



RUSHMOOR BOROUGH COUNCIL

CABINET

*at the Council Offices, Farnborough on
Tuesday, 21st November, 2023 at 7.00 pm*

To:

Cllr D.E. Clifford, Leader of the Council
Cllr M.L. Sheehan, Deputy Leader and Operational Services Portfolio Holder
Cllr M.J. Tennant, Deputy Leader and Major Projects and Property Portfolio Holder

Cllr J.B. Canty, Customer Experience, Transformation and Corporate Portfolio
Holder

Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder

Cllr G.B. Lyon, Planning and Economy Portfolio Holder

Cllr P.G. Taylor, Finance Portfolio Holder

Enquiries regarding this agenda should be referred to Chris Todd, Democratic
Support Officer, on 01252 398825 or e-mail: chris.todd@rushmoor.gov.uk

A G E N D A

1. DECLARATIONS OF INTEREST –

Under the Council's Code of Conduct for Councillors, all Members are required to disclose relevant Interests in any matter to be considered at the meeting. Where the matter directly relates to a Member's Disclosable Pecuniary Interests or Other Registrable Interest, that Member must not participate in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation (see note below). If the matter directly relates to 'Non-Registrable Interests', the Member's participation in the meeting will depend on the nature of the matter and whether it directly relates or affects their financial interest or well-being or that of a relative, friend or close associate, applying the tests set out in the Code.

NOTE:

On 27th May, 2021, the Council's Corporate Governance, Audit and Standards Committee granted dispensations to Members appointed by the Council to the Board of the Rushmoor Development Partnership and as Directors of Rushmoor Homes Limited.

2. **MINUTES** – (Pages 1 - 6)

To confirm the Minutes of the meeting held on 17th October, 2023 (copy attached).

3. **COUNCIL PLAN AND RISK REGISTER QUARTERLY UPDATE JULY TO SEPTEMBER 2023/24** – (Pages 7 - 32)

(Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder)

To consider Report No. ACE2308 (copy attached), which sets out performance monitoring information in relation to the Council Plan for the second quarter of 2023/24.

4. **REVIEW OF THE RUSHMOOR LOCAL PLAN 2014-2032** – (Pages 33 - 94)

(Cllr Gareth Lyon, Planning and Economy Portfolio Holder)

To consider Report No. PG2334 (copy attached), which set out details of a review of the Council's Local Plan.

5. **CAR AND CYCLE PARKING STANDARDS SUPPLEMENTARY PLANNING DOCUMENT (SPD)** – (Pages 95 - 134)

(Cllr Gareth Lyon, Planning and Economy Portfolio Holder)

To consider Report No. PG2338 (copy attached), which seeks agreement to publish the draft Car and Cycle Parking Standards Supplementary Planning Document (SPD) for the purposes of a public consultation exercise.

6. **RECOMMENDATIONS FROM THE POLICY AND PROJECT ADVISORY BOARD - PROJECTS TO SUPPORT MENTAL HEALTH IN RUSHMOOR** – (Pages 135 - 146)

(Cllr Marina Munro, Chairman of Policy and Project Advisory Board)

To consider Report No. ACE2310 (copy attached), which sets out the work undertaken by the Council's Policy and Project Advisory Board in relation to projects to support mental health in Rushmoor.

CABINET

Meeting held on Tuesday, 17th October, 2023 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council
 Cllr M.L. Sheehan, Deputy Leader and Operational Services Portfolio Holder
 Cllr M.J. Tennant, Deputy Leader and Major Projects and Property Portfolio Holder

Cllr J.B. Canty, Customer Experience, Transformation and Corporate Portfolio Holder

Cllr G.B. Lyon, Planning and Economy Portfolio Holder

Cllr P.G. Taylor, Finance Portfolio Holder

An apology for absence was submitted on behalf of Cllr Sue Carter.

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **30th October, 2023**.

Before the meeting started, a minute's silence was observed in respect of the ongoing conflict in Israel and Palestine.

29. **DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

30. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 3rd October, 2023 were confirmed and signed by the Chairman.

31. **COUNCIL TAX SUPPORT SCHEME - REPORT FROM THE COUNCIL TAX SUPPORT TASK AND FINISH GROUP –**

(Cllr Diane Bedford, Chairman of the Council Tax Support Task and Finish Group)

The Cabinet considered Report No. FIN2316, which set out the work carried out by the Council's Council Tax Support Task and Finish Group in respect of potential changes to the Council Tax Support Scheme. The Chairman welcomed Cllr Mrs. D.B. Bedford, Chairman of the Council Tax Support Task and Finish Group, who was attending to report on the Group's recommendations.

The Council Tax Support Task and Finish Group had met on 24th July, 2023, 30th August, 2023 and 26th September, 2023 to consider its recommendations to the Cabinet. The Group had considered the on-going impact the cost of living rises and had paid specific attention to a number of matters during its deliberations and these were set out in paragraph 2 of the Report. Having considered all relevant factors, the Group had recommended that a consultation should be undertaken regarding the

removal of the 88% maximum liability used to calculate awards. This would mean that working age residents on the lowest incomes would no longer be expected to pay a 12% contribution.

The Cabinet expressed gratitude to the Council Tax Support Task and Finish Group for its work in producing these recommendations.

The Cabinet RESOLVED that

- (i) the undertaking of a public consultation on options around the Council's Council Tax Support Scheme regarding a scheme change to remove the 88% maximum liability used to calculate awards, as set out in Report No. FIN2316, be approved;
- (ii) the presentation of a report on the outcome of the consultation and any subsequent proposals to amend the Council Tax Support Scheme at the Cabinet meeting on 6th February, 2024 be noted; and
- (iii) the deliberations and considerations of the Council Tax Support Task and Finish Group in arriving at its recommendation in resolution (i) above, as set out in the Report and in Appendix 1 of the Report, be approved.

32. LAWN TENNIS ASSOCIATION (LTA) INVESTMENT INTO PUBLIC TENNIS COURTS IN PARKS –

(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2314, which set out the Lawn Tennis Association's (LTA) programme of investment into public tennis courts in parks.

In introducing the Report and the LTA's proposals, the Operational Services Portfolio Holder informed the Cabinet that a representation had been received from Cllr Calum Stewart that had not been included in the Report or appendices. Cllr Stewart had raised concerns over the affordability, particularly to families, of the proposed charging structure. The Portfolio Holder also referred to photographs he had taken on Friday, 13th October to show the current condition of the tennis courts at Cove Green, Rectory Road and Manor Park. These photographs were now published on the Council's website.

Members were informed that the proposed agreement would result in the LTA funding renovation works to the value of £114,043 across the tennis courts at the above three sites. The scheme would involve the Council appointing an operator to run the booking system and other administration regarding the courts. Any surplus from the fees collected would be held in a sinking fund for the future maintenance of the tennis courts. The Report contained the full details of the LTA's proposals. In discussing the proposals, Members expressed concern that the fees should be set at as low as possible, whilst still making the scheme and the future maintenance of the courts viable. In that respect, it was decided to delegate the finalisation of the charging structure to the Executive Head of Operations, in consultation with the Operational Services Portfolio Holder.

The Cabinet expressed strong support for the scheme and considered that this would provide residents with excellent facilities for playing tennis.

The Cabinet

(i) **RESOLVED** that:

- (a) the LTA investment to renovate tennis courts at Manor Park, Cove Green Recreation Ground and Rectory Road Recreation Ground, in accordance with its investment in public tennis courts in parks scheme, as set out in Report No. OS2314, be approved;
- (b) the Executive Head of Operations, in consultation with the Corporate Manager – Legal and the Executive Head of Finance, be authorised to enter into the necessary funding agreement with the LTA to facilitate the grant award;
- (c) the appointment of an operator to run the booking system, administration of the parks' tennis courts and an outreach programme, at no cost to the Council, as set out in the Report, be approved;
- (d) the Executive Head of Operations, in consultation with the Operational Services Portfolio Holder, be authorised to research and implement an appropriate charging structure for the use of the parks' tennis courts, considering the comments made during the meeting in relation to the level of charges;
- (e) the use of Section 106 funding to replace the fencing across all three sites, as set out in the Report, be approved; and

(ii) **RECOMMENDED TO THE COUNCIL** that approval be given to the addition of £216,500 into the Capital Programme for 2023/24, funded from a combination of LTA grant and Section 106 contributions, as identified in paragraph 4.7 of Report No. OS2314.

33. **RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE - SUPPORT FOR LOCAL ARMED FORCES COMMUNITY AND BRITISH GURKHA VETERANS –**

(Mr Ian Harrison, Executive Director)

The Cabinet considered Report No. DEM2307, which set out the work carried out by the Council's Overview and Scrutiny Committee in respect of support for the local armed forces community and British Gurkha Veterans.

Members were informed that the work had been carried out in response to a Notice of Motion that had been referred to the Committee by the Council at its meeting on 6th July, 2023. The Overview and Scrutiny Committee had held a Special Meeting on 7th September, 2023 to consider these matters and additional parties had been invited to give representations. The Committee had considered the representations that had been made and the information that had been provided. The findings of the

Committee and its recommendations for the Cabinet were set out in the Report under five headings:

- 1) Pensions for Gurkha Veterans
- 2) Disabled Facilities Grants
- 3) Employers Recognition Scheme – Gold Award
- 4) Single point of access in Rushmoor for advice – available to the whole military community
- 5) Build a stronger network between local organisations providing support for the military community

The Cabinet expressed gratitude to, in particular, the Cabinet Champion for the Armed Forces and the Overview and Scrutiny Committee for their work in producing these recommendations.

The Cabinet RESOLVED that the recommendations from the Overview and Scrutiny Committee, as set out in Report No. DEM2307, be approved, subject to any letter from the Council in respect of these matters being signed jointly by the Leader of the Council and the Cabinet Champion for the Armed Forces and the removal of any reference in the recommendations to the 'Shadow Armed Forces Champion'.

34. **FARNBOROUGH LEISURE AND CULTURAL HUB – APPROACH TO SUSTAINABILITY –**

(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. REG23087, which set out a proposed approach to sustainability in relation to the Leisure and Cultural Hub project.

The Cabinet was reminded that, at its meeting on 3rd October, it had agreed that it would consider a report at this meeting to agree the approach to sustainability and investment in PassivHaus, based on a detailed piece of work carried out by the Council's architects, GT3, and cost consultants, Artelia, to look at the return on investment. The Report set out three options and, in discussing these, the Cabinet had no hesitation in supporting Option C which would result in full PassiveHaus certification. Members considered that, despite requiring a higher initial outlay, this option would be the best option for the Council in terms of payback period and sustainability credentials.

The Cabinet RESOLVED that

- (i) the proposed approach to design development pursuing full PassiveHaus accreditation, with the associated capital investment of £8,164,000, as set out in Report No. REG2308, be approved;
- (ii) the final decision to proceed with the implementation of the resulting design being subject to the overall affordability assessment, to be considered in June, 2024, be approved; and
- (iii) the additional costs for abortive fees and redesign, estimated at £880,000 (excluding VAT) and the delays to the programme, estimated at 10-12 weeks,

should a decision be taken not to proceed with the full PassivHaus design later in the project, be noted.

The Meeting closed at 8.08 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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**CABINET
21 NOVEMBER 2023**

**COUNCILLOR SUE CARTER
DEMOCRACY, STRATEGY AND PARTNERSHIP
PORTFOLIO HOLDER
REPORT NO. ACE2308**

KEY DECISION? NO

**COUNCIL PLAN & RISK REGISTER
QUARTERLY UPDATE JULY TO SEPTEMBER 2023/24**

SUMMARY AND RECOMMENDATIONS:

This paper sets out the performance monitoring information of the Council Plan for the second quarter of 2023/24. The key activities and projects within the Council Plan which aim to deliver the Council's priorities which sit under the themes of People and Place. In addition to the key projects this paper includes the Council Business Performance monitoring information, which are the key indicators and service measures used by the Council to monitor how the Council runs.

Factors that could affect the future delivery of the Council Plan and impact on the Council's Business Performance have been identified in the Council's Risk Register. This report also highlights any significant changes to the Risk Register

The Cabinet is recommended to note the progress made towards delivering the Council Plan and consider the changes highlighted in the Corporate Risk Register.

1. Introduction

- 1.1 In June 2023, the Council agreed the updated three-year Council Plan with priorities which reflect the vision for Aldershot and Farnborough 2030 (Your future, your place - a vision for Aldershot and Farnborough 2030). This report sets out performance monitoring information for the Council Plan and the Risk Register for the period of July to September 2023.

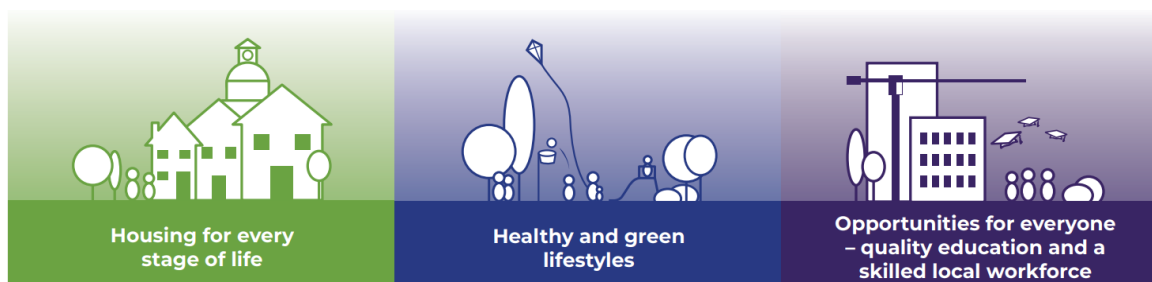
2. Detail

- 2.1 The Council Plan provides a focus for the Council's activities and services by setting out the short to medium-term steps needed to realise longer-term vision and aspirations. The Council Plan outlines the council's priorities for the next three years and in particular the key strategic projects that will contribute to achieving the Council's vision.
- 2.2 The priorities which reflect the vision for Aldershot and Farnborough 2030, are set out under the two themes of People and Place:

People –empowering and connecting communities and enabling people to live healthy and sustainable lives and fulfil their aspirations.

Priorities:

- Housing for every stage of life
- Healthy and green lifestyles
- Opportunities for everyone – quality education and skilled local workforce



Place – ensuring our towns are family-friendly, safe, vibrant, and sustainable places - now and in the future.

Priorities:

- Strong communities, proud of our area
- Vibrant and distinctive town centres
- A thriving local economy - kind to the environment



3. Delivery of the Council Plan

3.1 There are 10 key activities/projects in the Council Plan and annex A sets out the progress against these at the end of quarter 2 (30 September 2023). At this time, 90% of projects/activities are on track and one (10%) has an amber status. No projects have a red status. This is an improvement on quarter 1 (80% green and 20% amber) and quarter 2 last year (38% green, 54% amber and 8% red).

3.2 During quarter 2 the following projects have moved from an amber status to a green status and are now on track:

- 'People 3 - Progress the development of a new leisure centre and cultural hub in Farnborough
- Place 2- Progress the regeneration of Farnborough town centre, including the civic quarter

- 3.3 The amber status project is People 5 - supporting key business sectors and help people to access the opportunities that they offer. Due to the presence of Reinforced Autoclaved Aerated Concrete (RAAC) at the Farnborough College of Technology, the rooms and facilities at Aerospace Research and Innovation Centre (ARIC) are currently being used as teaching space.
- 3.4 Annex B sets out the Council's Business Performance during Quarter 2. The Council Business Performance monitoring information shows the key indicators and service measures used by the Council to monitor how the Council runs. This document will continue to evolve over time, to focus on the key data needed to assess how the Council is running.

4. Council's Risk Register

- 4.1 The Council's key strategic and standing corporate risks have remained relatively unchanged during this period. There has been one additional risk of significance added to the standing corporate register – and that is for the Leisure and Cultural Hub Major Project.
- 4.2 As was seen in the last quarter those risks directly relating to the UK economy, particularly high interest rates, continue to be impacted by the recent developments in that risk environment.
- 4.3 The Council's risk management policy and arrangements continue to receive strong engagement from all services. Risks are routinely considered and discussed at both a service level and amongst senior management. The risk management system as a whole continues to be an effective tool for risk identification and mitigation.
- 4.4 A new feature in the risk register has been included on this cycle, and that is the introduction of trend arrows against each risk score. This will assist in tracking risk changes in the short term.
- 4.5 Plans are still in place to further update/strengthen the Corporate Risk Management Policy later in 2023/24, particularly on the matter of risk appetite. As part of the longer-term updates to the policy and arrangements, consideration is also being given to tracking longer term trends for each risk.
- 4.6 The key strategic risks within v13.0 of the Corporate Risk Register (attached as appendix C) predominantly relate to areas that the Council often only has partial influence upon, including wider community risks such as health outcomes and deteriorating economic conditions. There have been no additional risks identified in this section of the risk register, but there have been updates throughout in the plans to mitigate them.
- 4.7 The inherent risk score for securing infrastructure investment has increased, but with a decrease in the residual risk score as a result of the work of the Council the risk gap overall has been reduced.
- 4.8 The Council's standing corporate risks are generally more operational in nature and relate to the work of the Council. There has been an update of the

mitigation measures in place/planned for the future in the majority of risks. As a result of the continued challenging economic conditions in the UK, the residual risk score for the management of external debt has increased. A new risk relating to the leisure and cultural hub has been added to the register. The risk gap is considered low at this time, with work taking place in order to source external funding opportunities in order to further mitigate the risks.

