	1,135,600	1,118,500
Total Before Accounting Adjustments	1,659,500	1,588,900	1,636,600
Accounting Adjustments for Portfolio	88,300	88,300	88,300
	<u>1,747,800</u>	<u>1,677,200</u>	<u>1,724,900</u>

POLICY AND RESOURCES PORTFOLIO

	Base Budget 2021/22 £	Revised Budget 2021/22 £	Base Budget 2022/23 £
Democratic Representation and Management	1,181,500	1,197,100	1,261,200
Commercial Estates	-553,900	-856,600	-834,100
Investment Properties	-3,438,700	-3,250,200	-2,606,000
Solent Airport and Daedalus	-482,900	-486,500	-349,100
Public Relations, Comms and Consultation	485,300	497,700	507,700
Unapportionable Central Overheads	175,600	148,600	148,600
Corporate Management	770,000	654,400	824,300
Economic Development	157,600	185,800	152,300
Local Tax Collection	1,000,400	901,800	939,500
Total Before Accounting Adjustments	-705,100	-1,007,900	44,400
Accounting Adjustments for Portfolio	685,400	590,700	590,700
	<u>-19,700</u>	<u>-417,200</u>	<u>635,100</u>

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2022/23

HEALTH & PUBLIC PROTECTION PORTFOLIO

	Base Budget 2021/22 £	Revised Budget 2021/22 £	Base Budget 2022/23 £
Pest Control	43,300	55,800	70,800
Dog Control	25,300	0	0
Food Safety	136,100	116,700	142,600
Air Quality and Pollution	168,000	150,300	179,600
Community Safety	284,600	295,400	247,100
Emergency Planning	78,300	58,400	60,100
Clean Borough Enforcement	211,100	180,100	231,600
Off-Street Parking	-589,000	-154,100	-435,100
Building Control	199,400	115,400	165,700
Total Before Accounting Adjustments	557,100	818,000	662,400
Accounting Adjustments for Portfolio	17,900	36,800	36,800
	<u>575,000</u>	<u>854,800</u>	<u>699,200</u>

STREETSCENE PORTFOLIO

	Base Budget 2021/22 £	Revised Budget 2021/22 £	Base Budget 2022/23 £
Cemeteries & Crematorium	-54,300	-48,500	-46,700
Parks, Open Spaces & Grounds Maintenance	1,836,800	1,854,200	1,891,400
Countryside Rangers	174,200	172,200	176,500
Street Cleaning	946,900	953,400	973,400
Public Conveniences	233,600	234,400	236,000
Waste Collection	927,600	1,048,000	1,061,100
Trade Refuse	-82,400	-123,500	-115,000
Recycling	929,400	1,020,500	1,109,000
Green Waste	424,300	431,700	-449,100
Street Furniture	63,200	60,800	60,800
Total Before Accounting Adjustments	5,399,300	5,603,200	4,897,400
Accounting Adjustments for Portfolio	1,009,500	846,500	846,500
	<u>6,408,800</u>	<u>6,449,700</u>	<u>5,743,900</u>

OVERALL BUDGET TOTAL

14,692,700 14,135,100 13,467,400

FAREHAM

BOROUGH COUNCIL



Medium Term Finance Strategy 2021/22 to 2025/26

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

1.1 PURPOSE

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

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

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

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

1.2 FUNDAMENTAL PRINCIPLES

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

Table 1 – The Fundamental Principles of FBC Financial Management

RESERVES

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

USE OF RESOURCES

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

CAPITAL EXPENDITURE

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

REVENUE EXPENDITURE

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

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

TRANSPARENCY AND OPENNESS

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

PARTNERSHIP AND AGENCY WORKING

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

2. REVENUE POSITION

2.1 CORE FUNDING RESOURCES

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

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

These are largely governed by Central Government Policy. Areas being targeted include highways, education and social care. The Housing Revenue Borrowing Cap was also lifted and extra money was allocated to the Housing Infrastructure Fund.

Local Government Settlement

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

The Government is carrying out a [Fair Funding Review](#) for local government, which will inform the basis of distributing resources to councils beyond 2022/23. This review was been delayed due to a general election being held in December 2019 and has since been delayed by another year due to the COVID-19 pandemic. The review will commence in time for the 2022/23 financial year. There was a 1 year settlement announced for 2020/21 after the election and a further 1 year announced in November 2020 for the 2021/22 financial year.

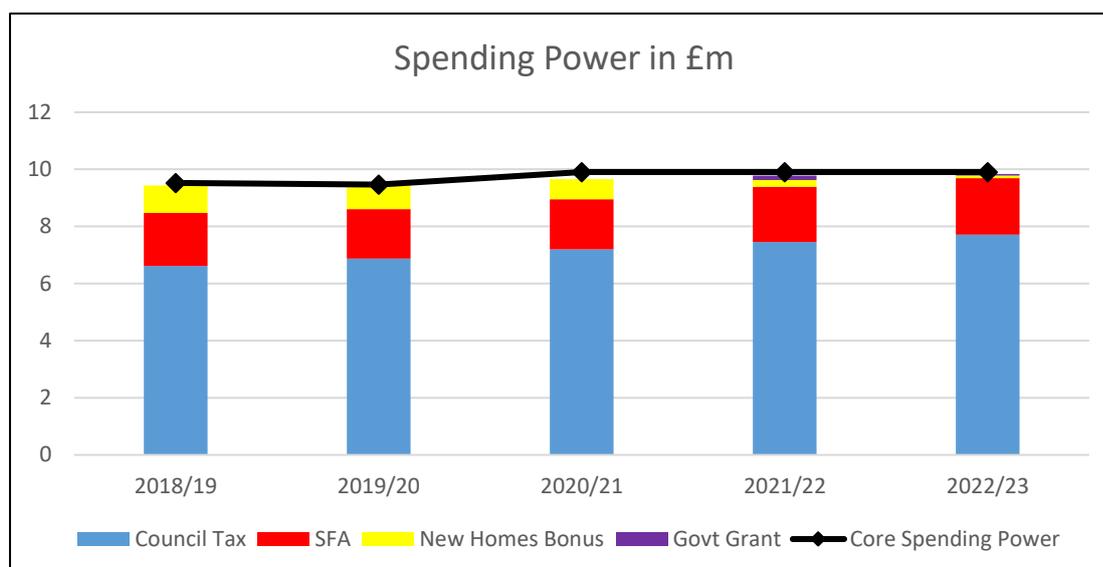
The allocation of resources is determined by the Government's assessment of the funding needs of the borough, as discussed below.

FBC Spending Power

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

For 2020/21 Fareham's spending power has reduced by 8.6% over the last 5 years and remains one of the lowest in the country, due to a combination of lower than average New Homes Bonus per head and a lower Council Tax income, as discussed further below.

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



SFA (Settlement Funding Assessment)

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

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

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

Revenue Support Grant (RSG)

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

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

BUSINESS RATES

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

Fareham currently collects around **£41.4 million** of business rates. Of this 50% (£20.7m) is paid to Central Government with 9% (£3.7m) and 1% (£0.4m) paid to the County Council and the Fire Authority respectively. The remaining 40% (£16.6m) is Fareham's initial share of the rates collected.

However, in order that authorities don't benefit from keeping too much of the rates collected there is then a series of tariffs and top-ups that are returned to the central pot for further redistribution, with a safety net threshold to prevent the tariff being too severe. Fareham is currently calculated as having the 3rd lowest needs of the 325 authorities and so has to pay a tariff to reflect its Baseline Funding Level. Once the tariff is paid to the central pot, Fareham retains around **£1.9 million (5%)** of the rates collected. The council's income is increased by Section 31 Grants. These grants are received to make up for loss of income due to Government decisions over business rates such as rate reliefs for small business that would mean local authorities are worse off through no fault of their own. These grants are expected to be approximately **£0.5 million** for 2022/23.

NEW HOMES BONUS

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

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

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

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

The current payments are £1,671.45 per property with an affordable homes premium of £350 per unit. For 2019/20 Fareham received money from 59 units above baseline and 41 affordable units generating **£821,000** of NHB, which is its lowest payment for 9 years, due to two high years dropping out of the calculation.

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

Table 2 – New Homes Bonus Calculations to Date

Year of Payment	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
2011/12	£226,565	£226,565	£226,565	£226,565	£226,565	£226,565						
2012/13		£431,134	£431,134	£431,134	£431,134	£431,134						
2013/14			£435,038	£435,038	£435,038	£435,038	£435,038					
2014/15				£323,200	£323,200	£323,200	£323,200					
2015/16					£232,066	£232,066	£232,066	£232,066				
2016/17						£415,783	£415,783	£415,783	£415,783			
2017/18							£168,090	£168,090	£168,090	£168,090		
2018/19								£146,094	£146,094	£146,094	£146,094	
2019/20									£90,892	£90,892	£90,892	£90,892
2020/21										£297,010		
	£226,565	£657,699	£1,092,737	£1,415,937	£1,648,002	£2,063,785	£1,574,177	£962,033	£820,860	£702,087	£236,986	£90,892

COUNCIL TAX

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

Fareham has the 5th lowest Band D Council Tax for a district council when parish precepts are taken into account and is currently 42% below the national average. Government policy now allows an increase of either 2% or £5, whichever is the greatest, each year. However, this can penalise Fareham for having a low Council Tax as the maximum increase that can be approved each year, outside of a referendum, is £5. In comparison, the largest Band D for a district council stands at £377 which would see an increase of £7.54 in their Council Tax using the policy, resulting in the gap between the average authority and Fareham continuing to grow

The Council Tax for Fareham forms around 75% of its spending power showing that there is a significant reliance on it to fund the net spend. Fareham's Council Tax has risen by £5 per year for the last 6 years and it is proposed to increase similarly for 2022/23. The Council Tax for a Band D property currently stands at £170.22 which was approved by the Full Council in February 2021. Of the gross expenditure budget of **£46,824,700** (net budget £10,271,900) for council services in 2021/22, £7,456,402 (**16%**) was budgeted to be met by Council Tax payers.

This Medium Term Finance Strategy assumes that there will be an increase of **300** Band D equivalent properties per year which will generate some additional Council Tax even if no increase in the rate is approved each year.

FAIR FUNDING REVIEW (FFR)

During the early part of 2019/20 a Fair Funding Review (FFR) commenced to look at how the funding for councils is distributed, as the current system is considered to be outdated and unfair. However, due to a December 2019 general election and the subsequent COVID-19 Global Pandemic, the results of this review have been delayed and will now impact on the funding from 2022/23 onwards.

As well as the FFR coming in for 2022/23 there will also be a “reset” of the business rates system. This will allow tariffs and top-ups to be recalculated in order that new settlement figures can be issued to authorities in the provisional settlement in the latter part of 2020.

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

AFFECT ON THE MEDIUM TERM FINANCE STRATEGY



Currently due to the delay in the Fair Funding Review future funding levels remain uncertain, however, we are predicting a removal of the income from new homes bonus by 2023/24. Generally, we are not expecting any increases in core funding, outside of Council Tax.

2.2 OTHER FUNDING SOURCES

Specific Government Grants

These amounts received from Central Government relate to specific services and will be paid to match expenditure on projects. Grants expected in the 2021/22 and 2022/23 financial years include; benefits, housing advice, disabled facilities grants, homelessness and Council Tax administration.

Financial Investments

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

Security of capital has remained the Council's main investment objective so the Council has sought to spread its risks, using highly rated commercial institutions or Government bodies and investing for short periods. Consequently, however, the rates of return are limited.

The Council has therefore further diversified into longer-term secure and higher yielding asset classes, moving part of the portfolio from bank and building society deposits into externally managed strategic pooled diversified income funds and money market funds.

These funds are in line with the Council's investment strategy and offer potentially enhanced investment returns whilst diversifying opportunities and risks.

We are therefore predicting a reduced income from financial investments in the next few years due to capital spend.

Property Investments

In 2013 the Executive agreed a Corporate Property Investment Acquisition Strategy where the council would purchase commercial sites to bring in rental income that was at a higher rate than from financial investments. Since 2013 £39 million has been invested in various properties in and outside of the borough and this currently brings in over **£2.8 million** per annum in rent which is at a far greater return than investing in the money markets.

However, income from property investments is sensitive to any downturns in the economy, and this risk is spread by using a spread of property types in the investments.

Partnership Contributions

Any surplus from Portchester Crematorium Joint Committee (PCJC) is distributed among the four councils who constitute the joint committee. It is anticipated that over the period of the Strategy this amount will remain at the current level of £170,000 per annum. The amount received from PCJC is a non-ring fenced contribution and is used to keep the overall Council Tax at an acceptable level.

Fees and Charges Income

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

The approach taken to reviewing fees and charges for 2022/23 is as follows:

- **New Fees and Charges** – There are no new charges proposed.
- **Statutory Fees** - Some fees and charges are set by statute and therefore are not under the Council's control.
- **Discretionary Charges where no increase is proposed** - There are some charges where there are no increases proposed, that are at the discretion of the Council.
- Car parking has been budgeted for in line with the Fareham Town Centre Parking Strategy and the proposed charges have not been increased for 2021/22. The charges have been at the current level since they were set in October 2010.
- Car parking charges for coastal parking were introduced from 1 August 2021.
- **Discretionary Charges increasing** – Some discretionary charges are proposed at a level to achieve an increase in income that is deemed to be realistic. In most cases, an increase of around **5%** is proposed.

2.3 GENERAL CHANGES IN EXPENDITURE

Service Budgets Added or Deleted

There have been no new service budgets included in this Strategy.

Pay Awards

The Pay Policy for 2021/22 was approved by the Executive in October 2020. The Pay Policy Statement for 2022/23 is attached at [Annex 2](#).

The rising cost of employment in future years reflects the cost of an assumed pay awards of 2% from 1 April 2022 and other pay movements such as meeting the

requirements of the National Living Wage.

Pension Provisions

During 2022, the triennial pension fund valuations will be taking place. The last valuation was in 2019 and concluded that the fixed contributions needed to close the past years' service gap were reduced to zero (from over £1m per annum), while for Fareham the future service funding will increase from 16.1% of pay to 19.3%. This review showed that the funding gap of almost 20% in the 2016 valuation had closed to around 1% in 2019.

The reduction in the fixed contribution has been partially offset by an increase in the variable contribution. The rest has been earmarked for use as an additional contribution towards capital expenditure.

Depreciation / Capital Charges

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

2.4 SERVICE OPPORTUNITIES AND PRESSURES

Financial Impact of COVID-19 Global Pandemic

The COVID-19 pandemic has had a significant effect of the Council's Finances during 2020/21 and 2021/22 financial years and will continue to have an effect during the remainder of the strategy period.

The Executive approved an emergency budget in September 2020 which showed an impact of over £3.6m in the budgets which was offset to some extent by £2.5m of government support but still required use of reserves to make up the rest of the £1.1m shortfall. This use of reserves was ultimately not required but use of reserves will likely be required in 2021/22.

The crisis has caused widespread disruption to those services which generate significant income streams, for example, car parks, trade waste, commercial property, etc. For example:-

- a. Parking charges were suspended for 3 months
- b. Demand for trade waste services ceased while businesses were closed
- c. Commercial property tenants offered concessionary terms for paying rent
- d. Reduced planning applications received
- e. Market pitch fees were suspended while the markets were unable to fully trade

- f. Treasury investment income was affected by adverse cash flows and reduced interest rates.

The impact of measures taken to support individuals and businesses were also evident in the Council's cash flow position, with relaxed payment terms, immediate payments to suppliers, suspended debt collection activities, etc all reducing the net cash available on a daily basis.

In some areas, however, there have been opportunities where costs have reduced, which go some way to mitigating the impact on the Council's budgets. Postponed or cancelled events, such as the local election, Fareham In Bloom, Access All Areas, together with reduced operating costs (e.g. waste tipping charges, cleaning public buildings, etc) have all contributed positively to the net budget.

In recognition of the potential scale of the impact, the financial management and governance arrangements have been strengthened, particularly in relation to

- Cashflow monitoring
- Service financial performance
- Covid-19 response expenditure
- Income collection and arrears performance
- Government funding opportunities

Weekly monitoring and reporting to the S.151 Officer was instigated, together with a regular reporting structure to the corporate Covid-19 response group, led by the Chief Executive. These measures ensured a high degree of awareness and enabled the corporate team to closely manage the financial risks.

The subsequent national lockdowns placed further pressure on the budgets as more support is needed for business and individuals

Key Services

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

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

3. CORPORATE PRIORITIES

3.1 Corporate Strategy 2017-2023

The latest Corporate Strategy was adopted by the Council in December 2017 and is updated each December. It currently contains 6 priorities linked to 31 project areas, as summarised in the table 3 below.

Table 3 – Priorities and Projects in the Corporate Strategy

Priority 1	Providing Housing Choices	NEW GARDEN VILLAGE AT WELBORNE
		LOCAL PLAN
		AFFORDABLE HOUSING STRATEGY
Priority 2	Protect and Enhance the Environment	DAEDALUS FIELDS & VERGES
		ABBAY MEADOWS
		COLDEAST WOODLAND
		COASTAL DEFENCE
		RECYCLING & WASTE REDUCTION
		REDUCTION OF SINGLE USE PLASTIC
		CLIMATE CHANGE
Priority 3	Strong, Safe, Inclusive and Healthy Communities	WELBORNE COMMUNITY
		HOLLY HILL CEMETERY
		COMMUNITY SAFETY
		AIR QUALITY
Priority 4	Maintain and Extend Prosperity	TOWN CENTRE
		DAEDALUS INNOVATION CENTRE
		PORTCHESTER DISTRICT CENTRE
		DAEDALUS SWORDFISH BUSINESS PARK
		STUBBINGTON BYPASS
		A LEVEL COURSES
Priority 5	Leisure Opportunities for Health and Fun	WESTBURY MANOR MUSEUM
		FAREHAM LIVE
		COLDEAST SPORTS & PLAY
		STUBBINGTON ALLOTMENT
		CAMS ALDER RECREATION GROUND
Priority 6	A dynamic, prudent and progressive Council	BALANCED BUDGET
		SYSTEMS THINKING
		CIVIC OFFICE TENANTS
		COUNCIL OWNED LAND & BUILDINGS
		PROPERTY INVESTMENTS
		PARTNERSHIPS & JOINT WORKING
		OPPORTUNITIES PLAN

The financial resources needed to deliver the projects are contained with the General Fund Revenue and Capital budgets, and the Housing Revenue Account Revenue and

Capital budgets. We are currently developing a costing and financing plan to make the finances earmarked to deliver the Strategy more visible.

3.2 Solent Airport and Daedalus

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

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

It is a strategic asset for the Council, and as such will require significant capital investment over time

It has the potential to generate revenue for the Council, and create job opportunities for the borough

The aspiration is for the airport operations to be financially self-sustaining

There will be a requirement to make use of revenue support and capital receipts from the business parks to deliver investment across the whole site

The significance of Daedalus is such that it warrants its own financial operating framework, which will be presented to Members in due course

4. CAPITAL POSITION

4.1 CAPITAL STRATEGY

The Capital Strategy is now a separate document to the Medium Term Finance Strategy and demonstrates how the Council's capital programme supports its corporate priorities and sets the framework for developing the capital investment programme to deliver these priorities.

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

The capital programme for the duration of the Strategy has been amended to take into account carry forwards from 2020/21 and now totals **£53.9 million** of General Fund expenditure.

4.2 CAPITAL RESOURCES

Resources of **£61.4 million** are estimated to be available over the life of the capital programme and therefore there should be a surplus of resources of approximately **£7.5 million** in 2024/25.

Capital Financing Costs

The proposed budget for 2021/22 provides for a revenue contribution to capital of **£1.5 million**, which includes a contribution of £500,000 towards future capital commitments. The remaining amount provides for ICT, vehicle purchases, CCTV renewals and car park improvements.

4.3 MINIMUM REVENUE PROVISION

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

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

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

5. PROPOSED BUDGET 2022/23

5.1 THE BUDGET SETTING PRINCIPLES

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

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

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

5.2 BASE BUDGET 2022/23

The proposed base budget for 2022/23 has been built up using the principles and assumptions laid out in this Medium Term Finance Strategy. A summary of the budget, compared to the base budget 2021/22 is summarised in the table below. It should, however, be noted that the revised net budget needs for 2021/22 are estimated to be £10,271,900.