- 4.9 The Council's escalated service risks are generally more transient in nature and expected to change quicker than others on the register. This quarter has seen two risks removed; loss of tenants/income and FOI statutory deadlines. One additional risk has been escalated this quarter, and that is the absorption of the LEP functions into the County Council.

5. Conclusion

- 5.1 Cabinet's views are sought on the performance made towards delivering the Council Business Plan during July to September 2023.
- 5.2 Cabinet are asked to discuss the Corporate Risk Register and the content of section 4 of this report.

Annex A – Council Plan Quarterly Monitoring Q2 2023/24

Annex B – Council Business Performance Q2 2023/24

Annex C – Corporate Risk Register

COUNCILLOR SUE CARTER
DEMOCRACY, STRATEGY AND PARTNERSHIP PORTFOLIO HOLDER

BACKGROUND DOCUMENTS:

Council Plan April 2023 to March 2026

CONTACT DETAILS:

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Sharon Sullivan, Policy Officer - 01252 398465, sharon.sullivan@rushmoor.gov.uk

Roger Sanders, Corporate Risk Manager – 01252 398809,

roger.sanders@rushmoor.gov.uk

Council Plan Quarterly Monitoring – Q2 2023/24

Date produced: October 2023



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

Green - indicates that the activities are on course	Amber - flags up that achieving the activities is in question. <i>For example, this could be due to not meeting the original timescales.</i>	Red - shows that we have not been able to achieve or achieve elements of the activities	Blue – indicates that project has been completed
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For key activities/project which sit within the Property, Major Works and Regeneration Programme colour coding for the overall project status is used.

People –empowering and connecting communities and enabling people to live healthy and sustainable lives and fulfil their aspirations.



People key activities/projects	BRAG Status	Direction of Travel	Comment
People 1 -Work with public and voluntary sector partners to support our residents	Green	 No change	<p>The online information directory (the Rushmoor Directory) is due to be launched at the beginning of 2024 and is currently being tested.</p> <p>The council is attending a Warm and Welcome Event in October and the cost of living support available across the Borough, will be shared and promoted.</p> <p>A successful Ukrainian Independence Day Event was held in August and from late September surgeries (by appointment) for Ukrainian residents will be offered to provide focussed support for individual issues.</p>
People 2 - Support the creation of quality, new homes (Rushmoor Homes)	Green	 No change	<p>Planning approval has been granted, subject to S106, for the site at Pool Road which is now being prepared for transfer. Five other sites have been through the pre- application process with some detailed design changes being made following advice.</p> <p>Cambridge Road has been let to a household via an RBC housing options referral.</p> <p>A revised valuation for Rushmoor Homes Limited (RHL) has been received for the transfer of Union Yard for RHLs purposes to check business plan assumptions. In</p>

			<p>light of this the company is ready to instruct solicitors to draft heads of terms, likely after January 2024 Cabinet (a desktop revaluation will take place prior to transfer) and subject to agreement of valuation with the Council.</p> <p>The first RHL owned/ managed Local Authority Housing Fund property has completed and will be tenanted on 8th October.</p>
People 3 - Progress the development of a new leisure centre and cultural hub in Farnborough	Green	 Improvement	<p>The design brief has been finalised and now includes Council office accommodation and full design team are appointed. Subsidy control issue now resolved through confirmation of Council borrowing and MoU signed and returned. Project Board mobilised and familiarisation and first meeting have taken place. At Cabinet on the 3 October 2023 the next steps for the project were agreed.</p>
People 4 - Working with partners, encourage more residents to be active and have healthier lifestyles	Green	 No change	<p>The Healthy Walks co-ordinator has been recruited, this is an 18 month post hosted by Rushmoor Voluntary Service. Walking volunteers are being recruited and walks promoted. There was a low uptake for the Lido Pupil Premium project and Places for People will consider for next year. Wider systems approach to obesity fund launched and promoted to all stakeholders and wider partners. The Council is working with health partners and Headteachers around healthy weights and activity. The Energise Me toolkit is available for schools as a resource and there is the introduction of PE kit days and Active Maths in some primary schools to encourage increased activity. The Rushmoor Directory (mentioned in People 1) will include health and wellbeing information, via public health and Frimley ICS.</p>
People 5 – Support key business sectors and help people to access the opportunities that they offer	Amber	 Decline	<p>Teaching at Farnborough College of Technology has been significantly impacted by the discovery of RAAC concrete in the main college building. The rooms and facilities at Aerospace Research and Innovation Centre (ARIC) are now being used as teaching space in the short term with Farnborough Aerospace Consortium (FAC) looking for alternative accommodation. The council is supporting both the College and FAC to manage this disruption.</p> <p>Work commissioned by the EM3 LEP, supported by the council, on the jet zero cluster is nearing completion. This will inform the development of a proposition on the investment potential of Farnborough and the wider region.</p> <p>The vacant Employment and Skills Officer role has now been filled with renewed emphasis on how the council is supporting employment and skills outcomes through development projects.</p>





Place – ensuring that our towns are family friendly, safe, vibrant, and sustainable places now and in the future.




Strong communities,
proud of our area

Vibrant and distinctive
town centres

A growing local
economy – kind to the
environment

Place key activities/projects	BRAG Status	Direction of Travel	Comment
Place 1 – Complete Aldershot town centre's Union Yard regeneration scheme	Green	 No change	Building works are continuing: <ul style="list-style-type: none"> Block E, (including 18 “affordable” apartments), façade finishes are 90% complete - all 2nd fix stage (includes dry lining and mist coat, kitchens, and tiling) is 65% complete. It is anticipated a benchmark apartment (used for setting acceptable quality) will be ready for snagging mid-October. Blocks C and D (including 82 private apartments) - brickwork is ongoing from Level 5 and above. Block D truss roof complete. Joinery, internal doors, skirting, kitchens fittings plus 2nd fix electrical is ongoing up to Level 3. Block S (student accommodation) - brickwork is progressing well and overall 65% complete. All floor screeds including underfloor heating and ductwork are complete
Place 2 - Progress the regeneration of Farnborough town centre, including the civic quarter	Green	 Improvement	Cabinet Paper was approved in August 2023, which requested capital funding to progress design for the Farnborough Civic Quarter masterplan, particularly the highways works, Plot D and Plot I. Conversations are ongoing regarding the disposal of various plots for delivery by 3rd parties.
Place 3 - Update the facilities at the crematorium in Aldershot	Green	 No change	Planning permission was granted for Aldershot Park Crematorium in July and planning permission was granted for the Chapel at Redan Road Cemetery in August. Cabinet approved funding for the scheme on 12 September 2023 and as the combined budget request for the main refurbishment at Aldershot and the refurbishment of the chapels at Redan Road Cemetery was higher than anticipated at the end of feasibility, final budget sign off was approved by full Council on 5 October 2023.
Place 4 – Work with partners to deliver the Rushmoor Cultural Strategy and build on Rushmoor's rich	Green	 No change	With Hampshire Cultural Trust, the Council is continuing to build the cultural partnership and developing relationships with partners to deliver on the key priorities in the Rushmoor Cultural Strategy.

heritage to both increase community pride and the visitor economy.			<p>The Council continues to deliver its core events programme with large scale events over recent months including Playfest and the Rushmoor Heritage Festival. During the Rushmoor Heritage Festival the council ran a number of events to promote the Aldershot and Farnborough heritage trails.</p> <p>The council has also supported events run by partners including 'Testchamber Live' (at the Farnborough Wind Tunnels) and Rushmoor Cultural Day. Planning is underway for events over Halloween and Christmas.</p>
Place 5 - Continue progress towards our goal of becoming a carbon neutral council by 2030 through reducing emissions in our facilities and operations	Green	 No change	<p>Eco Fair was held at Southwood visitor centre in September, with the aim of supporting residents to learn more about climate change, sustainable living, and how to reduce their own personal carbon footprints. The fair also hosted a big tree giveaway. Work on the Carbon Footprint for 2022/23 is underway.</p>

Council Business Performance

Quarter 2 2023/24

Points to note

- Call abandon rate is lower this quarter at 11.3% and the average call handle time has increased to 6 minutes and 33 seconds.
- There was a reduction in number of website sessions for Q2 in comparison to the same quarter last year, this was mainly due to people not viewing the lido page (page views on our lido pages down by more than 90%). However, Southwood Country Park and the car boot sales had large increases in page views in comparison to last year's Q2.
- The Q1 2023/24 recycle rate was 44.1% which is highest quarterly rate and the same as Q1 2022/23

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Key to Direction of Travel (DoT) arrows





Numbers have increased	Numbers have decreased	Numbers are the same	Numbers have increased and performance has decreased	Numbers have increased and performance has increased	Numbers have decreased and performance has decreased	Numbers have decreased and performance has increased
						

Council wide indicators



Corporate complaints

Number of complaints				% of complaints responded within policy time			
8				75%			
DoT from last quarter (12)		DoT from this quarter last year (5)		DoT from last quarter (78%)		DoT from this quarter last year (60%)	
Comment: Six out of eight complaints responded within the timescale of the policy.							

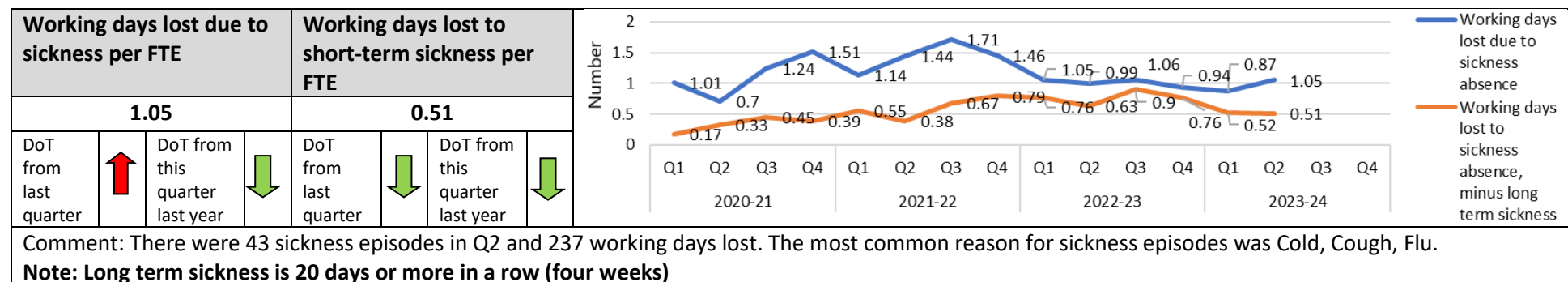
Health and safety

Violence at work data - incidents				Rushmoor work related accident / incident data			
5				3			
DoT from last quarter (9)		DoT from this quarter last year (9)		DoT from last quarter (3)		DoT from this quarter last year (2)	





Paying externally issued invoices

% of invoices paid on time (within 30 days)	DoT from last quarter		DoT from this quarter last year	
96.49%		(96.25)		(93.89%)





Absence rate



Workforce data

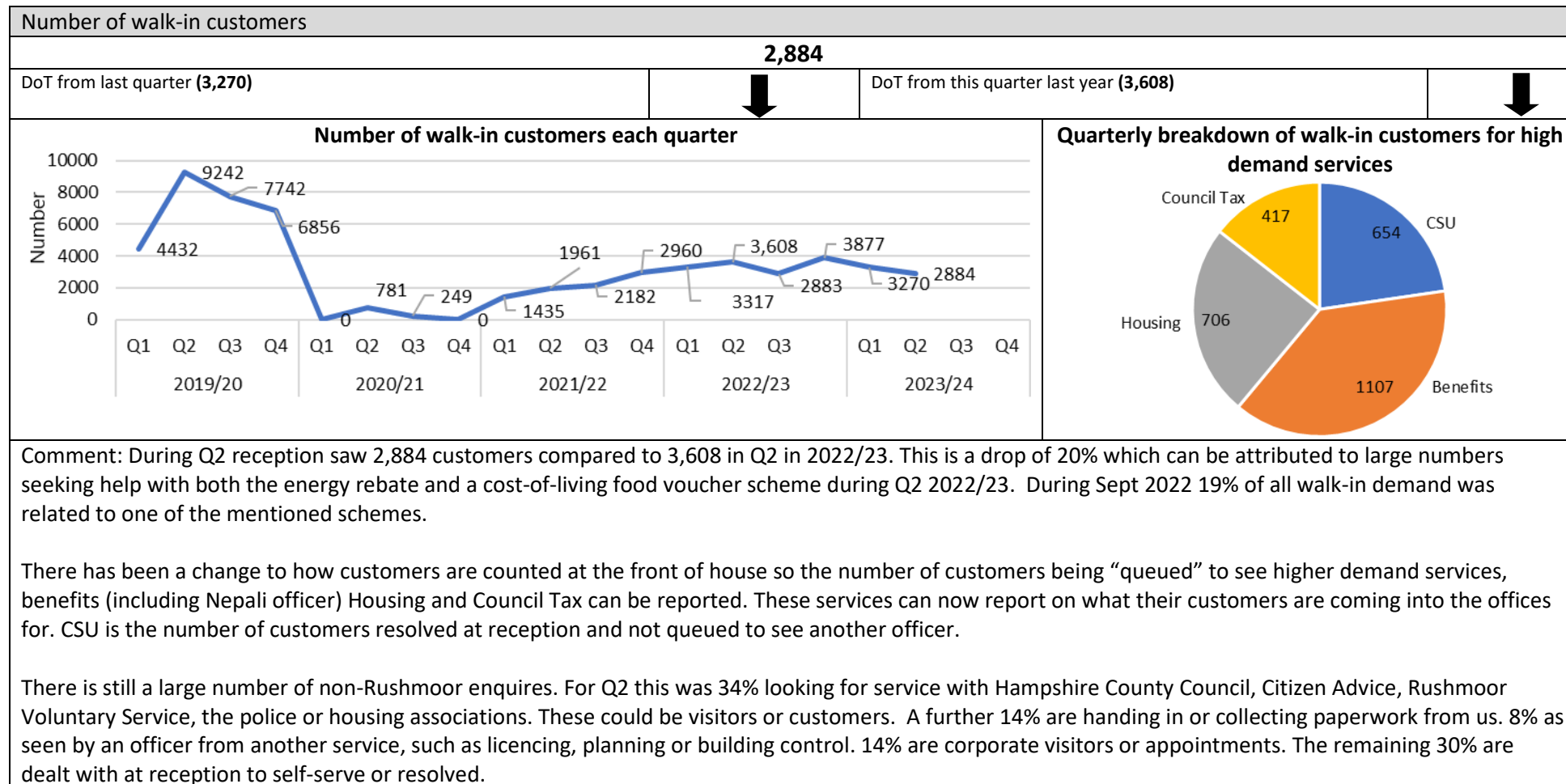
Starters and leavers		Turnover				% of employees non-white (22.6% non-white groups in 2021 Census)			
Starters	8	2.78%				4.76%			
Leavers	7	DoT from last quarter (4.37%)		DoT from this quarter last year (6.34%)		DoT from last quarter (4.37%)		DoT from this quarter last year (5.22%)	

Freedom of information requests

Number of requests received				% responded to on time (one month behind)			
162				72%			
DoT from last quarter (167)		DoT from this quarter last year (131)		DoT from last quarter (73%)		DoT from this quarter last year (37%)	

Corporate customer contact indicators

Walk-in customers



Calls to customer services

Number of calls				Average wait time				Call abandoned rate				Average call handle time			
16,774				1 minute 45 seconds				11.3%				6 minutes 33 seconds			
DoT from last quarter (17,948)	↓	DoT from this quarter last year (19,441)	↓	DoT from last quarter (2 min 15 secs)	↓	DoT from this quarter last year (1 min 36 secs)	↑	DoT from last quarter (15.6%)	↓	DoT from this quarter last year (10.8%)	↑	DoT from last quarter (6 min 15 secs)	↑	DoT from this quarter last year (1 min 36 secs)	↑
Comment: In the last quarter, the Customer Services have been offered 16,774 calls and answered 14,871 calls. This is a decrease of 2667 offered calls. Last year there was an unexpected demand during this period with energy rebate calls, cost of living food vouchers as well as changes to bin collections following the Queen's Funeral. The abandoned rate is consistent with the period last year, however last year proactive messaging to provide information to customers was used so that customers could resolve their enquiry without needing to speak with an advisor. Removal of this proactive abandonment the service would have had the call abandoned rate running at around 8%.															






Demand via other access channels

Number of emails				Number of enquires via app				Number of enquires via webforms			
6,351				1,520				790			
DoT from last quarter (5,815)	↑	DoT from this quarter last year (5,438)	↑	DoT from last quarter (1,461)	↑	DoT from this quarter last year (1,156)	↑	DoT from last quarter (682)	↑	DoT from this quarter last year (887)	↓
Comment: Of the web forms 724 were for Council Tax and 66 were for Environmental Health											

Website

Website session				Top three pages visited	
123,911				1. Bin collection day finder (19,715) 2. Crematorium diary (6,863) 3. Aldershot lido (6,691)	
DoT from last quarter (154,161)	↓	DoT from this quarter last year (204,184)	↓		
Comment: The reduction in number of sessions for Q2 in comparison to the same quarter last year was mainly due to the lido, with page views on our lido pages down by more than 90% (6.7k in Q2 2023/24 vs 69k in Q2 2022/23). However, Southwood Country Park had over 9 times the increase in page views from last year's Q2 (4.5k vs 0.4k). Interest in the car boot sales also increased by 90% in comparison to last year's Q2.					

Social media

Facebook	Instagram	Twitter	LinkedIn	Next Door
 Followers: 12,470 (up 105) Posts: 59 Reach: 313,818 Avg reach per post: 5,318 Engagements: 34,079 Engagement rate: 11%	 Followers: 1,831 (up 65) Posts: 60 Reach: 22,142 Avg reach per post: 369 Engagements: 637 Engagement rate: 3%	 Followers: 5,830 (down 18) Tweets: 126 Impressions: 56,000 Avg impressions per tweet: 447 Engagement rate: 2.4%	 Followers: 2,006 (up 60) Posts: 23 Impressions: 11,359 Avg reach per post: 494 Engagement rate: 9.1%	 Service area size: 17,919 residents (up 259) Posts: 40 *Impressions: 25,427 Avg impressions per post: 635 <small>*post views, daily digest clicks, and email notifications opened</small>

Print media

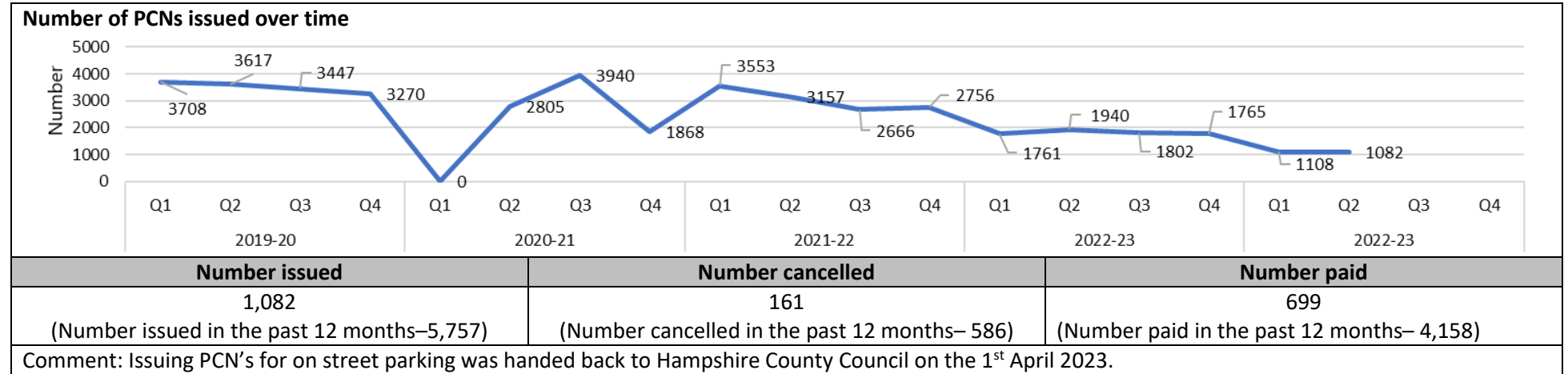
Press releases				Media enquires			
5				15			
DoT from last quarter (8)	↓	DoT from this quarter last year (10)	↓	DoT from last quarter (28)	↓	DoT from this quarter last year (13)	↑

Overall digital uptake

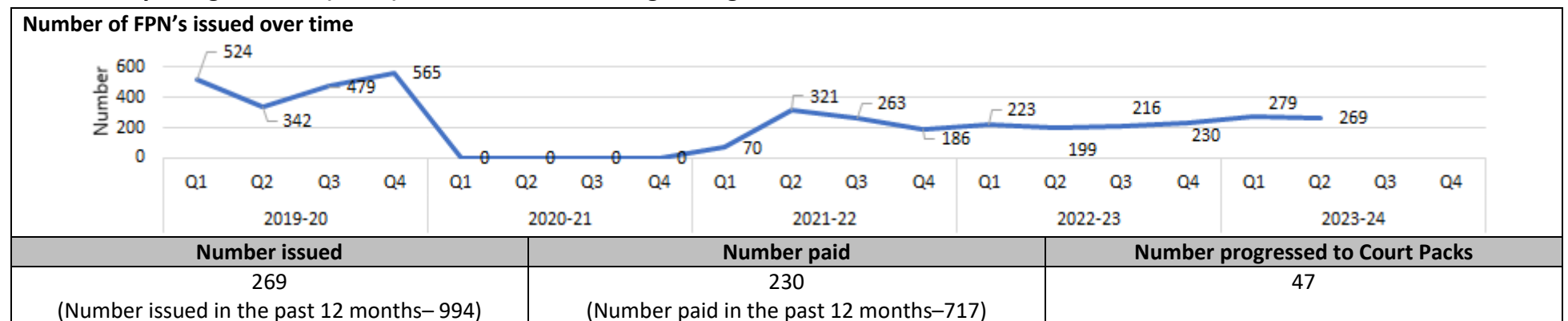
% of transactions through digital services versus other channels (where a digital service is available)	DoT from last quarter	DoT from this quarter last year
73% of 7,338 transactions	↓ (77% of 8,561 transactions)	↑ (72% of 7,744 transactions)
Comment: Fewer transactions in Q2 compared to previous years appears to be related to fewer garden waste subscription renewals.		

Key Service Indicators

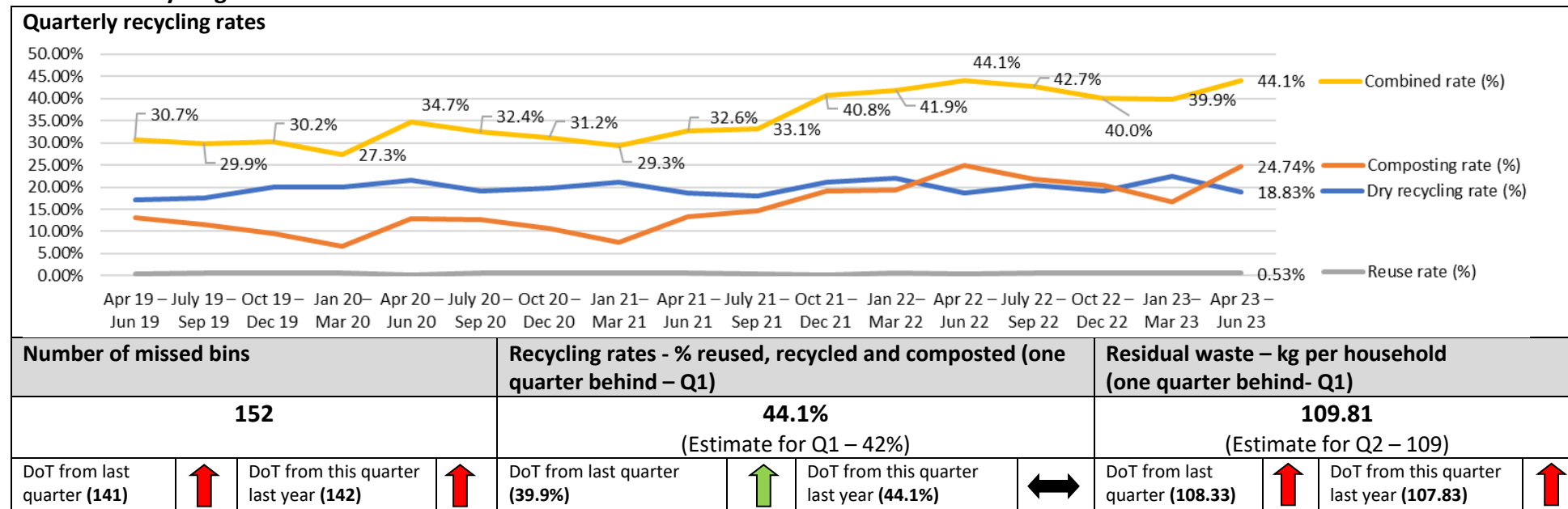
Penalty Charge Notices (PCNs)



Fixed Penalty Charge Notices (FPN's) Issued for litter and dog fouling



Waste and recycling



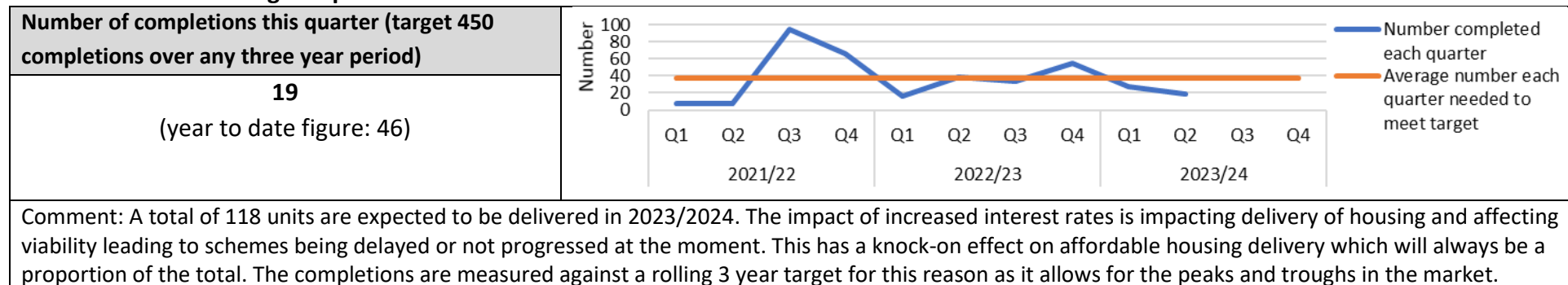
Homelessness

Number of Homelessness enquires				Number placed in B&Bs				B&B costs - gross			
284				20				£26,872 estimate			
DoT from last quarter (281)	↑	DoT from this quarter last year (364)	↓	DoT from last quarter (14)	↑	DoT from this quarter last year (24)	↓	DoT from last quarter (£38,718)	↓	DoT from this quarter last year (£33,351)	↓

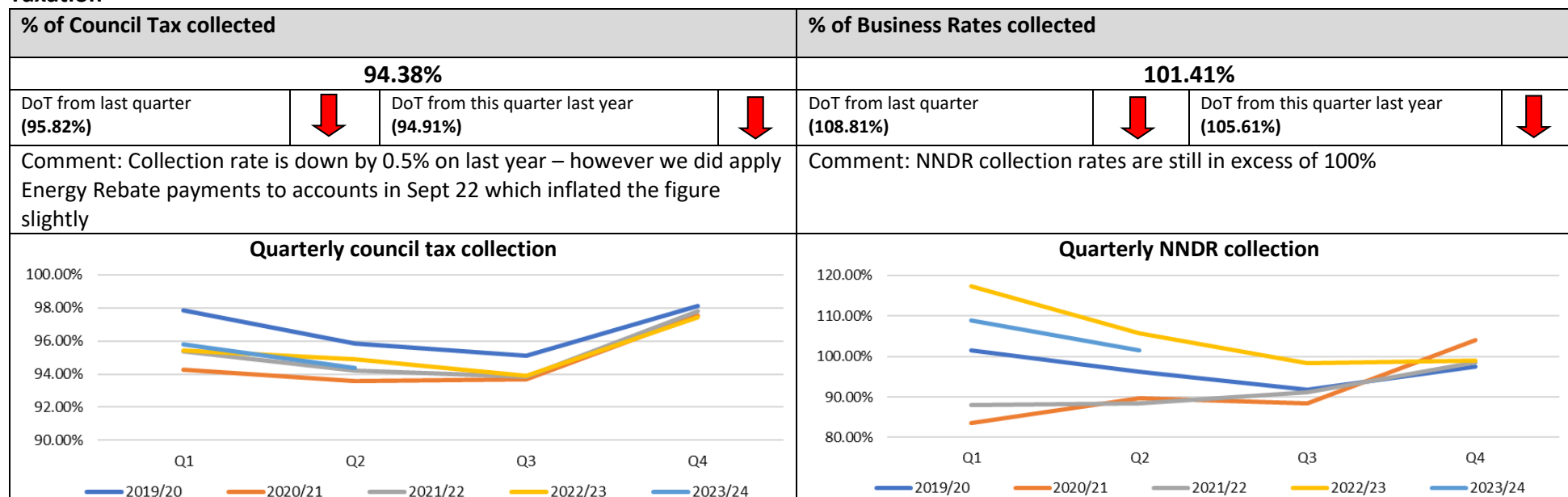
Housing Allocation Pool

Number added to pool this quarter				Number housed this quarter				Total number in the Housing Allocation pool			
146				95				1,864			
DoT from last quarter (126)	↑	DoT from this quarter last year (162)	↓	DoT from last quarter (62)	↑	DoT from this quarter last year (34)	↑	DoT from last quarter (1,759)	↑	DoT from this quarter last year (1,680)	↑

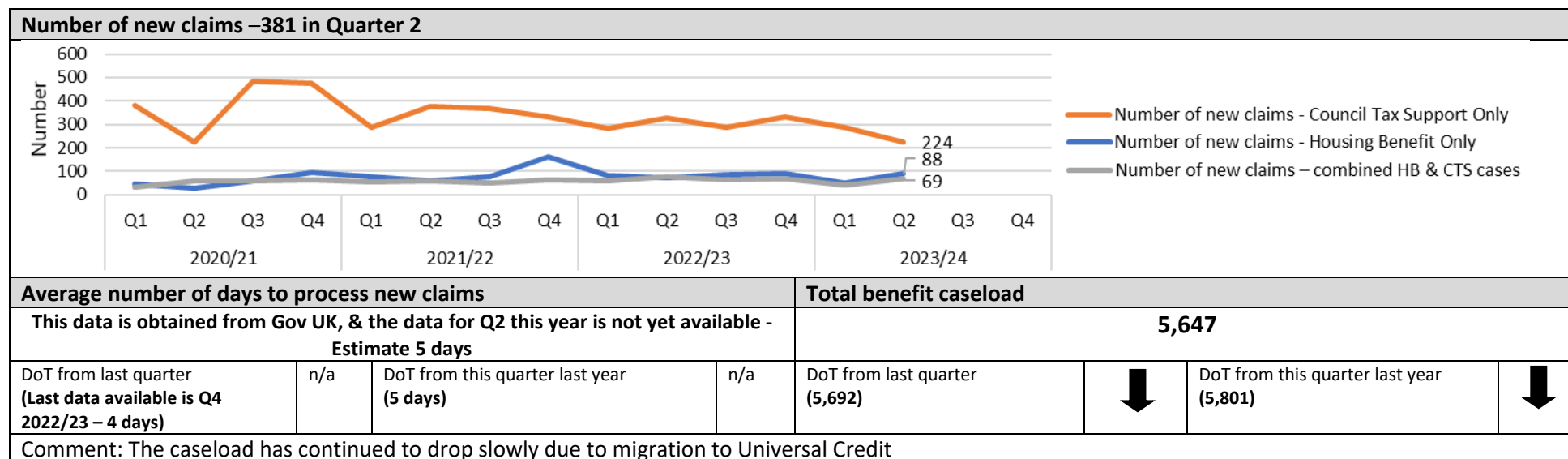
Gross affordable housing completions



Taxation



Benefits



Planning applications

Number of planning applications this quarter				Major and small scale major Applications determined within 13 weeks (target 60%)	Minor (Non householder) Applications determined within 8 weeks (target 65%)	'Other' (Including Householder) Applications determined within 8 weeks (target 80%)
283						
DoT from last quarter (340)	↓	DoT from this quarter last year (236)	↑	100%*	93%**	97.4%***
Comment: * 2 of the 3 applications determined in the quarter were outside the statutory period however both were subject to agreed extensions of time and therefore are recorded as 'in time' **7 of the 14 applications determined in the quarter were outside the statutory period however 6 were subject to agreed extensions of time and therefore are recorded as 'in time' ***18 of the 77 applications determined in the quarter were outside the statutory period however 16 were subject to agreed extensions of time and therefore are recorded as 'in time'						

Planning Appeals

Number of planning appeals submitted	Number of appeals allowed	% of appeals allowed (target 40%)
4	0 (1 decisions this quarter)	0%
Details of Planning appeals allowed: no planning appeals allowed this quarter.		