Table 5 – Proposed Revenue Budget for 2022/23

	Budget 2021/22	Budget 2022/23	Variation Base to base
	£	£	£
Licensing and Regulatory Affairs Committee	552,700	574,400	21,700
Planning Committee	482,000	439,500	-42,500
Executive - Portfolio Budgets			
- Leisure and Community	1,641,400	-17,500	-1,658,900
- Housing	1,856,500	2,083,000	226,500
- Planning and Development	1,659,500	1,636,600	-22,900
- Policy and Resources	-705,100	44,400	749,500
- Health and Public Protection	557,100	662,400	105,300
- Streetscene	5,399,300	4,897,400	-501,900
Accounting Adjustments not included above	3,249,300	3,147,200	-102,100
SERVICE BUDGETS	14,692,700	13,467,400	-1,225,300
Capital Charges	-3,466,100	-3,385,900	80,200
Direct Revenue Funding	1,475,000	1,475,000	0
Minimum Revenue Provision	1,315,300	1,490,900	175,600
Bad Debt Provision	300,000	150,000	-150,000
Interest on Balances	-695,700	-534,700	161,000
Portchester Crematorium	-165,000	-170,000	-5,000
New Homes Bonus	-306,500	-90,900	148,900
Contribution to(+)/from (-) Reserves	-378,000	-1,657,400	-1,279,400
OTHER BUDGETS	-1,854,300	-3,823,500	-868,700
NET BUDGET before COVID funding	12,838,400	10,744,400	-2,094,000
COVID Funding	-2,256,500	0	-2,256,500
NET BUDGET	10,271,900	10,744,400	472,500

5.3 CONTRIBUTIONS TO AND FROM RESERVES

These represent:

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

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

Table 6 – Budgeted Transfers from and to Reserve in 2021/22

	'000s
Transfer From General Fund Reserves	-1,309
Funding from Reserves	
S106 Money to fund grounds maintenance work	- 51
Whiteley Fund	- 71
Opportunities Project Funding	- 125
Welborne/Daedalus Grant Funding	- 102
Total Due from Reserves	- 1,658

In addition, as [discussed above](#), the proposed budget for 2022/23 provides for a revenue contribution to capital (**RCCO**) of **£1.5 million**.

The value of the **Spending Reserve** as at 31/03/21 was predicted to be over the £2,426,000 which is the threshold of 5% of gross expenditure for 2021/22 (£48.5 million). Proposals on the use of the additional surplus arising will be developed for consideration in February, alongside the consolidated draft budget for 2022/23.

5.4 COUNCIL TAX 2022/23

The net revenue budget proposed for 2022/23 of £10,118,200 can mostly be funded from the collection fund as summarised below. However, there is currently a projected shortfall which may need to be met by a Council Tax increase in 2021/22.

Table 7 – Projected Funding of the 2021/22 Net Revenue Budget

	£'000
Net Budget Requirement	£10,774
Retained Business Rates	-£2,950
Council Tax at current level	-£7,456
Collection Fund Surplus	-£85
Additional Council Tax for new properties	-£34
Total Available from the Collection Fund	-£10,524
Projected Shortfall	£250

6. FIVE YEAR FORECAST

6.1 OVERALL REVENUE POSITION

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

	2021/22 R	2022/23	2023/24	2024/25	2025/26
	000s	000s	000s	000s	000s
SERVICE EXPENDITURE					
Gross Expenditure on Services					
Base Budget	£45,270	£45,270	£45,550	£45,830	£46,110
Changes for Pay and Pensions	£175	£280	£280	£280	£280
Changes for Spend Pressures and Opportunities	£175	£360	£758	£1,087	£932
Changes for COVID Spend Pressures	£0	-£712	£0	£0	£0
Revised Budget	£45,620	£45,198	£46,588	£47,197	£47,322
Gross Income for Services					
Base Budget	-£27,138	-£27,198	-£28,680	-£28,730	-£28,780
Changes for Income Pressures and Opportunities	-£17	-£1,609	-£2,422	-£2,569	-£2,595
Revised Budget	-£27,155	-£28,807	-£31,102	-£31,299	-£31,375
Net Cost of Services					
	£18,465	£16,391	£15,486	£15,898	£15,947
NON SERVICE SPECIFIC BUDGETS					
Contribution to capital spend - RCCO	£1,475	£1,475	£1,475	£1,475	£1,475
Provision to repay borrowing (MRP)	£1,132	£1,399	£1,853	£1,907	£1,976
Increase In Bad Debt Provision	£300	£150	£0	£0	£0
Accounting Adjustments	-£3,466	-£3,466	-£3,466	-£3,466	-£3,466
Total Non Service Budgets	-£559	-£442	-£138	-£84	-£15
NET BUDGET REQUIREMENT					
	£17,906	£15,949	£15,348	£15,814	£15,932
SOURCES OF FUNDING					
Core Funding					
Revenue Support Grant	-£154	£0	£0	£0	£0
Retained Business Rates	-£2,661	-£2,577	-£2,577	-£2,577	-£2,577
New Homes Bonus	-£240	-£91	£0	£0	£0
Total Core Funding	-£3,055	-£2,668	-£2,577	-£2,577	-£2,577
Other Funding Sources					
Income from Financial Investments	-£696	-£535	-£490	-£485	-£485
Income from Property Investments	-£3,439	-£3,439	-£3,439	-£3,439	-£3,439
Contributions from Partnerships	-£165	-£165	-£165	-£165	-£165
Contributions from Govt For COVID	-£751	£0	£0	£0	£0

Total Other Funding	-£5,051	-£4,139	-£4,094	-£4,089	-£4,089
Use of Reserves					
Ear marked for specific use	-£2,344	-£378	-£378	-£378	-£378
COUNCIL TAX REQUIREMENT	£7,456	£8,764	£8,299	£8,770	£8,888
Council Tax					
Projection of Retained Council Tax at current level	£7,456	£0	£43	£94	£145
Additional Council Tax for new properties	£0	£43	£51	£51	£51
Council Tax available at no increase	£7,456	£43	£94	£145	£196
Projected shortfall with no increase	£0	-£8,721	-£8,205	-£8,625	-£8,692
Council Tax available with £5 increase per year	£7,456	£7,718	£7,993	£8,270	£8,550
Projected shortfall with £5 increase per year	£0	-£1,046	-£306	-£500	-£337

The Five-Year Forecast indicates that there continues to be a number of spending pressures facing the Council over the coming years as core funding sources are expected to fall whilst unavoidable costs increase. Although the Council has been successful in making significant savings for a number of years now, the projections indicate that further reductions will be necessary to produce a balanced budget for the period from 2023/24 onwards.

The highest funding gap now showing across the 5 years is **£1,046,000, even with the proposed increases in council tax**. There are also a number of pressures, risks and uncertainties, including delivery of some of the Corporate Priorities, for which no provision has been made in the budgets.

6.2 SENSITIVITY ANALYSIS



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

The Council has been committed to minimising increases in the overall net budget and Council Tax increases. This has proven successful in restricting the proportion of gross expenditure on general fund services that has to be met by Council Tax payers, currently **16%**.

Because the proportion is so low, the Fareham element of the Council Tax (around 10%) is very sensitive to even minor increases in expenditure. An increase in gross expenditure of 1% (approximately £½m) would result in an increase in the amount to be met by Council Taxpayers of 7.2%. The following table highlights the gearing effect

that additional expenditure has on the Council Tax.

Table 9 – Gearing Effect of Additional Spend on Council Tax

	£M	% Increase
Current Spending	46.8	
Significance of an extra £500,000 in spending		+1.0%
Council Tax Payers	7.4	
Significance of spending an extra £500,000		+6.7%

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

6.3 RISKS AND UNCERTAINTIES

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



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

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

- The full impact of the Fair Funding Review on the Council's core funding sources is not known.
- The funding needs of the Council's corporate priorities have not been fully costed and built into the budgets.
- There is a level of uncertainty surrounding the current economic climate with even more uncertainty as to the length of time the economy will take to recover after the COVID19 Pandemic.
- Demand for Council services remains volatile in some services, and this may be heightened due to economic changes.
- While the Council's capital resources are expected to exceed planned capital expenditure at the end of the programme period, future spending requirements could give rise to a shortfall. It is therefore imperative that capital reserves are replenished whenever possible in order to meet the future spending needs.
- Hampshire County Council is also having funding pressures, and some of the decision they may need to take may impact on Fareham Borough Council's finances.

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

- **Land Charges Income** – As part of the Queen’s speech in June 2014 it was announced that the land charges function would be centralised and run by the Land Registry in order to support the delivery of digital services. The timetable for this is not clear but would result in a loss of income for the Council of approximately **£100,000**.
- **Universal Credit** – The long-term ambition for the government is for the housing benefits system to be replaced by Universal Credit administered centrally. This was introduced in Fareham in November 2018 and will be implemented gradually over time. The migration of benefit claimants to Universal Credit will have a financial impact to the Council particularly in relation to the service team and overhead costs.
- **Population Increases** – There are a number of significant planning applications in the borough which could lead to a significant increase in the population (up to 12%) and households (up to 13%). No provision has currently been built into the budgets for the impact this will have on the services the Council provides e.g. council tax administration)

Conversely any housing growth in the borough above 300 new properties a year will bring in additional income through Council Tax but they will also impact on the cost of providing those services.

6.4 THE OPPORTUNITIES PLAN

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

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

Over 132 ideas were generated; they were then reviewed further and prioritised for delivery between 2018/19 and 2021/22 as part of the new Opportunities Plan. The Plan is being expanded as other opportunities to generate savings are identified.

This Strategy therefore includes an ‘Invest to Save’ approach to achieving the Opportunities Plan, in which reserves are invested into establishing a small project team for a two-year fixed term to lead on or assist Heads of Service in the delivery of their projects. The project team has been in place since May 2019 but their role has changed and they have moved to the Corporate Services Team. The cost of this, coupled with other costs such as employing additional surveyor resources, using external consultants and legal advisors, is still estimated to be **£600,000**.

Current predictions are that the Opportunities Plan would address the projected funding gap for the next 5 years, with some spare capacity for pressures not yet built in.

7. CONCLUSION

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

The projections set out in this report give a broad indication of the anticipated level of expenditure, based on the latest information available about the Government's funding intentions. This is predicting a funding gap by 2022/23 even if Council Tax is increased by £5 each year. There are also a number of budget pressures and uncertainties, both revenue and capital, which do not currently feature in the forecasts.

By having the Opportunities Plan in place, if adequately resourced, the Council would be able to meet its budget position for the next five years. The position from 2022/23 onwards will also become clearer when future government spending plans are released.

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

BUDGET RESPONSIBILITIES

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

The timetable for the financial planning and budget process is:

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

Full Council

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

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

The Executive

The Executive has general responsibility for making decisions on Council services within the policy and budget framework. The Executive must ensure the following:

- Detailed estimates of expenditure and income for all services and committees, and the proposed Council Tax levels are prepared within the context of the council's Medium Term Finance Strategy for approval by Full Council;
- Expenditure is only incurred if it forms part of the approved service revenue budget or capital programme;
- Any decision to reallocate revenue or capital budgets from one service to another does not exceed the virement rules;
- The overall revenue budget and capital programme are not exceeded.

The Committees

The Committees have general responsibility for carrying out non-Executive functions within the powers delegated to them by Full Council. The Committees must ensure the following:

- Detailed fees and charges along with estimates of expenditure and income for committee services are submitted to the Executive for approval by Full Council;
- The committee revenue budgets are not exceeded.

Employees

All budgets are allocated to a named manager who has the authority to spend the approved budget. Financial regulations also form part of the Constitution and these set out the scheme for the authorisation of expenditure.

Expenditure can only be incurred within the revenue and capital budgets approved by the Council.