Electoral Registration

% of registered properties (properties minus 'true' voids)	DoT from last quarter	DoT from this quarter last year
86%	↔ (86%)	↔ (86%)
Comment: Please note that true voids were unable to be calculated at this time of year as we are undertaking the yearly canvass and the markers which identified true voids have been removed.		

Rushmoor Borough Council - Corporate Risk Register v13.0 25/10/23 (CABINET)

Risk Title	Risk Owner	Risk Type	Risk Description & Potential Outcomes	Inherent Risk Score	Inherent Risk Rating	Inherent Risk Trend	Existing Controls / Mitigation	Residual Risk Score	Residual Risk Rating	Residual Risk Trend	Additional Mitigation Planned	Target Risk Score	Target Risk Rating	Target Risk Trend
Strategic Risks (ST) - Total 8 (+/- 0)														
Financial sustainability of public sector partners	Paul Shackley	ST	<p>The financial sustainability of a wide group of public sector partners is negatively impacted, resulting in reduced service provision by all. In this scenario, the range and quality of services available to residents could be affected.</p> <p>This could have negative repercussions for health, education, community outcomes and economic outcomes identified in the Council Business Plan</p> <p>It is possible that the Council would be expected to meet some of this 'gap' in provision thus exposing the Council to potential financial and reputational risk.</p>	12	High	↔	<p>Close partnership working at a senior officer and political level with the Council's public sector partners.</p> <p>Members and Officers are well briefed on potential implications/risks arising from decisions taken by other public sector partners</p>	8	High	↔	<p>Continued horizon scanning/monitoring of the broader policy context.</p> <p>Respond to HCC Budget consultation.</p>	6	Medium	↔
Deteriorating economic conditions	Tim Mills	ST	<p>Adverse changes to the economy could result in the loss of major employers within the Borough and/or impacts on particular sectors of the economy. This could result in increasing levels of unemployment and higher levels of deprivation and inequality.</p> <p>Impact of rising inflation on the cost of living, supply chain issues, mismatch of labour supply and fuel shortages have slowed growth and are limiting the strength of the recovery, including on the high street.</p> <p>Changes of this nature have potential implications for the Council in terms of increased demand for services and adverse financial impact.</p> <p>There is also a reputational risk if the Council is not seen to be adequately responding to economic changes or shocks.</p>	12	High	↔	<p>Partnership working with other organisations around support for the economy and local businesses.</p> <p>Engagement with Ward Councillors.</p> <p>Maintaining an understanding of local economic conditions – tracking economic indicators at a local level.</p> <p>Ensuring that key issues/ events are escalated to CMT/ ELT at the appropriate time.</p> <p>Strategic Economic Framework agreed in April 2022.</p>	12	High	↔	<p>Revised package of business support being delivered from September 2022 onwards:</p> <ul style="list-style-type: none"> Invest to grow Incubative enterprise support SeedL - training LoCase - Low Carbon funding <p>Regular business surveys to understand business needs.</p> <p>Business support element of UKSPF.</p> <p>Strategic Economic Framework implementation.</p>	6	Medium	↔
Decline in the retail sector/town centre uses and subsequent impact on town centres	Tim Mills	ST	<p>Economic and social changes have a significant negative impact on Farnborough and Aldershot Town Centres and therefore reduce the ability to deliver the Council Plan priority of delivering vibrant town centres. This could result in empty retail units, a loss of facilities and amenities for residents and a possible increase in crime and anti-social behaviour.</p> <p>A decline in retail will also have an impact on Business Rates income for the Council.</p> <p>Changes to Permitted Development undermine Town Centre regeneration</p> <p>Announcements of CVAs by Wilko and Prezzo and store closures by Boots demonstrate the potential further retrenchment of major changes. Further bank closures.</p>	12	High	↔	<p>Programmes of town centre regeneration in both Aldershot and Farnborough which give consideration to future economic and social trends.</p> <p>Dedicated resource within economy team, working with retail sector and other town centre uses e.g. culture and arts.</p> <p>Activity in both town centres to maintain/increase footfall.</p>	9	High	↔	<p>Review of engagement with and ongoing provision of business support to Town Centre businesses.</p> <p>Role of the Aldershot Town Centre Task Force being reviewed.</p> <p>Article 4 confirmed however since this time SoS has requested additional justification and consideration of modification.</p> <p>Work with police to tackle increased or perceived increase in ASB/Crime particularly in Aldershot</p> <p>Increase in Farnborough markets/events. Enhance activity due to ownership of Meads and potential of union Yard</p>	6	Medium	↔
Poor Educational Attainment - Secondary schools	Rachel Barker	ST	<p>Educational attainment at secondary education level continues to present challenges. This may have an impact on deprivation, unemployment etc. Impact on the area's local reputation. May impact on service demand.</p>	9	High	↔	<p>HCC responsible for Education. RBC supporting role - Priorities set out in the Supporting Communities Action Plan – focus on increasing aspirations.</p> <p>Joint work on supporting families with Hampshire Children's Services</p>	9	High	↔	<p>Ongoing dialogue with headteachers of key educational establishments e.g. Farnborough 6th Form.</p> <p>Engaging with young people relating to skills, development and opportunities in line with the supporting the communities strategy and action plan. Service Plans 23/24</p>	6	Medium	↔
Securing infrastructure investment	Karen Edwards	ST	<p>Inability to attract infrastructure investment through the public and private sector to support priorities and projects identified in the Council Business Plan.</p> <p>In particular, failure to secure investment in the area could lead to a decrease in Rushmoor's competitiveness and attractiveness and put at risk the stated aim for a thriving Rushmoor economy, vibrant town centres and strong communities who are proud of the area.</p>	16	High	↑	<p>Work with public and private sector infrastructure providers and funders.</p> <p>Horizon scanning in relation to the levelling up agenda and its implications for Rushmoor.</p> <p>Horizon scanning by Policy Team for future funding opportunities.</p>	6	Medium	↓	<p>Engage effectively with the 'County Deal' processes and other opportunities to access Government funding, including UK Shared Prosperity Fund and the Levelling Up Fund.</p> <p>Continue to secure support from local stakeholders for projects - including residents, HCC and MP.</p>	6	Medium	↔
Poor Health Outcomes within Borough (e.g. obesity, mental health etc)	Rachel Barker	ST	<p>Rushmoor has areas where there are health inequalities and health deprivation. Additional stress and burden on local services – including partner agencies.</p> <p>Aging population. Areas of deprivation have poorer health outcomes and higher demands associated.</p> <p>Diabetes, highest smoking rate in Hampshire, high instance of obesity and inactive adults.</p> <p>Mental Health and wellbeing – lack of funding available at local level</p>	12	High	↔	<p>Supporting Communities Strategy and Action Plan adopted</p> <p>Joint working with partners, particularly with the ICS, HCC and the PCNs with a range of initiatives and plans in place or being developed.</p> <p>Projects to include increased physical activity and reducing obesity in the Borough.</p> <p>Identified as a priority for the Council. Executive Director is a member of the ICS Board.</p>	6	Medium	↔	<p>Review approach to resourcing (in conjunction with partners, in particular the ICS and HCC) and then overall approach to delivering the Council's ambitions (Q3 2023/24).</p>	6	Medium	↔

Changing external policy context	Rachel Barker	ST	Significant fast track change which can have significant impact on services, levels of available resources or the Council's financial position all of which could adversely impact on the Council's ability to deliver its priorities. The long-term economic picture remains uncertain. Reputational risk if the Council is unable to sufficiently adapt to the changing environment.	12	High	↔	Service level risk assessments to consider impacts of potential policy changes on individual Council services. Policy and Communications service to support ELT and CMT with 'horizon scanning' which will assist the Council in identifying and where possible responding to some changes.	6	Medium	↔	Continued engagement with Government officials and other partners. New Service structure to implemented from 1st July 2023	6	Medium	↔
Demographic change	Rachel Barker	ST	Changes in Rushmoor's demography could impact on services required or expected by residents as well as how they engage with the economy or society more generally. Any sudden shifts in demography may not be visible to the Council for a period of time which could result in services not being delivered effectively or efficiently and could impact on the Council's ability to deliver its aim of having strong communities who are proud of their area.	6	Medium	↔	Community engagement work may identify some changes ahead of them being reported in data sets. Review and analyse publicly available datasets, alongside those held by the Council. Work with partners to understand trends that exist at a larger geography and potential implications (e.g. aging populations) Presentation to CMT in April 2023 on census data. Census information reviewed and shared widely across the Council and with partners so that trends and their implications are understood.	4	Medium	↔	CMT Services Managers session on census data and implications planned for Q3 2023. RBC response to ONS consultation on future census arrangements to stress the importance of the census data - October 2023.	2	Low	↔

Standing Corporate Risks (SC) - Total 17 (+1) 2 not suitable for Public Register/Removed, 3 Redacted

Financial Sustainability	Peter Vickers	SC	Government funding declines putting financial sustainability at risk. Business Rates base reduces due to lower economic activity Council cannot afford to deliver services on current cost configuration. Lack of engagement from officers and members with the financial challenge. Savings Programme does not deliver required savings . Poor decision making on financial commitments. Decisions taken in isolation and do not form part of wider strategy. Inflationary pressures and increase in PWLB/Other LA interest rates places additional pressure on the Council's finances After a period of instability in Central Government, the current administration has put controlling inflation and deficit at heart of it's policies, although decisions on funding and deferring some of the difficult decisions on local authority funding has "kicked the can down the road"	16	High	↔	The Savings and Transformation Programme, created through the CREP and OBB processes have created a budget which is balance for the next two financial years. The savings are monitored both through the normal quarterly monitoring process and more specific monitoring for high value/risk plans. If any spending above budget is identified, mitigations will be identified and implemented. Over the medium term announcements from Central Government, along with economic data are monitored and reported. This information will be built into future spending plans.	12	High	↔	Additional review of spending plans into 2025/26 and 2026/27 to address the potential funding gap. Autumn 2023 Review income sources to maximise cashflow. Summer 2023.	9	High	↔
Threat of Cybercrime & Data Loss	Ian Harrison	SC	Threat of outside malicious forces attempting to breach RBC's network. Breach could lead to data loss, loss of service(s) & potential unknown financial loss and possible enforcement action by the ICO. Inability to operate in whole or in part until the breach is addressed Inability to source goods and services to manage IT estate due to pressure on world wide supply chain which could result in unsupported infrastructure/ software or inability to move forward End user / insider risk of inadvertent actions that could result in cyber issue . Non-managed It presents a greater risk of data loss and fraudulent access without appropriate access and duties segregated.	16	High	↔	Redacted. Full remediation plan in place – details are not included in this register due to their sensitive nature.	12	High	↔	Redacted. Full remediation plan in place – details are not included in this register due to their sensitive nature.	12	High	↔
Major Data Breach – non-technical (human and physical)	Ian Harrison	SC	Loss/accidental destruction of/ alteration of/unauthorised access to personal data caused by ineffective processes or lack of training or understanding of training. Shared office space. Home working/hybrid working has additional risks.	12	High	↔	Redacted. Full remediation plan in place – details are not included in this register due to their sensitive nature.	8	High	↔	Redacted. Full remediation plan in place – details are not included in this register due to their sensitive nature.	8	High	↔
Management of external debt - Interest rate/refinancing risk, access to capital finance	Peter Vickers	SC	The Council cannot commit to fund the programme of projects, within the regeneration and property programme. Failure to deliver the schemes as a result of a lack of funding and team resources will not meet the overarching strategy objective as stated in the Council Business Plan to deliver additional income or capital and regenerate our town centres. The recent increases in interest rates makes affordability of funding more challenging.	12	High	↔	Secured some external grant funding to assist with bridging funding gaps. Review of capital and investment position overall and mindful of CIPFA consultation on debt funding. Ensuring finance colleagues are kept up to date with both current / forecast project spending and potential sales of assets. A programme is being drafted to manage the wider financing needs and timing of receipts.	12	High	↑	Seek additional grant funding to mitigate the risk to the Council. Obtain detailed expert advice and carry out due diligence on major projects and capital commitments. Consider joint ventures and other methods of delivery in order to share the risk/reward. Continue to review financial position in order to determine capacity to support regeneration and property projects. Review opportunities for receipts in the context of income received from these assets. Expedite actions to enable disposal of identified assets. Work with members to establish priorities for commitment of available funding against regeneration programme Consider the slowing of programme	4	Medium	↔
PCI DSS compliance	Peter Vickers	SC	Council is not currently fully compliant with PCI DSS Council is aware and has chosen not to be fully compliant - additional processing fee is paid but no further mitigation is in place Council engaged QSA with review of current position and recommendation on future options	12	High	↔	Redacted. Full remediation plan in place – details are not included in this register due to their sensitive nature.	8	High	↔	Redacted. Full remediation plan in place – details are not included in this register due to their sensitive nature.	4	Medium	↔

Lack of employee alignment, engagement and development will reduce organisational performance	Belinda Tam	SC	A high performing organisation requires employees to be engaged, aligned and developed – significant risk of performance targets not being achieved if these areas are not developed. Increased risk of inability to recruit and retain. Due to the age profile there is a risk of losing knowledge and experience in coming years.	16	High	↔	<ul style="list-style-type: none"> Developmental activities: •Annual Development Reviews May-Aug, with learning needs feeding into the corporate Learning and Development plan, and individual service L&D needs/CPD identified •My Learning e-platform for compliance and developmental training, with reminders when training due •Bespoke leadership development, ongoing internal communications via Staff Live, Yammer, People Portal, email, team meetings, 121s •Regular and ongoing engagement activities e.g. around savings/transformation and other priority areas. Regular review of people engagement opportunities and attract, recruit and retention policies. 	8	High	↔	Review of corporate succession planning (2023)	4	Medium	↔
Insufficient funding to proceed with projects	Karen Edwards	SC	<p>The Council cannot commit to fund the programme of projects, within the regeneration and property programme.</p> <p>Failure to deliver the schemes as a result of a lack of funding and team resources will not meet the overarching strategy objective as stated in the Council Business Plan to deliver additional income or capital and regenerate our town centres.</p> <p>The recent increases in interest rates makes affordability of funding more challenging.</p>	16	High	↔	<p>Secured some external grant funding to assist with bridging funding gaps. Review of capital and investment position overall and mindful of CIPFA consultation on debt funding.</p> <p>Ensuring finance colleagues are kept up to date with both current / forecast project spending and potential sales of assets.</p> <p>A programme is being drafted to manage the wider financing needs and timing of receipts.</p>	9	High	↔	<p>Seek additional grant funding to mitigate the risk to the Council. Obtain detailed expert advice and carry out due diligence on major projects and capital commitments.</p> <p>Consider joint ventures and other methods of delivery in order to share the risk/reward.</p> <p>Continue to review financial position in order to determine capacity to support regeneration and property projects.</p> <p>Review opportunities for receipts in the context of income received from these assets. Expedite actions to enable disposal of identified assets.</p> <p>Work with members to establish priorities for commitment of available funding against regeneration programme</p> <p>Consider the slowing of programme</p>	4	Medium	↔
Regeneration of town centres does not deliver economic, community and financial benefits - see major projects	Karen Edwards	SC	<p>Anticipated project expenditure of circa £300m expected to require RBC borrowing / rental guarantees / external funding to fulfil.</p> <p>High levels of public and political interest in both town centre major projects.</p> <p>Reputation for delivery will be tested.</p> <p>High intensity of resource required with many interdependent parts - leisure, civic, public realm, retail, hotel, highways etc</p> <p>Publicly, politically and financially RBC's regeneration interventions are deemed a failure negatively impacting the Council.</p>	9	High	↔	<p>Comprehensive regeneration programme governance process implemented. (Board meets 6-weekly)</p> <p>Regular Cabinet and Member reporting</p> <p>External due diligence engaged</p> <p>External grant funding secured</p> <p>Wider Town Centre Strategy for Farnborough completed and adopted by Cabinet in Summer 2022</p>	9	High	↔	<p>Further public/market engagement planned.</p> <p>Programme / scheme viability to be reviewed regularly.</p> <p>Seek further external grant funding to reduce Council financial exposure - LEP / Homes England / High Street Fund etc.</p> <p>Engage with the market to establish a new development partner/delivery route.</p>	6	Medium	↔
Civic Quarter, Farnborough - Major Project	Nick Irvine	SC	<p>Anticipated project expenditure of circa £250m expected to require RBC borrowing / rental guarantees / external funding to fulfil.</p> <p>High levels of public and political interest in scheme.</p> <p>Reputation for delivery will be tested.</p> <p>Publicly, politically and financially RBC's regeneration intervention is deemed a failure negatively impacting the Council.</p>	9	High	↔	<p>Comprehensive regeneration project governance process implemented - RBC Board meets monthly</p> <p>Regular Cabinet and Member reporting.</p> <p>External due diligence engaged.</p> <p>Public engagement undertaken in September 2021.</p> <p>Planning application approved (subject to s106) in February 2023.</p>	9	High	↔	<p>Programme / scheme viability to be reviewed regularly.</p> <p>Seek further external grant funding to reduce RBC exposure - LEP / Homes England / High Street Fund</p> <p>OPE funding bid for £2m submitted in March 2023 to assist with early enabling works - awaiting outcome.</p> <p>Engage with the market to establish a new development partner/delivery route.</p>	6	Medium	↔
External Audit opinion	Peter Vickers	SC	<p>Inability to publish Statement of Accounts by statutory deadline</p> <p>Council is not able to secure an unqualified opinion of the financial statements</p> <p>Significant governance issues across the authority results in a qualified VFM opinion</p> <p>National position shows 76 audit opinions from 2019/20 audit have not yet been finalised (Q2 2021)</p> <p>90% of audit opinions for 2020/21 were not provided by the statutory date (Sept 2021)</p> <p>Inadequate record keeping or documentation to support key financial statements and accounting judgements</p> <p>External auditor recommendations are not considered by the Council</p> <p>Council cannot complete Annual Statement of Accounts by statutory deadline</p> <p>Council cannot amend draft Statement of Accounts due to lack of suitably qualified/experienced staff and loss of staff through absence</p> <p>Property unable to find records or respond adequately to EY queries may lead to a limitation of scope opinion or a qualified opinion</p> <p>Council does not prioritise asset valuation work or responding to audit queries leading to EY to lose confidence in the authority.</p>	8	High	↔	<p>Finance Manager in post and leading on Statement of Accounts production and liaison with EY</p> <p>Continued effort to recruit Capital Accountant and Principal Accountant (T&T) to provide adequately resourced, qualified, experienced team</p> <p>FIP restructure identifies resource requirements within finance</p> <p>Review of Integra over longer-term to produce accounting information</p> <p>PSAA aware of local audit performance but remains difficult to address supply-side issues</p> <p>Audit opinion fatigue - gap between audit is required to ensure learning from previous year can be actioned</p> <p>Statutory deadlines extended for next 2 audit periods</p> <p>Delay in implementation of new Accounting Standards</p> <p>Jan-22 Trainee Capital Accountant & Junior Service Accountant recruited, which will boost teams resources to produce SoA and answer EY queries in a timely manner</p> <p>Property, Insurance & Finance information with respect to properties is now aligned & information now freely passes between property & finance team</p>	6	Medium	↔	<p>Improved working/information sharing between finance and property given focus on PPE valuations</p> <p>Increase awareness at HoS and SM level around service responsibilities for final accounts</p> <p>Impact from 2019/20 onto 2020/21 and 2021/22 process</p> <p>EY Resourcing not improved</p> <p>No real prospect of significant improvement over short-term. Significant risk that 2020/21 audit opinion is not available Autumn 2022 with 2021/22 audit opinion being received after statutory deadline</p> <p>Planned implementation of Fixed Asset Module (FAM) within Integra should reduce pressure on staff surrounding changes to assets held by the Council (although short-term resource pressure will increase)</p>	4	Medium	↔

Loss of Accommodation/ Building (Temporary & permanent)	Rachel Barker	SC	<p>The councils main building may be lost to natural causes, unforeseeable events of crisis, outside malicious forces or fire.</p> <p>The loss of the building would prevent the council operating at 100% capacity until such time as a secondary building(s) could be set up for officers to work.</p> <p>The financial costs would be extreme, albeit partially if not wholly covered by insurance policies.</p> <p>There is a risk of loss of life for any officers or member of public who may be in the building at the time of said event(s)</p>	8	High	↔	<p>Business continuity plan & IT Disaster recovery plans in place.</p> <p>Contract with Daisy Recovery Services Ltd in place.</p> <p>Multiple copies of BC/DR Plans have been disseminated also available on Resilience Direct</p> <p>Fire risk assessments undertaken regularly</p> <p>Most staff are able to work from home in the event of the Council offices being unavailable, this is assuming IT isn't affected.</p> <p>Prince Hall could be set up as a temporary front of house service.</p>	6	Medium	↔	Business continuity plan and IT Disaster recovery plan to be tested – NS/RS/AM	6	Medium	↔
Climate Change – Failure to deliver ambition for a carbon neutral Council by 2030.	Rachel Barker	SC	Risk of not delivering high profile organisational objective due to insufficient resources or lack of support because of other priorities	9	High	↔	<p>Development of an action plan and assessing resourcing requirements. This is kept under review.</p> <p>Allocation of ringfenced resource to deliver project.</p> <p>Projects incorporated within Service Business Plans as part of the Review of the Climate Change Action Plan.</p> <p>Climate Change Action Plan 2023 - 26 agreed by Cabinet in July 2023.</p>	6	Medium	↔	Develop arrangements to deliver projects with partners.	6	Medium	↔
Governance and Decision Making – Not meeting statutory deadlines. Legal challenge to a high profile, or regeneration related, or high value decision made by the Cabinet, Committees or under delegated powers.	Ian Harrison	SC	<p>Risk of non-compliance with legal requirements. Financial loss from costs of defending, or costs of halting development works.</p> <p>Reputational risk.</p> <p>Risk of delay in delivering key organisational objectives.</p>	9	High	↔	<p>Governance Group meets weekly to consider more complex decision-making matters including Interests and Member engagement.</p> <p>Delegated decision making is monitored by the Governance Group.</p> <p>Strengthening of the governance arrangements with improvements to understanding, learning and development for Members on the CGAS committee.</p> <p>Independent Person recruited as a member of CGAS, offering independent oversight, particularly from an audit perspective.</p> <p>Constitution kept under review in liaison with a subgroup of CGAS (the Constitution working group). Training on decision making provided to CMT/Service Managers.</p> <p>There is a guidance note for Executive Decision Making.</p> <p>Timetables and reminders for deadlines provided by meeting administrators.</p> <p>Senior Managers deliver Corporate Induction on Constitution for staff.</p> <p>Training and development of CGAS members provided as part of annual suite of training.</p> <p>Change of membership/CGAS carried out following each electoral cycle.</p> <p>Members receive training by end of July in each civic year.</p>	6	Medium	↔	<p>Continue to integrate risk management in corporate governance arrangements - continual improvement.</p> <p>Ensure horizon scanning continues within sector.</p>	6	Medium	↔

Union Street, Aldershot - Major Project	Karen Edwards	SC	Anticipated project expenditure of circa £40m expected to require RBC borrowing / rental guarantees / external funding to fulfil. High levels of public and political interest in scheme. Reputation for delivery will be tested, particularly as the Council is undertaking development of the scheme. Financial modelling builds in assumptions relating to income that are yet to be secured by way of pre-lets. It also assumes certain rates of interest aligned to any borrowing. Publicly, politically and financially RBC's regeneration intervention is deemed a failure negatively impacting the Council.	6	Medium	↔	External grant funding secured (£6.5m) Comprehensive regeneration project governance process implemented. (Board meets 2 monthly) Regular Cabinet and Member reporting. External due diligence engaged. Employers agent appointed to review and approve costs and specifications. Commercial advisors appointed to develop leasing strategy for commercial element of scheme Additional resource appointed (Development Manager) to oversee the scheme Entered into fixed price main JCT Design and Build contract with Hill Partnerships at end of October 2021. Engaged commercial advisors to assist with pre-let opportunities Estate Management company appointed Capital receipt from the affordable housing element of the scheme agreed and progressing	4	Medium	↔	Identify a management company to oversee student element of the scheme on behalf of the Council. Rushmoor Homes Limited to purchase the market rent units from RBC. Consider funding profile in order to best manage risk exposure.	2	Low	↔
NEW Leisure and Cultural Hub - Major Project	Karen Edwards	SC	Anticipated project expenditure of circa £68m expected to require RBC borrowing / income guarantees / external funding to fulfil. High levels of public and political interest in scheme. Reputation for delivery will be tested, particularly as the Council is undertaking development of the scheme. Financial modelling builds in assumptions relating to income that are yet to be secured. Publicly, politically and financially RBC's regeneration intervention is deemed a failure negatively impacting the Council.	6	Medium	N/A	External grant funding secured (£20m) through Levelling Up Fund. External funding to be fully utilised prior to a need for Council funding - anticipated in 25/26 onwards. Comprehensive cross-party regeneration project governance process implemented. (Board meets 2 monthly) Regular Cabinet and Member reporting. External due diligence engaged. Employers agent appointed to review and approve costs and specifications. Additional resource appointed to oversee the scheme through feasibility Further gateway sign off required before project is fully committed financially in mid 2024.	4	Medium	N/A	External funding opportunities through additional grants	2	Low	N/A
Escalated Service Risks (ES) - Total 7 (-1 Total, 2 Removed 1 New)														
Failure to reprovide temporary accommodation	Tim Mills	ES	Temporary Accommodation project seeking to identify, purchase and repurpose accommodation to replace North Lane Lodge and Clayton Court. Partner to provide turnkey solution identified and in place. Working with SSJ to continue market search.	12	High	↔	Temporary Accommodation project seeking to identify, purchase and repurpose accommodation to replace North Lane Lodge and Clayton Court. Partner to provide turnkey solution identified and in place. Working with SSJ to continue market search. Suitable property to replace NLL is now in place.	9	High	↔	Extended timescales with Grainger beyond end 2023 for at least one of the buildings.	4	Medium	↔
Changes to the immigration system	Rachel Barker	ES	Changes to the asylum system result in reduced levels of community cohesion. Increased service demand Associated funding position is complex and uncertain and may not meet demand. Proposals can come on stream swiftly and may cause pressure on resources.	12	High	↔	Close working with relevant teams across the Council (community, housing, comms, community safety) and with regular briefings to senior managers and portfolio holders. Close working with external stakeholders including police, SMP, County Council, Home Office and their provider Clear Springs	12	High	↔	Further discussions with SMP and Home Office to understand how new regional dispersal system will operate (Q2 and Q3 2023/24) Member and staff briefings taking place Q3 2023/24	4	Medium	↔
NEW LEP absorption into County leads to loss of services and funding	Tim Mills	ES	LEP will end 31/3/24 and will be a County responsibility. Potential diversion of funding to other purposes or areas	12	High	N/A	Relationships with HCC and remaining LEP officers	8	Medium	N/A	Enhance engagement with economic team at HCC	4	Medium	N/A
Reduced Income from Property Portfolio	Tim Mills	ES	Significant loss of income from the Council's property portfolio arising from a variety of reasons including deteriorating economic conditions, downturn in the property market and changing consumer or business habits.	9	High	↔	Establishment of a Capital Programme and Property Advisory Group (CPPAG) to monitor performance and advise on necessary actions alongside the appointment of LSH Investment Management (LSHIM) to asset manage part of the portfolio and support current in-house skill, knowledge and capacity. Also, the establishment of a Commercial Property Reserve to act as a buffer for any significant in year loss of income. Prudent budgeting on Meads and Property Budget and early securing of key rents allows room for level of deterioration	6	Medium	↔	Managing income through payment plans, where necessary. Increased emphasis by the service in managing debts. Working with tenants directly and with LSHIM to identify issues and actions and reporting to PIAG. Implementation of asset management system under way. Identifying additional resource to underpin this important source of income by working on options to re-occupy vacant properties and identifying funds for improving the properties for quicker lettings and reducing the rent-free periods. Evaluating opportunities to create additional income to support the Council's financial position and bring forward where possible. This includes repurposing existing assets and adopting an agreed commercial approach to new ground leases. Production of Asset Management Plan to enable 7 year forecasting including ensuring all reviews etc. are undertaken pro-actively and increased focus on debt management	6	Medium	↔

Financial system	Peter Vickers	ES	<p>Integra Financial System is not able to support Council requirements</p> <p>Lack of knowledge and skills within Finance and IT</p> <p>Patch Management of Integra weak leading to unsupported release</p> <p>Lack of development of Integra system within RBC means not fit for purpose</p> <p>Poor engagement from RBC HoS/SM/BH</p> <p>Link to risk - inaccurate financial reporting</p> <p>Reliance on external support from CAPITA may be weakened with focus on CENTROS</p> <p>Alternative financial records are maintained by services bypassing Integra</p> <p>Current version of Integration due to be unsupported by Capita from 01/04/2024</p>	9	High	↔	<p>Finance and IT are able to maintain current system</p> <p>Systems Accountant in post since August 2022</p> <p>Project team established to review options.</p> <p>Capita conducting a BPR in October 2022</p> <p>Systems Accountant is reviewing access, procedures and associated documentation and the Chart of Accounts - all to improve the finance system</p> <p>Training given to staff outside of Finance throughout the OBB process (see above) and further training is planned.</p> <p>Systems Accountant & two IT members booked onto a Capita training session for System administration. Finance & IT staff booked onto a Capita course for Integra's new reporting tool (which allows drill down) Xquery which will allow reports to support the Council services to be written</p>	4	Medium	↔	<p>Business Process Review with Capita likely to provide roadmap</p> <p>Additional resources bid or wider support from Digital Team</p> <p>Training and Development of existing team and IT staff to provide more detailed knowledge</p> <p>Further improvement of the system assigning dashboards to HoS/budget managers to assist management of budgets</p>	4	Medium	↔
Changing priorities and outcomes from either RDP partner	Karen Edwards	ES	<p>RBC and Hill Investment Partnership each represent 50% of the Rushmoor Development Partnership. Decisions must be unanimous, any inability to arrive at a decision results in deadlock and delay. Decisions are often time sensitive, any tension/disagreement/conflict may cause delays. The Council sees no return on its investment in the RDP if shared outcomes and values cannot be agreed or conflict is not resolved and fails to deliver on its regeneration aspirations.</p>	9	High	↑	<p>Members Agreement sets out conflict procedures and arbitration process.</p> <p>Regular meetings between partners scheduled at both Investment Team and Board level to discuss decisions.</p> <p>Projects are jointly developed and agreed via a project plan setting out project outcomes and expected financial position of both parties post development</p> <p>Portfolio holder is on the RDP Board (with Exec Director and CEx) and Council Members kept informed of progress and key decisions.</p>	6	Medium	↑	<p>Opportunities for relationship building exercises and different working practices now that Covid restrictions have eased.</p> <p>Informal discussions at RDP Board level to consider business plan and where the RDP can add most value to both partners.</p> <p>Increase effort on bringing forward project plans swiftly for consideration following approval of outline planning for Civic Quarter.</p>	1	Low	↔
Inaccurate reporting of financial position	Peter Vickers	ES	<p>Financial reports to Cabinet provide inaccurate financial information leading to poor decision making</p> <p>Budget holders provide finance with either inaccurate forecasts or unrealistic estimates of future expenditure and income</p> <p>Budget holders do not engage with finance</p> <p>Budget holders unaware of budget and spend position</p> <p>Inflationary pressures not fully identified</p> <p>Remote working/working from home may make budget monitoring more difficult.</p> <p>Financial information held in Integra is not reviewed by budget holders</p> <p>Basis of forecasts/estimates does not take into account relevant financial information</p> <p>Decisions are made on income/expenditure that Finance are not made aware of</p> <p>Decisions are made on incorrect assumptions</p> <p>Decisions are taken on an ad-hoc basis without understanding or consideration of wider financial position.</p>	6	Medium	↔	<p>Financial Regulations</p> <p>Budget monitoring process and quarterly reporting</p> <p>BH access to Integra</p> <p>Finance team is almost at full complement enabling full review of transactions and support to BH</p> <p>Head of Finance provides additional High-Risk financial information to HoS</p> <p>OBB process resulted in budget training to staff outside the Finance Team</p>	6	Medium	↔	<p>Regular updates with Executive Heads Of Service so issues can be escalated as required</p>	4	Medium	↔

CABINET

COUNCILLOR GARETH LYON
PLANNING AND ECONOMY PORTFOLIO
HOLDER
REPORT NO. PG2334

21 NOVEMBER 2023

KEY DECISION? YES

REVIEW OF THE RUSHMOOR LOCAL PLAN 2014-2032**SUMMARY:**

The Council is required to review the Rushmoor Local Plan by 21 February 2024 in line with planning legislation. A review has been undertaken using the Planning Advisory Service (PAS) toolkit which concludes that the Local Plan policies need to be updated and that a full update of the Local Plan policies is required.

RECOMMENDATIONS:

It is recommended that the Cabinet:

Agree the conclusions of the review of the Local Plan, which are that:

- i. the Local Plan policies need to be updated; and
- ii. a full update of the Local Plan policies is required.