Officers can delegate their power to incur expenditure but only within the limits of their own delegated powers.

The limits given to any individual employee are in accordance with the schedule of limits set out in the financial regulations. All employee powers to incur expenditure should be officially documented and authorised in a form approved by the Statutory Chief Finance Officer.

The Council's financial regulations are available to all employees on the corporate filing system giving detailed guidance on:

- The responsibilities of employees
- Financial reporting
- Revenue and capital budgets
- Budgetary control and virements.

FAREHAM BOROUGH COUNCIL PAY POLICY STATEMENT

FINANCIAL YEAR 2022 - 23

1. Purpose

This Pay Policy Statement (“Pay Statement”) is provided in accordance with the Localism Act 2011 (“Localism Act”) and this will be updated in each subsequent financial year.

This Pay Statement sets out Fareham Borough Council’s pay policies relating to its workforce for the financial year 2022-23, including the remuneration of its Chief Officers, lowest paid employees and the relationship between its Chief Officers and that of its employees who are not Chief Officers.

2. Definitions

For the purpose of this Pay Statement the following definitions apply:

Pay	includes base salary, charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements and termination payments.
Chief Officers	refers to the following roles within the Council: Statutory Chief Officers: <ul style="list-style-type: none"> • Chief Executive Officer, as Head of Paid Service • Director of Support Services, as Monitoring Officer • Deputy Chief Executive Officer, as Section 151 Officer Non Statutory Chief Officers: <ul style="list-style-type: none"> • Director of Planning and Regulation • Director of Leisure and Community
Deputy Chief Officers	Heads of Service who report directly to/or accountable to a statutory or non-statutory Chief Officer in respect of all or most of their duties.
Lowest paid employees	refers to those employees employed within Grade1 of the Council’s mainstream pay structure. This definition has been adopted because Grade1 is the lowest grade on the Council’s mainstream pay structure.
Employee who is not a Chief Officer	refers to all employees who are not covered under the “Chief Officer” group above. This includes the “lowest paid employees”. i.e. employees on Grade1.

3. Pay Framework and Remuneration Levels

3.1 General approach

The pay structure and pay scales have been designed to enable the Council to recruit and retain suitably qualified employees at all levels who are dedicated to fulfilling its corporate objectives and delivering services to the public whilst operating within an acceptable financial framework.

With a diverse workforce the Council recognises that its Pay Policy needs to retain sufficient flexibility to cope with a variety of circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. The decision to apply a market premium or similar mechanism will be approved by the Director of Support Services and endorsed by the Chief Executive Officer.

The Chief Executive Officer, as Head of Paid Service, has delegated power to update the pay policy in line with establishment changes.

3.2 Responsibility for decisions on pay structures

The outcome of reviews into the local pay and grading structures covering all jobs are submitted to a meeting of Full Council for approval.

The Council's locally determined pay structures are based on the outcome of a job evaluated process and were implemented for the Chief Officers, Heads of Service and all other employees in April 2008. This followed a national requirement for all Local Authorities to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer to comply with employment legislation.

The pay structure for the Chief Executive Officer was established in 2008 having regard to the need to be fully competitive in the market and to be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver. Relevant labour market and comparative remuneration data was considered. This was reviewed in 2013.

3.3 Pay scales and grading framework

The **mainstream pay structure** for all employees below the level of Heads of Service was determined through a local process based on the outcome of a job evaluation scheme. The pay structure from 1 April 2020 consists of a pay spine of 44 points, comprising 11 grades containing 5 spinal column points with the exception of grade 1. Grade 1 is the lowest grade and 11 the highest. Each employee will be on one of the 11 grades based on their job evaluated role.

The **Chief Executive's** pay grade reflects the same principles as for all of the Council's pay structures consisting of 5 spinal column points.

The pay structure for **Chief Officers and Heads of Service** was determined through a local process that took into account market alignment with District Councils in Hampshire and the outcome of a job evaluated process. It followed the same principles as applied for the mainstream pay structure and consists of one pay grade for Chief Officers and three pay grades for Heads of Service with all grades containing 5 points.

The National Minimum Wage applies to those under 25 but Fareham's pay scales are not aged biased.

Details of the Council's pay structures are published on the Council's website and a copy as at 1st April 2020 is appended to this Statement (at [Annex A](#)).

3.4 Pay Awards and National Pay Awards

Pay awards are considered annually for all employees. The outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions in relation to the settlement of the annual pay award is normally applied. The pay award with effect from April 2021 is currently under negotiation with an offer of 1.75% having been rejected by the Unions. The outcomes of ballots on industrial action are not yet known so there will be a delay in implementing

If there is an occasion where the Council believes that the National Pay Settlement would distort the local pay structures alternative proposals will be developed, discussed with the trade unions and brought to Elected Members for formal approval.

4. Remuneration – level and element

4.1 Salaries of Chief Officers and Deputy Chief Officers

“Chief Officers” are identified at 2 above and constitute the Council's Corporate Management Team. They are all paid within the Council's pay structures as follows:

- a) Chief Executive Officer, as Head of Paid Service will be paid a salary within the grade range £117,773 to £136,312.
- b) Statutory and Non-Statutory Chief Officers will be paid a salary within the grade range £83,567 to £95,981.

“Deputy Chief Officers” who are Heads of Service are all paid within the Council's pay structures and will be paid a salary within grade ranges £55,344 to £83,567.

Typically Chief Officers and Heads of Service have received the same percentage pay award as for all other employees.

Details of Chief Officer and Heads of Service remuneration have been published since 2010 on the Council's website.

4.2 “Lowest paid employees”

Each lowest paid employee will be paid a salary within the pay scales for Grade1 mindful of the need to meet the National Living Wage requirements.

A very detailed review of pay and grading was undertaken on this topic along with other parts of the grading structure and the review and recommendations were reported to Full Council in December 2014.

4.3 Bonuses and Performance related pay

There is no provision for bonus payments or performance related pay awards to any level of employee.

There is, however, an honorarium provision which may be awarded where an employee performs duties outside the scope of their post over an extended period or where the additional duties and responsibilities involved are exceptionally onerous. All such payments are subject to approval by a Chief Officer (Member of Chief Executive's Management Team).

4.4 Other pay elements – Statutory Officers

The pay structure for Chief Officers does not take account of the clearly defined additional responsibilities in respect of the Section 151 and Monitoring Officer roles. Officers undertaking these roles receive payment equivalent to two spinal column points based on the incremental pay progression from the penultimate to maximum point of the pay grade for Chief Officers.

Provision for the recognition of the role of acting Head of Paid Service exists within the Chief Officers pay structure for up to two spinal column points on the same payment principle as for the Section 151 and Monitoring Officers.

These pay arrangements allow for flexibility in the allocation of the additional roles to Chief Officers and for the responsibilities to be rotated.

4.5 Charges, fees or allowances

Allowances or other payments, for example shift working, standby, etc. may be made to employees, below the level of Chief Officer, in connection with their role or the pattern of hours they work in accordance with National or Local collective agreements.

Expenses: The Council recognises that some employees incur necessary expenditure in carrying out their responsibilities, for example travel costs. Reimbursement for reasonable expenses incurred on Council business are paid in accordance with the Council's collective agreement and subsequent amendments to it.

Elections: The Chief Executive Officer has been appointed as the Council's Returning Officer for elections and he has appointed the Deputy Chief Executive Officer, Director of Leisure and Community and Head of Democratic Services as his Deputy Returning Officers. For performing elections duties the Returning Officer and Deputies receive a fee payable according to a scale of costs, charges and expenses set by the Hampshire and Isle of Wight Election Fees Working Party and allowed under the Local Government Act 1972.

Professional Subscriptions: The Chief Executive Officer and Chief Officers are entitled to receive payment for one subscription to a relevant professional body.

4.6 Benefits in kind

Benefits in kind are benefits which employees receive from their employer during their employment which are not included as part of their salary. Fareham has a technology scheme and car leasing scheme that employees have a choice to sign up for in lieu of salary. These benefits are reportable to HMRC and taxed accordingly.

4.7 Pension

All employees as a result of their employment are eligible to join the Local Government Pension Scheme (LGPS).

4.8 Severance payments

The Council already publishes its policy on discretionary payments on early termination of employment and flexible retirement as well as publishing its policy on increasing an employee's total pension. These policies are applied in support of efficient organisational change and transformation linked to the need for efficiencies and expenditure reduction.

Details of the Council's policies are published on the Council's website.

Redundancy payments are calculated using the statutory weekly pay calculator which gives the following entitlements:

0.5 week's pay for each full year worked when you are under 22

1.0 week's pay for each full year worked when you are between 22 and 41

1.5 week's pay for each full year worked when you are 41 or older

The council will apply weekly pay to the number of entitled weeks and has a local multiplier of 2.2 which is applied to the overall calculation.

No employee who has left the Council in receipt of a redundancy or severance package will be re-employed by the Council, in any capacity, unless there are exceptional business circumstances in which case approval is required from the Chief Executive Officer.

The government has commenced the process to enforce a cap on exit payments of £95,000 with the likely implementation date to be during 2021 following consultation.

4.9 New starters joining the Council

Employees new to the Council will normally be appointed to the first point of the salary scale for their grade. Where the candidate's current employment package would make

the first point of the salary scale unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different starting salary point within the grade may be considered by the recruiting manager in consultation with HR Services. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary scale within the grade.

5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers".

This relates to the ratio of the Council's highest paid employee (falling within the definition of "Chief Officers") and the median earnings across the whole workforce as a pay multiple. By definition, the Council's highest paid employee is the Chief Executive Officer. The median average pay has been calculated on all taxable earnings for the financial year 2020-21, including base salary, allowances, etc.

Highest paid employee	£136,312
Median earnings for remainder of workforce	£24,982
Ratio	5.46

ANNEX A (to the Pay Policy Statement)**Fareham Borough Council - Pay Scales as at 01/04/2020**

Chief Executive Grades & Salary		Directors Grades & Salary	
Spinal Column Point	Annual Salary	Spinal Column Point	Annual Salary
1	£117,773	1	£83,567
2	£122,409	2	£86,250
3	£127,043	3	£89,379
4	£131,679	4	£92,620
5	£136,312	5	£95,981

Senior Management Grades & Salary scales								
Grade	Spinal Column Point	Annual Salary	Grade	Spinal Column Point	Annual Salary	Grade	Spinal Column Point	Annual Salary
	1	£73,597		1	£63,822		1	£55,344
	2	£76,174		2	£66,136		2	£57,352
1	3	£78,838	2	3	£68,535	3	3	£59,432
	4	£81,197		4	£71,021		4	£61,588
	5	£83,567		5	£73,597		5	£63,822

Local Pay Scales					
GRADE	SPINAL COLUMN POINT	ANNUAL SALARY (APRIL 2020)	GRADE	SPINAL COLUMN POINT	ANNUAL SALARY (APRIL 2020)
1	3	£17,842			
	4	£18,198			
	5	£18,562			
2	5	£18,562		26	£32,747
	6	£18,933		27	£33,732
	7	£19,312	7	28	£34,750
	8	£19,698		29	£35,796
	9	£20,092		30	£36,863
3	9	£20,092		30	£36,863
	10	£20,493		31	£37,972
	11	£20,903	8	32	£39,105
	12	£21,322		33	£40,282
	13	£21,748		34	£41,390
4	13	£21,748		34	£41,390
	14	£22,627		35	£42,533
	15	£23,541	9	36	£43,694
	16	£24,491		37	£44,898
	17	£24,982		38	£46,003
5	18	£25,991		38	£46,003
	19	£26,511		39	£47,171
	20	£27,364	10	40	£48,352
	21	£28,258		41	£49,555
	22	£29,102		42	£50,167
6	22	£29,102		42	£50,167
	23	£29,977		43	£51,303
	24	£30,876	11	44	£52,454
	25	£31,803		45	£53,632
	26	£32,747		46	£54,843

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 10 January 2022

Portfolio:	Policy and Resources
Subject:	Fees and Charges 2022/23
Report of:	Deputy Chief Executive Officer
Corporate Priorities:	A dynamic, prudent and progressive Council

Purpose:

This report provides an update and proposals for the Council's fees and charges for the financial year 2022/23.

Executive summary:

This report gives the Executive the opportunity to consider the Council's fees and charges for 2022/23 including approving increases in existing charges and consider new charges where applicable.

Recommendation/Recommended Option:

It is recommended that the Executive approves the fees and charges for 2022/23 as set out at Appendix A to this report.

Reason:

The proposed fees and charges will continue to support delivery of the Council's services and contribute to the budgets setting process for 2022/23.

Cost of proposals:

There are no costs to the proposals

Appendices: **A: Fees and Charges 2022/23**

Background papers: None

Reference papers: Report to Executive 4 January 2021 – Fees and Charges 2021/22

Report to Executive 12 October 2020 – Review of the Garden Waste Collection Service

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	10 January 2022
Subject:	Fees and Charges 2022/23
Briefing by:	Deputy Chief Executive Officer
Portfolio:	Policy and Resources

INTRODUCTION

1. The Council levies Fees and Charges for a number of services it provides. This is an important source of funding for Council services and therefore contributes to the budget setting process. As Government funding continues to reduce, Councils are expected to adopt a more commercial approach to their fees and charges income streams.
2. This report therefore provides an update following the latest annual review of the Council's fee and charges and makes proposals for increasing current charges and also implementing new charges where opportunities have been identified.

BUDGET SETTING PRINCIPLES

3. The budget setting principles are detailed in the Council's Medium-Term Finance Strategy and the one proposed relating to fees and charges is shown below:
 - Fees and charges to be increased to achieve a realistic increase in income wherever possible and every effort to be made to identify new sources of income. The proposed charges should be considered alongside those for similar services in neighbouring authorities and, where appropriate, the charges levied by private sector providers.
4. A detailed review of fees and charges was carried out by the Opportunities Team working with services in 2020/1 to analyse what other authorities in Hampshire are charging and looking at areas where these authorities charge and Fareham doesn't currently charge.

CHANGES PROPOSED FOR 2022/23

5. There have been a number of changes to fees and charges which are detailed in the following paragraphs. The full booklet of fees and charges is attached as Appendix A.

Statutory Fees

6. Many of the charges that are used by the council will be statutory charges and as such the council has no control over the setting of these charges.

Discretionary Charges where No increase is Proposed

7. There are some charges where there is no increase proposed that are at the discretion of the council. Many of these, such as Fareham Town Centre Charges have not been increased as it is believed that higher charges would be detrimental to the service or its users.
8. Car parking charges have not been increased since October 2010 and there is no proposal to increase them for 2022/23 as it is again likely to impact on service users when there is already reduced use of car parking facilities in the town centre.

New or Increasing Charges

9. The proposed changes to **Beach Hut charges** would be an increase of 5% over the current charge and reflect the decision made by the Executive in January 2020.
10. In the **Parking Charges** area there are the new charges for parking in coastal areas as agreed by the Executive in September 2020.
11. The Fees and Charge Book now incorporates the new charges for the **Garden Waste** Collection service approved by members in October 2020.
12. There is a change to the charges for the **Market Pitches** which is reflective of the current arrangements in relation to charges in that area.
13. Charges relating to Solent Airport and Daedalus site are currently being reviewed by the Daedalus Scrutiny Panel and will presented at the next meeting of the Executive.
14. In most other cases, an increase is proposed in line with the policy.

Fees that Fall under the Responsibility of Other Committees

15. Charges for the Licensing and Regulatory Committee and Planning Committee are shown in the appendix just for information as those charges will be agreed by the relevant committees before being approved by Full Council.
16. Charges for some Housing Services are also shown in the appendix for information as these are approved through the Housing Revenue Account report.

FINANCIAL IMPLICATIONS

17. Fees and charges generate just under £4 million of income for the council so it is important that the charges are reviewed regularly and provide value for money for users of the services.

Enquiries:

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

Draft Fees and Charges 2022/23

FAREHAM
BOROUGH COUNCIL

General Notes

1. Fees and Charges are normally reviewed by the Council on an annual basis to apply for the whole of the Financial Year (1 April to 31 March), but it sometimes proves necessary to amend charges at other times during the year.
2. The charges shown in this book are those which apply from 1 April 2022.
3. VAT where charged will be at the prevailing rate, which is currently 20%, unless there are specific VAT rates stipulated by the Government for that income type.
4. **VALUE ADDED TAX – LETTING OF SPORTS FACILITIES - EXEMPTION**

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

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

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BEACH HUTS

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Ground Rents				
Residents	Inclusive of VAT	558.60	586.53	5.00
Non-Residents	Inclusive of VAT	1,117.20	1,173.06	5.00



BUILDING CONTROL PARTNERSHIP

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



CEMETERIES AND BURIAL GROUNDS

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

Resident Fees

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

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

Non-Resident Fees

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

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

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
ASHES (CREMATED REMAINS) AREA				
Interment for each deceased person				
a) Burial of ashes into a cremation plot	Note 1	220.00	230.00	4.5
Memorials				
b) Purchase of 30 year lease (area selected by Council)	Note 1	236.00	248.00	5.1
c) Purchase of 30 year lease (area chosen by customer where possible)	Note 1	350.00	370.00	5.7
d) Application to place a flat memorial tablet	Note 2	56.00	59.00	5.4
e) Application to add a further inscription onto an existing tablet	Note 2	39.00	41.00	5.1

BURIAL AREA				
Interment for each deceased person				
f) Burial of a person into a new grave	Note 1	910.00	955.00	4.9
g) Re-open an existing grave for second burial	Note 1	695.00	730.00	5.0
h) Application to scatter ashes	Note 1	73.00	77.00	5.5
i) Burial of ashes into grave at cremation depth	Note 1	220.00	230.00	4.5
j) Burial of ashes into grave at burial depth	Note 1	405.00	425.00	4.9
k) Burial of a young person (who has not reached 18 years at time of death)	Note 3	No charge	No charge	
Exclusive right of burial (30 year lease)				
l) Purchase of 30 year lease (area selected by Council)	Note 1	700.00	735.00	5.0
m) Purchase of 30 year lease (area chosen by customer where possible)	Note 1	970.00	1020.00	5.2
n) Purchase of 30 year lease (Person who has not reached 18 years at time of death)	Note 2	320.00	335.00	4.7
Memorials				
o) Application to place a headstone for ten years	Note 2	190.00	200.00	5.3
p) Renewal of the application to place a headstone	Note 2	27.00	28.00	3.7
q) Application for additional inscription on headstone and re-erection	Note 2	138.00	145.00	5.1
r) Application to place a fixed memorial vase or plaque or similar item on a memorial base	Note 2	56.00	59.00	5.4
s) Application to add a further inscription onto an existing fixed memorial vase	Note 2	39.00	41.00	5.1

MISCELLANEOUS				
t) Hire of Chapel at Wickham Road Cemetery	Note 2	130.00	137.00	5.4
u) Transferring of the ownership of the lease known as the Exclusive Right of Burial	Note 2	70.00	73.00	4.3
v) Administration fee for making arrangements directly with Council (ashes only)	Note 2	73.00	77.00	5.5
w) To undertake the arrangements for funerals under the Public Health Act	Note 2	500.00	525.00	5.0
x) Burial out of hours	Note 2	At Cost	At Cost	
y) Exhumation	Note 2	At Cost	At Cost	
z) Purchase of commemorative bench and plaque	Note 2	1,635.00	1,715.00	4.9
<p>Notes</p> <ol style="list-style-type: none"> 1. The charge shown is for residents. Non-residents will be charged double the residents rate. 2. The charge shown is for both residents and non-residents. 3. Charges for person under 18 years old will be free to customers at the point of need. The charges, which are the same as for other burials other than there is no difference for residents and non-residents, are reimbursed by the Children's Funeral Fund. 				



CLEAN AND TIDY BOROUGH

The charges shown are currently not subject to VAT.

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Litter and Fouling				
Dropped litter – Fixed Penalty Notice	Enforcement Policy	150.00	150.00	Nil
Public Space Protection Order – Fixed Penalty Notice	Enforcement Policy	100.00	100.00	Nil
Highways – Damage to Street Furniture				
Offender charged at cost plus a 10% administration charge				
Shopping Trolley Collection				
Shopping Trolley Collection		105.00	110.00	4.8

Abandoned Vehicles Refuse Disposal (Amenity) Act 1978				
The charges shown are currently not subject to VAT				
Removal of vehicle from motorway	Statutory Charge	150.00	150.00	Nil
Removal of vehicle from elsewhere	Statutory Charge	150.00	150.00	Nil
Storage (per 24 hours or part)		29.00	30.00	3.5
Disposal		76.00	80.00	5.3



ELECTIONS

The charges shown are currently not subject to VAT.

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

Registration of Electors (Statutory)

Item	Data	Printed
Sale of Edited Register	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of Full Register*	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of monthly update notices*	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of list of Overseas Electors	£20 plus £1.50 per hundred entries (or part)	£10 plus £5.00 per hundred entries (or part)
Sale of Marked Register*	Where available £10 plus £1.00 per thousand entries (or part)	£10 plus £2.00 per thousand entries (or part)
*Notes 1. Supply of the Full Register, monthly update notices and the marked register is restricted by the Representation of the People Regulations. 2. Packing and carriage costs will also apply where relevant. 3. A request for the same part of the register in both printed and data form will be treated as two separate requests.		