1. INTRODUCTION

- 1.1. The purpose of this report is to present the findings of the technical review of the Rushmoor Local Plan 2014-2032 and to seek the Cabinet's agreement of the conclusions of the review.
- 1.2. This is a key decision because it will be significant in terms of its effects on communities living or working in an area comprising two or more wards within the Borough, as the Local Plan is a Borough-wide document.

2. BACKGROUND

- 2.1. Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) (the Local Planning Regulations) sets out that a local planning authority must review a local plan every five years, starting from the date of adoption of the local plan, in accordance with section 23 of the Planning and Compulsory Purchase Act 2004 (the PCPA). The National Planning Policy Framework (NPPF) paragraph 33 clarifies the purpose of this review and sets out that policies in local plans should be reviewed to assess whether they need updating at least once every five years and should then be updated as necessary.

- 2.2. The Rushmoor Local Plan was adopted on 21 February 2019 so the policies must be reviewed to assess whether they need updating by 21 February 2024.

3. DETAILS OF THE PROPOSAL

General

- 3.1. The process for and content of the review of local plan policies is not prescribed in law or set out in national guidance, however the Planning Advisory Service (PAS), a branch of the Local Government Association (LGA), has provided a toolkit guide local planning authorities through the process of reviewing a local plan.
- 3.2. The toolkit is split into two parts:
- Part 1 considers the plan and policies against key requirements for the content of local plans set out in the PCPA, Local Planning Regulations, the NPPF, Planning Practice Guidance (PPG), Written Ministerial Statements and the National Model Design Code (NMDC).
 - Part 2 considers the plan against the key requirements for the content and form of local plans set out in the NPPF.
- 3.3. The Rushmoor Local Plan has been reviewed using the two parts of the toolkit (see Appendices 1 & 2). The outcome of the review is two decisions:
1. Whether the plan policies need to be updated
 2. Whether a partial or full update of the plan policies is required.

Do the plan policies need to be updated?

- 3.4. Based on the review using the toolkit, officers have determined that the plan policies do need to be updated, for the following reasons.
- 3.5. There have been a number of changes to national planning policy requirements since the adoption of the Local Plan in 2019, and further changes are expected to come forward in the next 12 months following the royal ascension of the Levelling Up and Regeneration Bill.
- 3.6. Applying the Standard Method for calculating local housing need and using the latest affordability data published in 2023, the housing need figure for Rushmoor reduces by 38% from 436 homes per year to 272 homes per year. This is considered to be a significant change which requires a review of the strategy in the Local Plan. There has been an over delivery of 2-bed homes and under delivery of 1, 3 and 4 bed homes against the recommended affordable housing mix in the Strategic Housing Market Assessment (SHMA). The recommended mix has not been reviewed since the SHMA was produced in 2016. There is a political aspiration to deliver more 3 and 4 bed affordable homes.
- 3.7. The Local Plan and its policy (along with the Hart Local Plan and Surrey Heath Local Plan) are not meeting the forecast employment floorspace need for the Functional Economic Area (FEA) for the plan period of between

210,644 and 229,029 sqm. There has also been a significant change in the national economic conditions and the lasting effects of the Covid-19 pandemic which are likely to have changed this need and also the type of site requirements due to shifts in the commercial market. There have also been changes to the Use Class Order and continual changes to permitted development rights for commercial and retail uses.

- 3.8. Prices specifically for construction material and in general have been rising since the start of the Covid-19 pandemic and this is likely to make development overall less viable. High interest rates for mortgages are also having impacts on the ability to sell new-build properties, particularly to first-time buyers, which may also impact on cash-flow and overall viability of developments. A number of developments have come forward since the adoption of the Local Plan either no or less than policy requirement affordable housing has been agreed due to the proposed development not being viable.
- 3.9. Additionally, there have been changes to the environmental context which have implications for the current Local Plan approach. The most significant of which is the statutory requirement to deliver 10% Biodiversity Net Gain. The requirement for mitigation in the form of Suitable Alternative Natural Greenspace (SANG) also presents a barrier to the delivery of homes in Rushmoor and a long-term strategy for its delivery is required.

Is a partial or full update of the plan policies is required?

- 3.10. Based on the review using the toolkit, officers have determined that a full update of the planning policies is required, for the following reasons.
- 3.11. The amendments to policies and changes to the national policy context is expected to result in a material change to the housing requirement, which will in turn have implications for other plan requirements and the overall evidence base.
- 3.12. The required update to policies is expected to affect one or more strategic policies, notably the housing, employment and environmental policies, which will have consequential impacts on the rest of the plan.
- 3.13. As a result of the expected implications for other plan requirements and the overall evidence base from the material change to the housing requirement, and the expectation that one or more strategic policies will need to be updated, officers do not consider it possible to undertake a partial update of the plan or update policies in isolation. A full update will therefore be required.
- 3.14. The consequence of this decision is that a new Local Plan will need to be prepared for Rushmoor. The Levelling Up and Regeneration Act 2023 paves the way for reforms to the plan-making process and the form and content of local plans. The Government has recently consulted on some of the detail of these reforms, but the full implications of the reforms will not be known until the secondary legislation is published, which is proposed for next year.

The reforms are likely to impact on when we can begin preparing a new Local Plan and the timescales that will need to be met. A report further detailing proposals for the new Local Plan is proposed to be brought to the Cabinet in due course, subject the progress of further guidance and secondary legislation.

Alternative Options

- 3.15. One alternative option is to determine that the Local Plan policies do not need to be updated, or that only a partial update of the Local Plan policies is required. This option is rejected because the evidence and assessment set out in Appendices 1 & 2 does not support this approach.
- 3.16. The second alternative option is not to make a determination on whether the Local Plan policies need to be updated. This option is rejected because it would be in conflict with Rushmoor's requirements under section 23 of the PCPA. The Council has a reputation as a competent local planning authority, has prepared two development plans since the introduction of the PCPA and is one of only 35% of local planning authorities which have adopted a local plan in the last five years. This option would put that reputation at risk.

Consultation

- 3.17. Reviewing Local Plan policies is deemed to be an activity under paragraph (3)(d) of section 33A of the PCPA – a 'Duty to Cooperate' activity – because it prepares the way for the preparation of development plan documents. The following Duty to Cooperate bodies were written to on 4th September 2023:
- Local planning authorities: Basingstoke and Deane Borough Council, Bracknell Forest Council, Elmbridge Borough Council, Guildford Borough Council, Hart District Council, Royal Borough of Windsor and Maidenhead, Runnymede Borough Council, Spelthorne Borough Council, Surrey Heath Borough Council, Waverley Borough Council, Woking Borough Council, Wokingham Borough Council
 - Enterprise M3 Local Enterprise Partnership
 - Environment Agency
 - Hampshire County Council
 - Hampshire and Isle of Wight Local Nature Partnership
 - National Highways
 - Historic England
 - Natural England
 - Frimley Integrated Care Board
 - Surrey County Council

The bodies were given the opportunity to make comments on any strategic issues which may be relevant to the review of the policies in the Rushmoor Local Plan. The responses received are summarised in Appendix 3.

- 3.18. The completed PAS templates (Appendices 1 & 2) and conclusions of the review were discussed at the meeting of the Strategic Housing and Local Plans Group (SHLPG) on 19th October 2023 and endorsed by the Group.

4. IMPLICATIONS (of proposed course of action)

Risks

- 4.1. The Council is required by law to review its Local Plan no later than five years after adoption to decide whether an update to the policies is necessary. Although the conclusion of the review is that a full update of the Local Plan policies is required, the Rushmoor Local Plan is considered to provide an up-to-date development plan for the purpose of decision-making whilst an updated Local Plan is brought forward. It is therefore considered that there are no direct risks of the recommendation to accept the conclusions of the review.

Legal Implications

- 4.2. There are not considered to be any legal implications arising from the recommendation to accept the conclusions of the review, as the Rushmoor Local Plan will remain the development plan for Rushmoor until such time that a new Local Plan is prepared and adopted. Further details of the proposals for a new Local Plan and any legal implications of this will be brought to the Cabinet at a future date.

Financial and Resource Implications

- 4.3. This decision means that a new Local Plan will need to be prepared for Rushmoor. Further details of the proposals for a new Local Plan and the financial and resource implications of this will be brought to the Cabinet at a future date.

Equalities Impact Implications

- 4.4. There are no equalities impact implications arising from the recommendation to accept the conclusions of the review. Equalities impact assessment work will accompany the preparation of a new Local Plan.

Other

- 4.5. There are not considered to be any other implications.

5. CONCLUSIONS

- 5.1. The conclusion of the review is that a full update of the Local Plan policies is required due to changes in national policy and the economic and environmental context within which the plan was prepared. The update to policies is expected to affect one or more strategic policy, notably the housing, employment and environmental policies, which will have

consequential impacts on the rest of the plan and therefore requires a full rather than partial review of the plan.

- 5.2. The outcome of the review has been supported by SHLPG, including Cllr Lyon the Portfolio Holder for Planning and Economy. The recommendation is made to Cabinet to ensure that the Council can meet its legal obligation to review the Local Plan within five years of its adoption.

APPENDICES

- Appendix 1 – PAS Local Plan Route Mapper Toolkit Part 1: Local Plan Review Assessment
- Appendix 2 – PAS Local Plan Route Mapper Toolkit Part 2: Local Plan Form and Content Checklist
- Appendix 3 – Responses from Duty to Cooperate Bodies on Local Plan Review

BACKGROUND DOCUMENTS:

There are no background documents.

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PAS LOCAL PLAN ROUTE MAPPER TOOLKIT PART 1: LOCAL PLAN REVIEW ASSESSMENT

Why you should use this part of the toolkit

The following matrix will assist you in undertaking a review of policies within your plan to assess whether they need updating.

The matrix is intended to supplement the [National Planning Policy Framework](#) (NPPF) (paragraph 33 in particular) and the associated [National Planning Practice Guidance](#) on the review of policies within the plan. Completing the matrix will help you understand which policies may be out of date for the purposes of decision making or where circumstances may have changed and whether or not the policy / policies in the plan continue to be effective in addressing the specific local issues that are identified the plan. This in turn will then help you to focus on whether and to what extent, an update of your policies is required. We would recommend that you undertake this assessment even if your adopted local plan already contains a trigger for review which has already resulted in you knowing that it needs to be updated. This is because there may be other policies within the plan which should be, or would benefit from, being updated.

This part of the toolkit deals only with local plan review. Part 2 of the toolkit sets out the content requirements for a local plan as set out in the NPPF. Part 3 of the toolkit outlines the process requirements for plan preparation set out in legislation and the NPPF. Soundness and Plan Quality issues are dealt with in Part 4 of the toolkit.

How to use this part of the toolkit

Before using this assessment tool it is important that you first consider your existing plan against the key requirements for the content of local plans which are included in the [Planning and Compulsory Purchase Act 2004 \(as amended\)](#); [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#) and the most up to date [NPPF](#), [PPG](#), Written Ministerial Statements and the [National Model Design Code](#). To help you with this **Part 2 of the toolkit** provides a checklist which sets out the principal requirements for the content and form of local plans against the relevant paragraphs of the [NPPF](#). Completing **Part 2 of the toolkit** will help you determine the extent to which your current plan does or does not accord with relevant key requirements in national policy. This will assist you in completing question 1 in the assessment matrix provided below, and in deciding whether or not you need to update policies in your plan, and to what extent.

Appendix 1 – PAS Local Plan Route Mapper Toolkit Part 1: Local Plan Review Assessment

To use the matrix, consider each of the statements listed in the “requirements to consider” column against the content of your current plan. You will need to take into consideration policies in all development plan documents that make up your development plan, including any ‘made’ neighbourhood plans and/ or any adopted or emerging Strategic Development Strategy. For each statement decide whether you:

- Disagree (on the basis that your plan does not meet the requirement at all);
- Agree (on the basis that you are confident that your current plan will meet the requirement)

Some prompts are included to help you think through the issues and support your assessment. You may wish to add to these reflecting on your own context.

Complete all sections of the matrix as objectively and fully as possible. Provide justification for your conclusions with reference to relevant sources of evidence where appropriate. You will need an up to date Authority Monitoring Report, your latest Housing Delivery Test results, 5 year housing land supply position, any local design guides or codes and the latest standard methodology housing needs information. You may also need to rely on or update other sources of evidence but take a proportionate approach to this. It should be noted that any decision not to update any policies in your local plan will need to be clearly evidenced and justified.

How to use the results of this part of the toolkit

The completed assessment can also be used as the basis for, or as evidence to support, any formal decision of the council in accordance with its constitution or in the case of, for example, Joint Planning Committees, the relevant Terms of Reference in relation to the approach to formal decision-making, as to why an update to the local plan is or is not being pursued. This accords with national guidance and supports the principle of openness and transparency of decision making by public bodies.

Appendix 1 – PAS Local Plan Route Mapper Toolkit Part 1: Local Plan Review Assessment

	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement
A	PLAN REVIEW FACTORS		
A1.	<p>The plan policies still reflect current national planning policy requirements.</p> <p>PROMPT: As set out above in the introductory text, in providing your answer to this statement consider if the policies in your plan still meet the ‘content’ requirements of the current NPPF, PPG, Written Ministerial Statements and the National Model Design Code (completing Part 2 of the toolkit will help you determine the extent to which the policies in your plan accord with relevant key requirements in national policy).</p>	Disagree	<p>Reason (with reference to plan policies, sections and relevant evidence):</p> <p>The NPPF has been updated on a number of occasions since the adoption of the Local Plan. The Local Plan has been assessed against the current NPPF requirements in Part 2 of the toolkit. In assessing the Local Plan against the NPPF, a coding system of green for wholly accords with, orange for partially accords with and red for does not accord with the NPPF has been used. Based on Part 2 of the toolkit, the Local Plan either wholly or partially accords with the majority of the relevant key requirements in the NPPF. The areas where the Local Plan does not accord with the NPPF are largely new requirements introduced into the NPPF since the adoption of the Local Plan, such as the requirement to outline which policies are ‘strategic’, the requirement for strategic policies to look forward over a minimum 15-year period from adoptions and the requirement to use the standard method as a starting point for a local housing need assessment. The key areas where the Local Plan does not wholly accord with the relevant key requirements in national policy are: plan content, housing, healthy & safe communities, design, climate change & flooding and the natural environment.</p>
A2.	<p>There has not been a <u>significant</u> change in local housing need numbers from that specified in your plan (accepting there will be some degree of flux).</p> <p>PROMPT: Look at whether your local housing need figure, using the standard methodology as a starting point, has gone up significantly (with the measure of significance based on a comparison with the housing requirement set out in your adopted local plan).</p> <p>Consider whether your local housing need figure has gone down significantly (with the measure of significance based on a comparison with the housing requirement set out in your adopted local plan). You will need to consider if there is robust evidence to demonstrate that your current housing requirement is deliverable in terms of market capacity or if it supports, for</p>	Disagree	<p>Reason (with reference to plan policies, sections and relevant evidence sources):</p> <p>The Local Plan has an objectively assessed housing need (OAN) of 436 homes a year for a total of 7,848 homes required over the plan period from 2014 to 2032. It seeks to deliver 8,884 homes over the plan period. Applying the standard method and using the latest affordability data published in 2023, the housing need figure for Rushmoor is 272 homes a year. This is a 38% decrease on the Local Plan OAN which is considered to be a significant change in the local housing need.</p> <p>There are no formal agreements to meet unmet need from neighbouring authority areas.</p> <p>The whole of Rushmoor is within 5km of the Thames Basin Heaths Special Protection Area (TBHSPA) which means that all development which increases the number of persons must mitigate potential impacts through SANG provision. Therefore, delivering the current housing requirement is dependent on SANG availability.</p>

Appendix 1 – PAS Local Plan Route Mapper Toolkit Part 1: Local Plan Review Assessment

	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement								
	example, growth strategies such as Housing Deals, new strategic infrastructure investment or formal agreements to meet unmet need from neighbouring authority areas.										
A3.	<p>You have a 5-year supply of housing land</p> <p>PROMPT: Review your 5-year housing land supply in accordance with national guidance including planning practice guidance and the Housing Delivery Test measurement rule book</p>	Agree	<p>Reason (with reference to plan policies, sections and relevant evidence sources):</p> <p>The latest five-year housing land supply position statement was published in March 2022 and covers the period 2021-26 with a base date of 1 April 2021. The position statement sets out that Rushmoor has an oversupply of identifiable and deliverable housing supply of approximately 6.9 years. The Inspector appointed to undertake the examination of the local plan set out in her report that the Liverpool method for delivering the undersupply was appropriate and justified. The position statement has therefore used the Liverpool method to calculate the housing supply position.</p>								
A4.	<p>You are meeting housing delivery targets</p> <p>PROMPT: Use the results of your most recent Housing Delivery Test, and if possible, try and forecast the outcome of future Housing Delivery Test findings. Consider whether these have/are likely to trigger the requirement for the development of an action plan or trigger the presumption in favour of sustainable development. Consider the reasons for this and whether you need to review the site allocations that your plan is reliant upon. In doing so you need to make a judgement as to whether updating your local plan will support delivery or whether there are other actions needed which are not dependent on changes to the local plan.</p>	Agree	<table border="1"> <tr> <th>2018</th><th>2019</th><th>2020</th><th>2021</th></tr> <tr> <td>123%</td><td>141%</td><td>199%</td><td>179%</td></tr> </table> <p>Rushmoor's housing delivery test measurement has always been in excess of 100% and has been increasing since 2018. There was a slight drop in 2021 likely due to disruption to completions resulting from the initial Covid-19 lockdown in 2020.</p>	2018	2019	2020	2021	123%	141%	199%	179%
2018	2019	2020	2021								
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Appendix 1 – PAS Local Plan Route Mapper Toolkit Part 1: Local Plan Review Assessment