HOUSING

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Sales of Council Houses				
Maximum legal and administration fees in connection with granting a service charge loan	Statutory Charge	100.00	100.00	NIL
Recharge of Officer time in agreeing any consent to freeholders	Fee per occurrence	100.00	100.00	NIL
Repairs to Council Houses				
Abortive visit by Officer, Surveyor or Tradesman	Charge per visit	50.00	50.00	NIL
Rechargeable works	These will be assessed individually at the time the work is carried out.			
Sheltered Accommodation for the Elderly – Guest Room Charges				
Single occupancy per night	Inclusive of VAT	10.00	10.40	4.0
Per couple per night	Inclusive of VAT	15.00	15.60	4.0
Collingwood Court per room	Inclusive of VAT	25.00	26.00	4.0
Sylvan Court per room	Inclusive of VAT	25.00	26.00	4.0
Sheltered Accommodation for the Elderly – Other Charges				
Keys – Key	Inclusive of VAT	5.20	5.40	4.0
Keys – Fob		8.35	8.70	4.2
Wash Cards (where applicable)	Inclusive of VAT			
Wash		0.65	0.70	7.7
Dry		0.55	0.60	9.1
Homelessness				
Bed & Breakfast charges	100% cost recovery from the homeless of Hotel/Bed & Breakfast charges ineligible for Housing Benefit made straight to the Council.			
Storage of furniture	Homeless households qualifying for financial assistance towards the cost of removal and storage of their possessions must agree to pay a contribution towards these costs based on all their sources of income.			
Other				
Second mortgage enquiry forms	Inclusive of VAT	78.00	82.00	5.1
Care Line Service - Telephone link for assistance (private sector)	Tariff available on application to Sheltered Housing Manager			



LAND CHARGES

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Local Land Charges 1 Search Fees (not subject to VAT) Official Certificate of Search in the whole or any part of the register				
First parcel of land – paper search	Fee per occurrence	36.00	38.00	5.6
First parcel of land – electronic search	Fee per occurrence	36.00	38.00	5.6
Each additional parcel	Fee per occurrence	11.50	12.00	4.6
Other Local Land Charges Fees (not subject to VAT)				
Registration of a light obstruction notice	Fee per occurrence	78.00	82.00	5.1
Filing Lands Tribunal certificate	Fee per occurrence	2.80	3.00	7.1
Filing light obstruction judgement etc.	Fee per occurrence	7.80	8.10	3.8
Inspection of rule 10 documents	Fee per occurrence	2.80	3.00	7.1
Office copy register entry	Fee per occurrence	1.70	1.80	5.9
Office copy plan or document	Discretionary			
CON29R Official Enquiries – Part I				
First parcel of land	Fee per occurrence Inclusive of VAT	174.00	183.00	5.2
Each additional parcel	Fee per occurrence Inclusive of VAT	40.20	42.00	5.0
CON290 Official Enquiries – Part II				
First parcel of land	Fee per occurrence Inclusive of VAT	30.30	31.80	5.0
Each additional parcel	Fee per occurrence CON290 element inclusive of VAT £42.00 LLC1 element not subject to VAT £12.00	51.70	54.00	4.4
Common Registration Searches	Fee per occurrence Inclusive of VAT	30.30	31.80	5.0



LICENSING AND FEES

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

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Lotteries				
Registration	Statutory Charge	40.00	40.00	NIL
Renewal	Statutory Charge	20.00	20.00	NIL

Gambling Act 2005

Charges available on application to Head of Environmental Health.

Licensing Act 2003

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

In addition the Council are the Licensing Authority under the Licensing Act 2003. The Act replaced existing licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late night refreshment with a unified system of regulation.

From February 2005 the Council has dealt with applications for premises and personal licences which took effect in November 2005. From this date the Council took over all the licensing functions some of which such as liquor licensing were previously undertaken by the Magistrates Court.

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

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

Premises Licences /Club Applications

The Fees for premises and personal licences are set by the Government (published in April 2012) and are detailed below:

The Fees are based on rateable values of properties:

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

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

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

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

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

Exceptionally Large Events

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

Personal Licences, Temporary Events and Other Fees

	Fee 2022/23 £
Statutory – Additional Fees are as follows :	
Occasion on which Fee payable	
Personal Licence	37.00
Minor Variations	89.00
Temporary Event Notice	21.00
Application for copy of Licence or summary on theft, loss etc. of Premises Licence or summary	10.50
Notification of change of name or address	10.50
Applications to vary – to specify Individuals as premises supervisor	23.00
Application to transfer Premises Licence	23.00
The removal of conditions for community premises	23.00
Interim Authority Notice	23.00
Application for making a Provisional Statement	195.00
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50
Notification of change of name or alteration of club rules	10.50
Change of relevant registered address of club	10.50
Application for copy of licence on theft, loss etc. of temporary event notices	10.50
Application for copy of licence on theft, loss etc. of personal licence	10.50
Right of freeholder etc. to be notified of licensing matters	21.00

Exemptions

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

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

OR

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

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Discretionary – Other Licences and Fees				
Skin Piercers	Premises	95.00	95.00	NIL
Skin Piercers	Persons	80.00	80.00	NIL
Street Trading Consent	12 months	1,900.00	1,900.00	NIL
Street Trading Consent	6 months	1,050.00	1,050.00	NIL
Street Trading Consent	3 months	560.00	560.00	NIL
Street Trading - Tables and Chairs	New	300.00	300.00	NIL
Street Trading - Tables and Chairs	Renewal	185.00	185.00	NIL
Dangerous Wild Animal Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	150.00	150.00	NIL
Riding Establishment Licences Initial registration/ renewal/variation –per horse	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	44.00	44.00	NIL
Animal Boarding Establishment Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	170.00	170.00	NIL
Home (Domestic) Animal Boarding Establishment Licences		130.00	130.00	NIL
Home Boarding Fee Franchise (including Day Care for Dogs)	Dog Boarding Franchise	160.00	160.00	NIL
	Additional Dog Boarding Franchise property applied for	53.00	53.00	NIL
Pet Shop Licences	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	130.00	130.00	NIL
Dog Breeders Licence	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	190.00	190.00	NIL
Zoo: Initial Application (valid for 4 years)	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	2,000.00	2,000.00	NIL
Zoo: Renewal (valid for 6 years)	All initial applications and renewals where appropriate will also include vets' fees in addition to the charges listed	2,000.00	2,000.00	NIL
Sex Shops/Establishments	Initial Fee	2,000.00	2,000.00	NIL
Sex Shop/Establishment	Renewal Fee	2,000.00	2,000.00	NIL
Scrap Metal Dealer	New Application	260.00	260.00	NIL
Scrap Metal Dealer	Application Renewal	145.00	145.00	NIL
Mobile Collector	New Application	145.00	145.00	NIL
Mobile Collector	Application Renewal	105.00	105.00	NIL
Variation of Licence		138.00	138.00	NIL

Replacement Licence		23.00	23.00	NIL
Advice to commercial premises	Charge per hour or part thereof	47.00	47.00	NIL

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Discretionary – Hackney Carriage and Private Hire Licences				
Vehicle Licence				
Hackney Carriage		185.00	185.00	NIL
Private Hire		185.00	185.00	NIL
Transfer of Licence	(Note 1)	185.00	185.00	NIL
Temporary Transfer	(Note 2,3)	185.00	185.00	NIL
Operator's Licence				
Private Hire Operators Licence	1 year	185.00	185.00	NIL
Private Hire Operators Licence	3 years	455.00	455.00	NIL
Private Hire Operators Licence	5 years	825.00	825.00	NIL
Driver's Licence				
Hackney Carriage Drivers Licence	1 Year	60.00	60.00	NIL
Hackney Carriage Drivers Licence	3 Years	155.00	155.00	NIL
Private Hire Drivers Licence	1 Year	60.00	60.00	NIL
Private Hire Drivers Licence	3 Years	155.00	155.00	NIL
Dual Drivers Licence	1 Year	85.00	85.00	NIL
Dual Drivers Licence	3 Years	200.00	200.00	NIL
Dual Upgrade		45.00	45.00	NIL
DVLA Drivers' Licence check	Free on-line			
Failure to attend appointment		34.00	34.00	NIL
Replacement Licence		10.50	10.50	NIL
Transfer of Ownership	(Note 1)	25.00	25.00	NIL
Knowledge Test				
Per Test		60.00	60.00	NIL
Driver's Badge				
Issue and Replacement	Inclusive of VAT	18.00	18.00	NIL
Vehicles				
Replacement plates and fixings	Inclusive of VAT	22.00	22.00	NIL
Replacement brackets		15.00	15.00	NIL
Interior windscreen plate		23.00	23.00	NIL

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



MARKETS AND TOWN CENTRE

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Fareham Market Inclusive of VAT				
Signed on pitch fee	Per foot, minimum of 15ft, maximum of 50ft	2.10	2.10	NIL
Casual pitch fee	Per foot, minimum of 15ft, maximum of 50ft	2.60	2.60	NIL
Additional Markets	Per foot, minimum of 15ft, maximum of 50ft	1.10	1.10	NIL
Portchester Market Not currently subject to VAT				
Signed on pitch fee	Per foot, minimum of 15ft, maximum of 50ft	1.10	1.10	NIL
Casual pitch fee	Per foot, minimum of 15ft, maximum of 50ft	1.60	1.60	NIL
Fareham Town Centre Charges Inclusive of VAT				
Flower Basket	Per Basket, supply, install and maintenance	36.00	36.00	NIL
Pitch Hire Standard Pitch	up to 10ft or 3.05 m	35.00	35.00	NIL
Pitch Hire Larger Pitch & Podium	up to 20ft or 6.1m	70.00	70.00	NIL
Pitch Hire	Direct booking non-profit organisation	0.00	0.00	NIL
Commercial Exhibitions Saturdays	Up to 40ft or 12.19m	210.00	210.00	NIL
Commercial Exhibitions All other dates	Up to 40ft or 12.19m	150.00	150.00	NIL



PARKING CHARGES

The charges shown are inclusive of VAT

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

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

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

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

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

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

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

Coastal Parking	Current Fee
Hove To; Meon Shore; Monks Hill; Passage Lane; Portchester Castle; Salterns; Shore road; Swanwick Shore Lane;	
Monday – Sunday Standard hourly rates apply between 10am and 6pm	£1.00 per hour to a maximum of 6 hours
Season ticket option	£80.00

Penalty Charge Notices(not subject to VAT)	Current Fee
Higher Level Charge – (Note 1 and 3)	£70.00
Lower Level Charge – (Note 2 and 3)	£50.00

Notes

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



PLANNING FEES

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

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

The following fees are discretionary

Planning Advice - Residential	Fee payable 2022/23 £
Extensions or other alterations to an existing dwelling including ancillary development within its curtilage	Free
1 – 9 dwellings*	£250 for first dwelling + £50 for every additional dwelling thereafter
10 – 49 dwellings*	£750 for first ten dwellings + £10 for every additional dwelling thereafter
50+ dwellings*	£POA
New dwellings but where numbers not known	£POA
Elderly persons accommodation, retirement living developments, sheltered apartments, residential care homes falling within Use Class C2, - 1-9 bedspaces - 10 – 50 bedspaces - More than 50 bedspaces	£250 £500 £750
Other residential uses (including hotels, residential institutions, houses in multiple occupation, etc)	£POA
* = including change of use of existing floorspace	

Planning Advice – Non-residential	Fee payable 2022/23 £
Provision of floorspace (gross internal area), change of use of existing floorspace (gross internal area) or change of use of land (gross area):	
- Up to 100 m2	£200
- 101 – 499 m2	£250
- 500 – 999 m2	£500
- More than 1,000 m2 where it relates to proposed uses with Classes B1, B2, B8, or a mix of these uses	£700
- More than 1,000 m2 where it relates to any uses outside of Classes B1, B2 or B8	£POA

Planning Advice – Other	Fee payable 2022/23 £
Small scale development not falling into any of the above categories <i>(for example: engineering works, new shop fronts, moorings, means of enclosure, renewable energy plant on existing business premises)</i>	£200
Installation or replacement of telecommunications mast	£200 per site
Minor amendments to an extant planning permission	£100
Advertisements / signage:	
- For the purposes of a community use which is non-profit making (not including education providers)	Free
- On business premises less than 100 m2 gross internal floor area	Free
- All other adverts	£150

Any development or works being carried out by a community use which is non-profit making (not including education providers)	Free
Follow up advice	50% of the original pre-application planning advice fee/ £POA
Notes:	
1. £POA (Price on Application) indicates that a fee will be calculated on a case by case basis, based on a schedule of rates published by the Council and updated annually.	
2. Where advice is sought in relation to mixed use proposals, the fee for each element of the scheme should be calculated using the table above and then added together.	
3. Where advice is required from external consultants or consultees to whom a payment must be made, the applicant will be expected to meet these costs and they will be in addition to the pre-application advice fee set out above.	

Pre Application Advice – Listed Buildings and heritage Advice	Fee payable 2022/23 £
Pre-application planning advice charges for listed buildings and heritage advice	£150 per initial enquiry plus VAT



PUBLIC PROTECTION

	Notes	Fee 2021/22£	Fee 2022/23 £	% Increase
Dog Control				
Collection of Strays (An additional £25 will be added to this fee where the same dog is found straying, leading to seizure, more than once in any 3 month period)	Statutory Charge Not subject to VAT	25.00	25.00	NIL
Dog Kennelling fees	Per dog up to 7 days Not subject to VAT	115.00	115.00	NIL
Private home check visit	Inclusive of VAT	34.00	34.00	NIL
Housing Act Enforcement charges are not currently subject to VAT				
Private Sector Housing - Housing Act 2004 Enforcement Notices	Charge to be actual cost to the Council up to and including service of Notice			
Inspection and/or sampling of private water supplies/distribution networks	Charge to be actual cost to the Council			
Out of Hours Service	Charge to be actual cost to the Council			
Immigration Service Assessment of Premises Condition	Inclusive of VAT	115.00	115.00	NIL
Licensing of Houses in Multiple Occupancy				
5 people	Not subject to VAT	840.00	840.00	NIL
6 – 10 people	Not subject to VAT	1,050.00	1,050.00	NIL
11 – 15 people	Not subject to VAT	1,260.00	1,260.00	NIL
16 – 20 people	Not subject to VAT	1,470.00	1,470.00	NIL
More than 20 people	Not subject to VAT	1,680.00	1,680.00	NIL

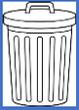
	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Food Safety				
Export Health Certificates		90.00	90.00	NIL
Issue of Certificate for Unsound Food	Certificate required in support of insurance claims even though the food, due to its condition, would not be marketable or usable.	220.00	220.00	NIL
Transportation of Unsound Food (Charges are inclusive of VAT)				
First hour (min 1 hour)	Plus disposal of unsound food.	155.00	155.00	NIL
Subsequent whole hours	Plus disposal of unsound food.	80.00	80.00	NIL
Transport and disposal	Charged at cost to the Council			
Training				
Charges for training courses available on application to the Head of Environmental Health				
Pest Control				
Domestic Premises charges include materials and are also inclusive of VAT				
For Persons in Receipt of one or more of the following benefits the treatment is offered at a concession charge:-				
<ul style="list-style-type: none"> • Income-based Jobseeker's Allowance • Income-related Employment and Support Allowance • Income Support • Pension Credit (Guarantee) • Universal Credit (maximum award) 				
Fleas, Bed Bugs and unknown infestations	Visit and Quotation	12.00	12.00	NIL
All other insects (including wasps)		20.00	20.00	NIL
Rodents		25.00	25.00	NIL
Pest Control				
Domestic Premises charges include materials and are also inclusive of VAT				
Fleas, Bed Bugs and unknown infestations	Visit and Quotation	36.00	36.00	NIL
All other insects (including wasps)		60.00	60.00	NIL
Rodents		70.00	70.00	NIL
Pest Control				
Commercial Premises charges include materials and are also inclusive of VAT				
Rodents and insects	first 15 minutes	85.00	85.00	NIL
Rodents and insects	each additional 15 minutes or part thereof	20.00	20.00	NIL

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

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

** Not using simplified permits

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



WASTE COLLECTION AND DISPOSAL

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Domestic Bulky Waste				
The charges shown are currently not subject to VAT				
Single Item		42.00	44.00	4.8
Two Small Items		63.00	66.00	4.8
Half Load		95.00	100.00	5.3
Full Load		168.00	176.00	4.8
Trade Waste				
Trade waste charges for both residual and recycling are available on application to the Trade Waste team. Charges made for waste collected outside the borough of Fareham will be subject to standard rated VAT.				
Domestic Garden Waste Collection - Residents (not subject to VAT)				
240 litre (standard bin for individual houses)	Introduced in 2021/22	36.00	36.00	NIL
240 litre 12 months subscription	Introduced in 2021/22	60.00	60.00	NIL
140 litre (smaller bin for individual houses)	Introduced in 2021/22	34.00	34.00	NIL
140 litre 12 months subscription	Introduced in 2021/22	50.00	50.00	NIL
Change of bin size (up or down) Admin Fee		New	12.00	
Domestic Waste and Recycling - Developers (inclusive of VAT)				
The charges shown are for new and replacement bins				
240 litre (standard bin for individual houses) Refuse / Recycling		48.00	50.00	4.2
340 litre (communal bin only permitted for flats) Refuse / Recycling		74.00	78.00	5.4
1100 litre (large communal bin only permitted for flats) Refuse		452.00	475.00	5.1
Domestic Waste and Recycling - Residents (not subject to VAT)				
The charges shown are for new and replacement bins				
240 litre (standard bin for individual houses) Refuse / Recycling		36.00	36.00	NIL
Change of bin size (up or down) Admin Fee		New	12.00	



SPORTS AND LEISURE

Outdoor Sport and Recreation

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Sports Pitches, Facilities, Recreation Grounds and Open Spaces				
Football, Rugby and Hockey, casual games per match - (Notes 1 and 2)				
Senior	Per match	92.00	96.00	4.3
Junior	Under 18	36.00	37.00	2.8
Mini Soccer	Per match	24.00	25.00	4.0
Mini Soccer	Per half day pitch	49.00	51.00	4.1
Training Sessions – 2 hours	Juniors half charge	52.00	54.00	3.8
Football Tournament (Note 1)				
Football Tournament	Per tournament	362.00	380.00	5.0
Cricket, casual games per match - (Notes 1 and 2)				
Senior	Per match	96.00	98.00	2.1
Junior	Under 18	36.00	37.00	2.8
Evening games	Senior	78.00	82.00	5.1
Evening games	Junior	31.00	32.00	3.2
Tennis Courts – per court, per hour – (Notes 1 and 3)				
Senior		11.40	12.00	5.3
Junior	Under 18	5.00	5.20	4.0
Notes				
<ol style="list-style-type: none"> 1. Fees inclusive of VAT unless exemption conditions as set out in the General Notes on page 1 are met. 2. Clubs not resident in Borough pay double casual rate. 3. Tennis Clubs are required to make suitable arrangements for public use of courts outside the times required by clubs 				

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Sports Pitches, Facilities, Recreation Grounds and Open Spaces				
Bowls – Seasonal Charges - (Note 1)				
Fareham Bowling Club	6 rinks & clubhouse	7,385.00	7,755.00	5.0
Crofton Community Association	6 rinks & clubhouse	7,385.00	7,755.00	5.0
Bowls – Fees - (Note 2)				
Green Fees		5.80	6.00	3.4
Hire of Woods		2.20	2.30	4.5
Hire of shoes	Not applicable at Portchester or Priory Park	2.20	2.30	4.5
Notes				
1. Public to have use of at least one rink at each green				
2. Retained by clubs. Max charge per player per hour				
Sports Pitches, Facilities, Recreation Grounds and Open Spaces				
Miscellaneous Charges				
Hire of council land for events	Note 2			
Charitable hiring	Note 3	102.00	107.00	4.9
Use of changing facilities	Note 1	52.00	55.00	5.8
Rounders	Note 1	89.00	93.00	4.5
Notes				
1. Fees inclusive of VAT unless exemption conditions as set out in the General Notes on page 1 are met.				
2. At a rate to be determined by the Head of Streetscene on an individual basis proportionate to the estimated income derived from the event. This could include damage deposit.				
3. Charge can be waived at the discretion of the Head of Streetscene.				

MISCELLANEOUS CHARGES

	Notes	Fee 2021/22 £	Fee 2022/23 £	% Increase
Letting of Council Chamber and Committee Rooms				
Collingwood Room	Per hour	80.00	85.00	6.3
Pulheim Room	Per hour	32.50	35.00	7.7
Vannes Room	Per hour	32.50	35.00	7.7
Council Chamber	Per Hour	130.00	140.00	7.7
Conference Room A and B (Floor 8)	Per Hour	24.00	26.00	8.3
Notes				
<ol style="list-style-type: none"> Commercial Organisations only. The hourly charges for room hire below apply when the building is already in use for Council business and are currently exempt from VAT. Additional charges may be levied to recover the cost of preparing rooms, moving furniture, the use of equipment, etc. These charges would be subject to VAT. The following additional charges, to be added when the building is not being used for Council business, after 6.30 pm - per hour £70.00 plus VAT. 				
Printing and Copying				
Charges are available on application to the Director of Support Services.				
General Charges				
Responding to solicitors/consultants enquiries	Inclusive of VAT - Per Question	90.00	95.00	5.6
Responding to other detailed enquiries	At the discretion of the Direction of Planning and Regeneration			
Copies of Statutory Register		90.00	95.00	5.6
Attendance at court as a witness	Charge based on the cost to the Council			
CCTV				
Access to CCTV footage	Inclusive of VAT	90.00	95.00	5.6
Sponsorship of Roundabouts – subject to VAT				
Agreeing form of works and supervision as agreed with the sponsor, subject to no additional cost to the Council.				