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A5.	<p>Your plan policies are on track to deliver other plan objectives including any (i) affordable housing targets including requirements for First Homes; and (ii) commercial floorspace/jobs targets over the remaining plan period.</p> <p>PROMPT: Use (or update) your Authority Monitoring Report to assess delivery.</p>	Disagree	<p>(i) Affordable housing</p> <table><tr><th>2014-15</th><th>2015-16</th><th>2016-17</th><th>2017-18</th><th>2018-19</th><th>2019-20</th><th>2020-21</th><th>2021-22</th><th>2022-23</th><th>TOTAL</th></tr><tr><td>No data</td><td>-72</td><td>103 (28%)</td><td>238 (53%)</td><td>146 (48%)</td><td>69 (9%)</td><td>81 (36%)</td><td>200 (47%)</td><td>108 (29%)</td><td>873 (26%)</td></tr></table> <p>Affordable housing has consistently delivered against the policy requirement, which is that on sites of 11 or more dwellings, 20% affordable housing must be delivered within town centres and 30% delivered outside town centres. There was a net loss of affordable housing in 2015-16 due to significant demolitions as part of a redevelopment scheme in North Town. There was also a significant under-delivery of net new affordable homes in 2019-20 because of demolitions associated with the North Town redevelopment scheme.</p> <p>Whilst the overall delivery of affordable housing is consistent with the policy requirement, there have been a number of applications granted in the plan period which provide reduced or no affordable housing as it was determined that the development would not be viable.</p> <table><tr><th>Year</th><th>1-bed</th><th>2-bed</th><th>3-bed+</th></tr><tr><td><i>LP recommended mix based on SHMA</i></td><td>30%</td><td>30-40%</td><td>30% (10% as 4-bed)</td></tr><tr><td>2014-15</td><td>No data</td><td>No data</td><td>No data</td></tr><tr><td>2015-16</td><td>22%</td><td>78%</td><td>0%</td></tr><tr><td>2016-17</td><td>15%</td><td>55%</td><td>31% (7% 4-bed)</td></tr><tr><td>2017-18</td><td>24%</td><td>58%</td><td>18% (2% 4-bed)</td></tr><tr><td>2018-19</td><td>50%</td><td>44%</td><td>3%</td></tr><tr><td>2019-20</td><td>16%</td><td>45%</td><td>40% (8% 4-bed)</td></tr><tr><td>2020-21</td><td>16%</td><td>48%</td><td>36% (11% 4-bed)</td></tr><tr><td>2021-22</td><td>14%</td><td>53%</td><td>34% (4% 4-bed)</td></tr><tr><td>2022-23</td><td>10%</td><td>63%</td><td>34% (3% 4-bed)</td></tr><tr><td>Average 2014-23</td><td>21%</td><td>56%</td><td>25% (4% 4-bed)</td></tr></table>	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL	No data	-72	103 (28%)	238 (53%)	146 (48%)	69 (9%)	81 (36%)	200 (47%)	108 (29%)	873 (26%)	Year	1-bed	2-bed	3-bed+	<i>LP recommended mix based on SHMA</i>	30%	30-40%	30% (10% as 4-bed)	2014-15	No data	No data	No data	2015-16	22%	78%	0%	2016-17	15%	55%	31% (7% 4-bed)	2017-18	24%	58%	18% (2% 4-bed)	2018-19	50%	44%	3%	2019-20	16%	45%	40% (8% 4-bed)	2020-21	16%	48%	36% (11% 4-bed)	2021-22	14%	53%	34% (4% 4-bed)	2022-23	10%	63%	34% (3% 4-bed)	Average 2014-23	21%	56%	25% (4% 4-bed)
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Appendix 1 – PAS Local Plan Route Mapper Toolkit Part 1: Local Plan Review Assessment

	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement																																												
			<p>The overall mix of affordable housing delivered does not differ significantly from the local plan recommended mix as it recommends slightly more 2-bed homes than 1-, 3- and 4-bed homes. However, there has been an over delivery of 2-bed homes and under delivery of 1-, 3- and 4-bed homes. The recommended mix has not been reviewed since the SHMA was produced in 2016. There is a political aspiration to deliver more 3- and 4-bed affordable homes.</p> <p>The local plan policy does not refer to First Homes as these were introduced after the adoption of the local plan. The Council has a First Homes Interim Policy Statement, but this needs to be incorporated into a local plan policy so that it forms parts of the development plan.</p> <p>(ii) Commercial</p> <table border="1"> <thead> <tr> <th>Year</th><th>New employment floorspace (sq m)</th><th>Employment floorspace lost (sq m)</th><th>Net gain or loss of employment floorspace (sq m)</th></tr> </thead> <tbody> <tr><td>2014-15</td><td>7,706</td><td>4,757</td><td>2,949</td></tr> <tr><td>2015-16</td><td>19,370</td><td>4,997</td><td>14,373</td></tr> <tr><td>2016-17</td><td>5,858</td><td>255</td><td>5,603</td></tr> <tr><td>2017-18</td><td>15,082</td><td>7,884</td><td>7,198</td></tr> <tr><td>2018-19</td><td>1,074</td><td>1,095</td><td>-21</td></tr> <tr><td>2019-20</td><td>600</td><td>22,337</td><td>-21,737</td></tr> <tr><td>2020-21</td><td>20,191</td><td>13,474</td><td>6,717</td></tr> <tr><td>2021-22</td><td>17,395</td><td>14,572</td><td>2,823</td></tr> <tr><td>2022-23</td><td>0</td><td>138</td><td>-138</td></tr> <tr><td>Total</td><td>87,276</td><td>69,509</td><td>17,767</td></tr> </tbody> </table> <p>The Hart, Rushmoor and Surrey Heath Joint Employment Land Review (November 2016) identifies a gross floorspace requirement for the FEA for 2014-2032 of between 210,644 and 229,029 sq m. Up to March 2021 (latest available data for Hart and Surrey Heath), there was a net gain of 15,082 sq m of employment floorspace in Rushmoor, a net loss of 35,688 sq m in Hart and a net gain of 14,681 sq m in Surrey Heath. The local plan and its policy (along with the Hart Local Plan and Surrey Heath Local Plan) are therefore not meeting the forecast employment floorspace need for the FEA for the plan period.</p>	Year	New employment floorspace (sq m)	Employment floorspace lost (sq m)	Net gain or loss of employment floorspace (sq m)	2014-15	7,706	4,757	2,949	2015-16	19,370	4,997	14,373	2016-17	5,858	255	5,603	2017-18	15,082	7,884	7,198	2018-19	1,074	1,095	-21	2019-20	600	22,337	-21,737	2020-21	20,191	13,474	6,717	2021-22	17,395	14,572	2,823	2022-23	0	138	-138	Total	87,276	69,509	17,767
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			However, as set out below there have been changes in economic conditions which mean that the forecast employment floorspace is out of date and likely to have changed.
A6.	<p>There have been no significant changes in economic conditions which could challenge the delivery of the Plan, including the policy requirements within it.</p> <p>PROMPT: A key employer has shut down or relocated out of the area.</p> <p>Unforeseen events (for example the Covid-19 Pandemic) are impacting upon the delivery of the plan.</p> <p>Up-to-date evidence suggests that jobs growth is likely to be significantly more or less than is currently being planned for.</p> <p>Consider if there is any evidence suggesting that large employment allocations will no longer be required or are no longer likely to be delivered.</p> <p>You will need to consider whether such events impact on assumptions in your adopted local plan which have led to a higher housing requirement than your local housing need assessment indicates.</p> <p>Consider what the consequences could be for your local plan objectives such as the balance of in and out commuting and the resultant impact on proposed transport infrastructure provision (both capacity and viability), air quality or climate change considerations.</p>	Disagree	<p>Reason (with reference to plan policies, sections and relevant evidence sources):</p> <p>There has been a significant change in the national economic conditions since the adoption of the local plan. Firstly, there was the unforeseen Covid-19 pandemic and associated lockdowns which appear to have permanently changed shopping and working habits. High streets and town centres are still struggling to recover as people have continued to shop more online and many businesses have moved to a hybrid working model meaning that either less office space is required, or a different type of office space is required.</p> <p>Changes to the Use Class Order and the introduction of Use Class E has also had an impact on retail and employment uses as there is now more flexibility to change between these uses without the need for planning permission.</p> <p>As of 2023, the country has fallen into a ‘cost of living crisis’ due to a combination of factors including the lasting impact of the Covid-19 pandemic, the war in Ukraine and politics in the UK. It is not clear at this stage how long the economic downturn will last and when the turning point will be. The impacts of these for the local plan will not be completely understood until up-to-date evidence is prepared, such as a HEDNA.</p>

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	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement								
A7.	<p>There have been no significant changes affecting viability of planned development.</p> <p>PROMPT: You may wish to look at the Building Cost Information Service (BCIS) All-in Tender Price Index, used for the indexation of Community Infrastructure Levy (CIL), or other relevant indices to get a sense of market changes.</p> <p>Consider evidence from recent planning decisions and appeal decisions to determine whether planning policy requirements, including affordable housing, are generally deliverable.</p> <p>Ongoing consultation and engagement with the development industry may highlight any significant challenges to delivery arising from changes in the economic climate.</p>	Disagree	<p>Reason (with reference to plan policies, sections and relevant evidence sources):</p> <p>BCIS All-in Tender Price Index:</p> <table border="1"> <tr> <th>2020</th><th>2021</th><th>2022</th><th>2023</th></tr> <tr> <td>334</td><td>333</td><td>332</td><td>355</td></tr> </table> <p>Prices for construction materials have been rising since the start of the pandemic in March 2020. There is some evidence that price increases seemed to have plateaued in the summer of 2022, however due to high demand worldwide, prices are expected to remain elevated for at least a couple of years. This is likely to make development overall less viable and make challenges against policy requirements on viability grounds more likely. Small- and medium-sized housebuilders will be the most affected.</p> <p>Evidence from planning decisions suggests that most developments are viable and generally deliverable, however some brownfield sites are unable to deliver affordable housing.</p>	2020	2021	2022	2023	334	333	332	355
2020	2021	2022	2023								
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	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement																																																				
A8.	<p>Key site allocations are delivering, or on course to deliver, in accordance the local plan policies meaning that the delivery of the spatial strategy is not at risk.</p> <p>PROMPT:</p> <p>Identify which sites are central to the delivery of your spatial strategy. Consider if there is evidence to suggest that lack of progress on these sites (individually or collectively) may prejudice the delivery of housing numbers, key infrastructure or other spatial priorities. Sites may be deemed to be key by virtue of their scale, location or type in addition to the role that may have in delivering any associated infrastructure.</p>	Agree	<p>Reason (with reference to plan policies, sections and relevant evidence sources):</p> <p>On 31st March 2023:</p> <table border="1"> <thead> <tr> <th>Site</th><th>Planning permission granted</th><th>Development commenced</th><th>Development complete</th></tr> </thead> <tbody> <tr> <td>Wellesley (Aldershot Urban Extension)</td><td>Yes</td><td>Yes</td><td>No</td></tr> <tr> <td>Westgate (Aldershot)</td><td>Yes</td><td>Yes</td><td>Yes</td></tr> <tr> <td>The Galleries (Aldershot)</td><td>Yes</td><td>Yes</td><td>No</td></tr> <tr> <td>Union Street East (Aldershot)</td><td>Yes</td><td>Yes</td><td>No</td></tr> <tr> <td>Hippodrome House (Aldershot)</td><td>Yes, subject to s106</td><td>No</td><td>No</td></tr> <tr> <td>Westgate Phase II (Aldershot)</td><td>No</td><td>No</td><td>No</td></tr> <tr> <td>Aldershot Railway Station and Surrounds</td><td>Yes, subject to S106</td><td>No</td><td>No</td></tr> <tr> <td>Farnborough Civic Quarter</td><td>Outline permission granted, subject to s106</td><td>No</td><td>No</td></tr> <tr> <td>The Crescent (Farnborough)</td><td>Yes</td><td>Yes</td><td>No</td></tr> <tr> <td>Meudon House/ 117 Pinehurst (Farnborough)</td><td>Yes</td><td>Yes</td><td>No</td></tr> <tr> <td>Land at 68-70 Hawley Lane (Farnborough)</td><td>No</td><td>No</td><td>No</td></tr> <tr> <td>Blandford House and Malta Barracks (Aldershot)</td><td>Yes</td><td>No</td><td>No</td></tr> </tbody> </table> <p>The majority of the site allocations have been granted planning permission and are therefore on track to deliver within the plan period. There are two sites where there has</p>	Site	Planning permission granted	Development commenced	Development complete	Wellesley (Aldershot Urban Extension)	Yes	Yes	No	Westgate (Aldershot)	Yes	Yes	Yes	The Galleries (Aldershot)	Yes	Yes	No	Union Street East (Aldershot)	Yes	Yes	No	Hippodrome House (Aldershot)	Yes, subject to s106	No	No	Westgate Phase II (Aldershot)	No	No	No	Aldershot Railway Station and Surrounds	Yes, subject to S106	No	No	Farnborough Civic Quarter	Outline permission granted, subject to s106	No	No	The Crescent (Farnborough)	Yes	Yes	No	Meudon House/ 117 Pinehurst (Farnborough)	Yes	Yes	No	Land at 68-70 Hawley Lane (Farnborough)	No	No	No	Blandford House and Malta Barracks (Aldershot)	Yes	No	No
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			<p>been no progress: Westgate Phase II and 68-70 Hawley Lane. Westgate Phase II is not anticipated to come forward until later in the plan period due to the current uses on the site. If 68-70 Hawley Lane does not come forward, it is not considered to put the spatial strategy at risk as it is only anticipated to deliver a relatively small number of dwellings (10 dwellings). Although Hippodrome House is allocated for 70 dwellings, the Council's Development Management Committee resolved in March 2023 to grant planning permission for 30 dwellings, subject to the completion of a satisfactory s106 legal agreement. The number of dwellings is less than that allocated, but this is not considered to put the spatial strategy at risk.</p> <p>The key site for delivering the spatial strategy is Wellesley (Aldershot Urban Extension) which will deliver up to 3850 homes. The local plan sets out that the site will deliver 898 homes by 2020, 2178 by 2025 and 3850 by 2031. By 31 March 2020, 804 homes had been completed on the site and it was therefore on track to complete the 898 homes by the end of 2020 and by 31 March 2021 972 homes had been completed. By 31 March 2023 1,282 homes had been completed but reserved matters approval has only been granted for 1,743 homes. The latest phasing plan (adjusted by RBC) predicts that 1772 homes will be completed by March 2025 and that the remaining 2568 homes will not be complete until March 2032. Delivery of this will depend on the timing of the remaining reserved matters applications. Progress is continuing on the site, and it is not currently considered to put the spatial strategy at risk.</p>