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 10 January 2022

Portfolio:	Policy and Resources
Subject:	Welborne Delivery – Disposal of Residential Property
Report of:	Director of Planning and Regeneration
Corporate Priorities:	Providing Housing Choices Strong, Safe, Inclusive and Healthy Communities

Purpose:
This report seeks approval to delegate authority to the Director of Planning and Regeneration to enter into an Option Agreement with Welborne Land Limited for the disposal of residential property at Welborne Garden Village.

Executive summary:
At the Executive Meeting of 22 February 2016, authority was given for the purchase of two residential owner-occupied properties affected by the Welborne development. On 6 February 2017, the Executive agreed the terms for the purchase of one further residential owner-occupied property affected by the Welborne development.

It was the Council's expressed intention to sell the properties to the master developer of Welborne Garden Village at the appropriate time, to maximise their control of the land and simplify the mechanics of bringing the development forward.

This report outlines the draft terms of the Option Agreement for their disposal to support the delivery of Welborne Garden Village, which are being negotiated with Welborne Land Limited, and seeks approval to delegate authority to into the Agreement to the Director of Planning and Regeneration. In making this delegated decision, expert advice will be provided by both the Asset Management Service and Fareham & Southampton Legal Services.

Recommendation:
It is recommended that the Executive agrees to delegate authority to the Director of Planning and Regeneration, following consultation with the Executive Member for Policy and Resources, to enter into an Option Agreement with Welborne Land Limited for the disposal of three residential properties at Welborne Garden Village.

Reason:

To support the delivery of Welborne Garden Village, as agreed by the Executive in February 2016 and February 2017.

Cost of proposals:

The terms of the proposed disposal are commercially confidential and are summarised in the confidential Appendix A attached.

Confidential Appendices: **A: Delivery of Welborne – Disposal of Residential Property**

Background papers: **None**

Reference papers:

Executive report 22 February 2016: Delivery of Welborne

Executive report 6 February 2017: Welborne Delivery – Purchase of Residential Property

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 10 January 2022

Portfolio:	Policy and Resources
Subject:	Member IT Review
Report of:	Director of Support Services
Corporate Priorities:	Dynamic, Prudent and Progressive council

Purpose:

To present the findings of the recent review of the provision and support of IT for Councillors and to then make proposals for a new approach that will meet the needs of members in a consistent, secure and cost-effective way.

Executive summary:

There is a mix of both hardware devices used by Councillors e.g. laptop, pc or tablet some of which are personally owned whilst others are provided by a Council.

In order to ensure a consistent, secure and value for money approach to IT provision and support for Members a review began in early 2021.

The review was influenced by the developments such as the rapid move to more virtual ways of working brought by COVID-19 and the approval of the Council's Climate Change Action Plan in June 2021, which committed to find ways to reduce our paper use.

The findings of the review are presented in this report alongside proposals that will help ensure that the ongoing provision of IT devices and support to Members is done in consistent and secure way which offers good value for money.

Recommendation/Recommended Option:

It is recommended that the Executive approves:

- (a) the committee process becoming paperless in early 2022/23 following a programme of training and support for all Members; and
- (b) up to 31 new laptop devices be purchased at a cost of up to £30,225.

Reason:

To ensure that Members have access to the IT devices and support that enable them to carry out their Council related work in a consistent, secure and cost-effective way.

Cost of proposals:

If all Members requested a new laptop with every accessory option the cost of the project would be £30,225, which can be met from current capital budgets. There would be a small saving in paper costs of between £600 - £650 a year.

Appendices: **A: Example images of style of laptop**

Background papers:

Reference papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	10 January 2022
Subject:	Member IT Review
Briefing by:	Director of Support Services
Portfolio:	Policy and Resources

INTRODUCTION

1. This report presents the findings of the recent review of the provision and support of IT for Councillors and then makes proposals for a new approach that will meet the needs of Members whilst reducing our carbon footprint in a secure and cost-effective way.

Background

2. Up until 2017 Members were provided with Council owned devices e.g. laptops, tablets or phones for work linked to their roles as Councillors. This approach generated significant support calls to the ICT Helpdesk.
3. A decision was made to change the approach in 2017, with Members at the time being given the option of either receiving a laptop that would be their responsibility to maintain or to make use of their own personal devices for Council related work.
4. The majority of Councillors opted to use their own devices. This approach reduced the amount of support calls to the ICT Helpdesk during the last five years.
5. COVID-19 resulted in a rapid transition to working online and virtual meetings for both officers and Councillors. Members were given the option of loaning a laptop from the Council, with seven taking up the offer.
6. The Council's Climate Change Action Plan was approved at the 7 June 2021 Executive meeting and contains a project to understand how we can reduce unnecessary printing.
7. A report outlining a vision for a new way of working, with a focus on working in more flexible ways that make the most of the available technology was approved at the meeting of the Executive on 11 October 2021.
8. The 7 December Executive meeting approved that all future Officer/Member briefings and non-formal meetings would be delivered via Microsoft Teams where possible and practical to do so.

9. Taking into account these factors it is an appropriate time to review the provision of IT hardware, software and support to Councillors.

Review aims and methodology

10. The review aimed to identify a standardised approach to Member IT hardware and software provision that was secure, offered good value for money and recognised the differing requirements amongst Councillors. A standardised approach would also assist with training, support and maintenance. In addition, the review aimed to find ways to reduce the amount of paper needed for committee meetings.
11. The review involved a number of focus groups with Councillors that took place during January and February 2021. Following this, officers took part in a number of brainstorming sessions and discussions were held with the Executive Member for Health and Public Protection who is also the Councillor IT Champion.

Results of the Review

12. The following outlines the main findings of the review:
13. *Members use a range of devices for their Council work:* As would be expected, there was a mix of both hardware devices used e.g. laptop, pc or tablet and their source e.g. personally owned or provided by a Council.
14. *Members successfully adapted to more virtual ways of working during the pandemic:* e.g. virtual committee meetings and their IT skills were developed as a result. However, there is still a range of skill levels, from more advanced users through to those that have a lower level of IT knowledge. As would be expected, the level of support provided by the ICT Helpdesk rapidly increased during this time.
15. In addition, Members were given the option of loaning a laptop from the Council, with seven taking up the offer.
16. *The current approach to committees is paper and carbon intensive:* Between 110,000 – 130,000 double sided A4 sheets of paper are printed to support the Committee process each year. A mixture of virgin and recycled paper is used and it is estimated that its production creates between 1.3 and 1.5 tonnes of greenhouse gases equivalent to carbon dioxide (TCO_{2e}).
17. *An increasing number of Councils are moving to paperless committees:* As Councils seek to reduce their carbon footprint an increasing number are moving to paperless committees. Within Hampshire, the County Council, Eastleigh and Basingstoke and Deane Councils have all gone paperless for the majority of their committee process. More are likely to follow as Councils to reduce the carbon emissions associated with the use of paper.
18. *The majority of Councillors supported a move to paperless committees if properly trained:* When discussions took place in early 2021 the majority of Members were supportive of the potential move to accessing online agendas and reports via a device given sufficient training. However, a minority were not supportive of the proposals.
19. *Positive feedback was received about Hampshire County Council's (HCC) approach to IT provision:* County Councillors were very complimentary about the hybrid

laptop/tablets they were provided with that require only a single log-in to access all of the software systems and files needed for their county role. This was introduced in conjunction with the transition to paperless committees.

20. Instead of paper reports and agendas, HCC make use of the ModGov app. This is an online tool loaded onto Councillors' devices that allows them to easily save, read, highlight, make comments and write notes directly onto reports.

Proposed Approach

21. It is clear that members have worked hard to develop their IT skills, particularly during the pandemic and are now well experienced in the use of devices such as laptops for meetings. When considered alongside the CCAP commitment to find ways to reduce printing and the positive feedback received regarding the approach to device provision used by HCC, it is clear that an alternative approach is feasible.
22. With this in mind, it is proposed that all Councillors be offered a Council owned laptop with the following features:
 - A large tablet style touchscreen
 - Good quality webcam, microphone and speakers
 - Automatic access to Wi-Fi in the Civic Offices or when members are working at home
 - Quick access to the Council network via a single sign in procedure
 - Full access to Microsoft Teams with all features including background pictures
 - The ModGov app installed allowing reading, saving and annotating reports
 - A carry case to protect the device and aid transporting it
 - An optional wireless mouse
 - An optional large second monitor screen to help with virtual meetings
 - An optional standalone webcam to help with virtual meetings
23. To help ensure a standardised and secure approach, Members would be actively encouraged to use the corporately provided device. Appendix A contains an image of what the device is likely to look like. As mentioned previously, the feedback received from County Councillors regarding this type of provision was positive.
24. All members would still be able to use their phones or tablets to read and respond to emails or calendar requests. To ensure data security, any Member using their own Windows laptop would have to use the web-based version of Teams. The features are almost identical to the full version, although the web version does not currently offer blurred or changed backgrounds.
25. This approach means that all printing for the committee process will stop. However, officers will have discretion to allow ad hoc printing in exceptional circumstances such as providing a reasonable adjustment to overcome sight disabilities.

Transition

26. It is anticipated that the committee meetings will be paperless from May 2022 . Ahead of this, Councillors would be asked which approach and device options they prefer. Equipment would then be procured and training on using the devices and ModGov would be provided. Accessibility options such as larger fonts can also be set up for Members at this time.
27. Ongoing support would be provided by the ICT Helpdesk. It is recognised that this could have an impact on the number of calls going into the Helpdesk and this will be monitored.

Financial considerations

28. The new laptops cost around £800 each with the optional extras such as additional monitor, webcam and carry case increasing the potential cost to £975. Members will be asked for their individual device preferences. It is anticipated that not all will want all the optional extras. However, if they did it would cost up to £30,225, which can be met from current capital budgets. There would be a small saving in paper costs of between £600 - £650 a year.

Conclusion

29. A review of the provision of IT devices and support to Members has been conducted with proposals presented for Councillors to be given a Council owned laptop/tablet hybrid and a choice of additional items.

Enquiries:

For further information on this report please contact Roy Brown (Ext 4489)

Appendix A: Proposed New Equipment for Councillors

Councillors will be issued a Dell Hybrid 2 in 1 Laptop.

These devices will be light weight, have touch screen convenience and powerful hardware to handle all modern applications.

Latitude 5320 Business Laptop or 2-in-1