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	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement
A9.	<p>There have been no significant changes to the local environmental or heritage context which have implications for the local plan approach or policies.</p> <p>PROMPT: You may wish to review the indicators or monitoring associated with your Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA) / Habitats Regulations Assessment (HRA).</p> <p>Identify if there have been any changes in Flood Risk Zones, including as a result of assessing the effects of climate change.</p> <p>Consider whether there have been any changes in air quality which has resulted in the designation of an Air Quality Management Area(s) or which would could result in a likely significant effect on a European designated site which could impact on the ability to deliver housing or employment allocations.</p> <p>Consider whether there have been any changes to Zones of Influence / Impact Risk Zones for European sites and Sites of Special Scientific Interest or new issues in relation to, for example, water quality.</p> <p>Consider whether there have been any new environmental or heritage designations which could impact on the delivery of housing or employment / jobs requirements / targets.</p> <p>Consider any relevant concerns being raised by statutory consultees in your area in relation to the determination of individual planning applications or planning appeals which may impact upon your plan - either now or in the future.</p>	Disagree	<p>Reason (with reference to plan policies, sections and relevant evidence sources):</p> <p>The most significant change in relation to the environment is the statutory requirement to deliver 10% Biodiversity Net Gain (BNG), now expected to be introduced in January 2024. Rushmoor will require policies which set out how this will be dealt with locally and, if considered appropriate, to require a higher percentage of BNG on developments in Rushmoor than is required nationally. The current local plan encourages a net gain in biodiversity, but this predates the introduction of a mandatory requirement for BNG.</p> <p>The whole of Rushmoor is within 5km of the Thames Basin Heaths Special Protection Area (TBHSPA) which means that all development which increases the number of persons must mitigate potential impacts through SANG provision. There are a few strategic SANGs in Rushmoor with limited remaining capacity and the majority of development is brownfield redevelopment on urban sites and so there is no capacity for on-site SANG provision. The provision of SANG is a potential barrier to the delivery of homes in Rushmoor. Following the adoption of the Local Plan, the Council undertook a joint authority project to explore the potential for alternative mitigation approaches for the TBHSPA. This led to amendments to the Natural England guidance on SANG. The identification of new SANG and policy relating to the TBHSPA will need to take this amended guidance into account.</p> <p>Surface water flooding is a major concern and restricts the areas available for housing development. There is also a need to improve the quality of the rivers and watercourses across the Borough as the River Blackwater, Cove Brook and Basingstoke Canal all failed the assessment of chemical status in 2019, whereas all of them had been rated 'good' in 2016.</p> <p>There are no AQMAs in the Borough and the only known area of low air quality is along the A331 at the edge of the Borough. Rushmoor Borough Council, along with Surrey Heath Borough Council, was directed by the Secretary of State to develop a plan to achieve air quality improvements along the A331, and to bring about compliance with legal limits in the shortest possible time. After the adoption of the Local Plan in February 2019, a speed restriction of 50mph along a 1.8 km section of the A331, between Coleford Bridge and Frimley was implemented in June 2019. The 2019 Clean Air Strategy sets out the case for action, with goals to reduce exposure to harmful pollutants. The Road to Zero sets out the approach to reduce exhaust emissions from road transport through a</p>

Appendix 1 – PAS Local Plan Route Mapper Toolkit Part 1: Local Plan Review Assessment

	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement
			<p>number of mechanisms. Rushmoor Borough Council declared a Climate Emergency in 2019, and our Climate Change Action Plan was approved in November 2020. This provides a set of actions aimed at making the council carbon neutral and Aldershot and Farnborough more sustainable by 2030.</p> <p>There are a wide mix of heritage assets across the Borough and very few of them are designated as heritage assets at risk. A programme of Conservation Area review has taken place since the adoption of the Local Plan. This has led to boundary changes and is expected to increase the total number of Conservation Areas.</p> <p>No concerns have been raised by statutory consultees in relation to planning applications or planning appeals which may impact on the plan.</p>
A10.	<p>No new sites have become available since the finalisation of the adopted local plan which require the spatial strategy to be re-evaluated.</p> <p>PROMPT:</p> <p>Consider if there have been any new sites that have become available, particularly those within public ownership which, if they were to come forward for development, could have an impact on the spatial strategy or could result in loss of employment and would have a significant effect on the quality of place if no new use were found for them.</p>	Disagree	<p>Reason (with reference to plan policies, sections and relevant evidence sources):</p> <p>There are a number of new sites which have been promoted or identified through the SHELAA (as of September 2023):</p> <p><u>Aldershot:</u></p> <p>610 - Upper Union Terrace and 182-192 Victoria Road (Deliverable) 616 - Parsons Barracks Car Park, Ordnance Road (Deliverable) 620 - 2-4 Mount Pleasant Road (Deliverable) 621 - Land adjacent to 1 Pickford Street (Developable) 622 - 84-86 and Land to the Rear of 88-90 Victoria Road (Developable)</p>

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	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement
	Consider whether any sites which have now become available within your area or neighbouring areas could contribute towards meeting any previously identified unmet needs.		<p>626 – 235-237 High Street (Developable)</p> <p>627 - Redan Road Depot, Redan Road (Developable)</p> <p>633 - 103-105 High Street (Developable)</p> <p>635 – Interpower House, Windsor Way (Developable)</p> <p>639 – 3-5 Pickford Street (Developable)</p> <p><u>Farnborough:</u></p> <p>612 - Land adjacent to Green Hedges, Hawley Road (Deliverable)</p> <p>624 - Randell House, Fernhill Road (Deliverable)</p> <p>629 - 68 Alexandra Road (Deliverable)</p> <p>630 - 125-127 Alexandra Road (Deliverable)</p> <p>631 - 2 Alexandra Road (Deliverable)</p> <p>637 – 30 Camp Road (Developable)</p> <p>640 – Land at Orchard Rise 127 and La Fosse House, 129 Ship Lane and Farnborough Hill School, 312 Farnborough Road (Developable)</p>

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	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement
A11.	<p>Key planned infrastructure projects critical to plan delivery are on track and have not stalled / failed and there are no new major infrastructure programmes with implications for the growth / spatial strategy set out in the plan.</p> <p>PROMPT: You may wish to review your Infrastructure Delivery Plan / Infrastructure Funding Statement, along with any periodic updates, the Capital and Investment programmes of your authority or infrastructure delivery partners and any other tool used to monitor and prioritise the need and delivery of infrastructure to support development.</p> <p>Check if there have been any delays in the delivery of critical infrastructure as a result of other processes such as for the Compulsory Purchase of necessary land.</p> <p>Identify whether any funding announcements or decisions have been made which materially impact upon the delivery of key planned infrastructure, and if so, will this impact upon the delivery of the Local Plan.</p>	Agree	<p>Reason (with reference to plan policies, sections and relevant evidence sources):</p> <p>The Rushmoor Infrastructure Plan was prepared in January 2018 and sets out the infrastructure which was considered necessary at the time to deliver the Local Plan. Whilst there are a range of infrastructure projects identified to cope with the increase of residents as a result of the delivery of the housing set out in the spatial strategy, none of these are critical to enable the delivery of the Local Plan. In July 2013, the Council granted a hybrid planning permission for the Wellesley development. A Section 106 obligation relating to the provision of appropriate infrastructure was finalised soon after and this infrastructure has, or will be provided as the development progresses.</p>

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	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement
A12.	<p>All policies in the plan are achievable and effective including for the purpose of decision-making.</p> <p>PROMPT: Consider if these are strategic policies or those, such as Development Management policies, which do not necessarily go to the heart of delivering the Plan's strategy.</p> <p>Identify if there has been a significant increase in appeals that have been allowed and /or appeals related to a specific policy area that suggest a policy or policies should be reviewed.</p> <p>Consider whether there has been feedback from Development Management colleagues, members of the planning committee, or applicants that policies cannot be effectively applied and / or understood.</p>	Mostly agree	<p>Reason (with reference to plan policies, sections and relevant evidence sources):</p> <p>From discussions with Development Management officers, the majority of the policies in the plan are achievable and effective for the purpose of decision-making. However, there are issues with individual policies which have been raised:</p> <ul style="list-style-type: none"> • Policy DE13 'development within residential curtilages' / Policy DE1 'Design in the Built Environment' – the policy reference to unacceptable tandem development is worded to only be a policy conflict if within residential back gardens. • Policy DE1 – the policy makes no reference to overbearing impacts. • Policy PC8 – Skills and Employment Training – there are challenges with the enforceability of this policy. • Policy DE11 – there are challenges with the enforceability of this policy. • Farnborough Airport – since the development of the policy, a section 73 application has been submitted and the Public Safety Zone has been changed. • Policy IN2 – there are some issues with parking provision, although these may be resolved by a review of the Car and Cycle Parking SPD.

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	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement
A13.	<p>There are no recent or forthcoming changes to another authority's development plan or planning context which would have a material impact on your plan / planning context for the area covered by your local plan.</p> <p>PROMPT: In making this assessment you may wish to:</p> <ul style="list-style-type: none"> Review emerging and adopted neighbouring authority development plans and their planning context. Review any emerging and adopted higher level strategic plans including, where relevant, mayoral/ combined authority Spatial Development Strategies e.g. The London Plan. Review any relevant neighbourhood plans Consider whether any of the matters highlighted in statements A1- A12 for their plan may impact on your plan - discuss this with the relevant authorities. Consider any key topic areas or requests that have arisen through Duty to Cooperate or strategic planning discussions with your neighbours or stakeholders - particularly relating to meeting future development and /or infrastructure needs. 	Disagree	<p>Reason (with reference to plan policies, sections and relevant evidence sources):</p> <p>Surrey Heath – progressing a new local plan covering period 2019-2038 and consulted on a Reg 18 draft in 2022. Rushmoor has a close working relationship with Surrey Heath and a Statement of Common Ground was signed between the two authorities in early 2022. Surrey Heath is heavily constrained and is unable to identify sufficient capacity to meet its housing needs under standard method. The Authority is also facing challenges meeting Gypsy and Traveller and Travelling Showpeople needs.</p> <p>Hart – Local Plan 2014-2032 adopted in 2020. Hart are not currently progressing a new Local Plan and will need to complete a review by April 2024. Rushmoor has a close working relationship with Hart and there are not anticipated to be any impacts at this stage, but this will be kept under review.</p> <p>Waverley – Strategic policies and allocations in Local Plan Part 1 (LPP1) (adopted 2018) and detailed development management policies and allocations for some settlements in Local Plan Part 2 (adopted 2023). Following review of LPP1, Waverley agreed that an update was necessary and should be comprehensive, however the Council has not yet set out in detail the scope, approach and timetable for the new local plan. It is too early to understand potential impacts, but this will be kept under review.</p> <p>Guildford – Part 1 of Local Plan (Strategy and Sites) adopted in 2019. This meets OAN but was prepared under NPPF 2012 and will need to be reviewed by April 2024. Part 2 of Local Plan (Development Management Policies) currently at examination. No impacts arising from either plan at this stage, but this will be kept under review.</p> <p>In relation to adjoining authorities, it should be noted that there are national proposals to make changes relating to matters that may need to be considered when assessing whether a plan can meet all of the housing need which has been identified locally. The proposals would make clear that Green Belt does not need to be reviewed or altered when making plans. Surrey Heath, Waverley and Guildford have areas of Green Belt so these changes may affect whether they meet their housing need in the future.</p> <p>Hampshire Minerals and Waste Local Plan – Hampshire CC and its partner authorities are in the process of preparing a new Minerals and Waste Local Plan for the county. There are no anticipated impacts for Rushmoor arising from this draft local plan.</p>

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	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement
			<p>Hampshire Local Transport Plan – a new draft Local Transport Plan (LTP4) has been produced by Hampshire CC which covers the period up until 2050. This has a focus on the climate emergency declared across the county and on the impact of Covid-19. The local plan currently does not go far enough in terms of climate change, sustainable transport and active travel to support the delivery of LTP4.</p>

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	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement
A14.	<p>There are no local political changes or a revised / new corporate strategy which would require a change to the approach set out in the current plan.</p> <p>PROMPT: In making this assessment you may wish to:</p> <ul style="list-style-type: none"> Review any manifesto commitments and review the corporate and business plan. Engage with your senior management team and undertake appropriate engagement with senior politicians in your authority. Consider other plans or strategies being produced across the Council or by partners which may impact on the appropriateness of your current plan and the strategy that underpins it, for instance, Growth Deals, economic growth plans, local industrial strategies produced by the Local Economic Partnership, housing/ regeneration strategies and so on. 	Disagree	<p>Reason (with reference to plan policies, sections and relevant evidence sources):</p> <p>In summer 2019 the Council declared a climate emergency in Rushmoor and pledged to make the Council carbon neutral and Aldershot and Farnborough greener and more sustainable. The Climate Change Strategy 2020-2030 and Climate Change Action Plan 2020-2030 were subsequently adopted. The Local Plan does not have a specific policy to address climate change.</p> <p>‘Your future, your place’ – A vision for Aldershot and Farnborough 2030 Six areas of the vision: vibrant and distinctive town centres, housing for every stage of life, strong communities who are proud of our area, healthy and green lifestyles, a growing local economy which is kind to the environment and opportunities for everyone including quality education and a skilled local workforce. The key areas for the local plan are the town centres, housing, heritage and public/community spaces, access to parks and green spaces and the local economy.</p> <p>Strategic Economic Framework and Action Plan 2022-2025 The Strategic Economic Framework also reflects current government policy (as outlined in the Levelling Up White Paper) and is intended to inform the development of a UK Shared Prosperity Fund Investment Plan, helping to leverage funding into the borough. The vision in the SEF will be supported through four Strategic Pillars which represent the main aspects of economic growth in Rushmoor. The most relevant for the Local plan is SP4: Place – Our Town Centres, Sites, Homes and Workspaces and includes identified key outcomes relating to town centre regeneration, right range and mix of employment land, workspaces and business environment, strategic and local connectivity and delivering of a range of housing tenures.</p> <p>Rushmoor Housing and Homelessness Prevention Strategy 2023-2027 The new Housing and Homelessness Strategy has three core themes:</p> <ol style="list-style-type: none"> 1. Increase the supply of good quality homes, for all residents and prospective residents, for every stage of life 2. Support residents to access affordable, well managed and maintained housing in the private and social sectors 3. Work proactively to improve the condition and energy efficiency of housing in the borough

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	Matters to consider	Agree / Disagree	Extent to which the local plan meets this requirement
			<p>The Strategy includes the following objective under theme 1 which is relevant to the Local Plan: Objective 2 - Implement plans and policies which encourage the delivery of a diverse range of housing types and tenures, and which supports the local housing market.</p> <p>Green Infrastructure Strategy The vision is: <i>“By 2032 the Council and its partners will have worked with the local community to achieve a high quality, connected and multi-functional green and blue infrastructure network that extends across the Borough, which is sustainable and provides benefits for people, place and nature.”</i></p>

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	ASSESSING WHETHER OR NOT TO UPDATE YOUR PLAN POLICIES	YES/NO (please indicate below)	
A15.	You AGREE with <u>all</u> of the statements above	No	<p>If no go to question A16.</p> <p>If yes, you have come to the end of the assessment. However, you must be confident that you are able to demonstrate and fully justify that your existing plan policies / planning position clearly meets the requirements in the statements above and that you have evidence to support your position.</p> <p>Based on the answers you have given above please provide clear explanation and justification in section A17 below of why you have concluded that an update is not necessary including references to evidence or data sources that you have referenced above. Remember you are required to publish the decision not to update your local plan policies. In reaching the conclusion that an update is not necessary the explanation and justification for your decision must be clear, intelligible and able to withstand scrutiny.</p>
A16.	You DISAGREE with one or more of the statements above and the issue can be addressed by an update of local plan policies	Yes	<p>If yes, based on the above provide a summary of the key reasons <u>why</u> an update to plan policies is necessary in section A17 below and complete Section B below.</p>
A17.	<p><u>Decision:</u> Update plan policies</p> <p>Reasons for decision on whether or not to update plan policies (clear evidence and justification will be required where a decision not to update has been reached):</p> <p>There have been a number of changes to national planning policy requirements since the adoption of the Local Plan in 2019, and further changes are expected to come forward in the next 12 months following the royal ascension of the Levelling Up and Regeneration Bill.</p> <p>Applying the Standard Method for calculating local housing need and using the latest affordability data published in 2023, the housing need figure for Rushmoor reduces by 38% from 436 homes per year to 272 homes per year. This is considered to be a significant change which requires a review of</p>		

Appendix 1 – PAS Local Plan Route Mapper Toolkit Part 1: Local Plan Review Assessment

	<p>the strategy in the Local Plan. There has been an over delivery of 2-bed homes and under delivery of 1-, 3- and 4-bed homes against the recommended affordable housing mix in the SHMA. The recommended mix has not been reviewed since the SHMA was produced in 2016. There is a political aspiration to deliver more 3- and 4-bed affordable homes.</p> <p>The Local Plan and its policy (along with the Hart Local Plan and Surrey Heath Local Plan) are not meeting the forecast employment floorspace need for the FEA for the plan period of between 210,644 and 229,029 sqm. There has also been a significant change in the national economic conditions and the lasting effects of the Covid-19 pandemic which are likely to have changed this need. There have also been changes to the Use Class Order and continual changes to permitted development rights for commercial and retail uses.</p> <p>Prices specifically for construction material and in general have been rising since the start of the Covid-19 pandemic and this is likely to make development overall less viable. High interest rates for mortgages are also having impacts on the ability to sell new-build properties, particularly to first-time buyers, which may also impact on cash-flow and overall viability of developments. A number of developments have come forward during the Local Plan period either with no or less than policy requirement affordable housing has been agreed due to the proposed development not being viable.</p> <p>Additionally, there have been changes to the environmental context which have implications for the current Local Plan approach. The most significant of which is the statutory requirement to deliver 10% Biodiversity Net Gain. The requirement for mitigation in the form of SANG also presents a barrier to the delivery of homes in Rushmoor and a long-term strategy for its delivery is required.</p> <p>Other actions that may be required in addition to or in place of an update of plan policies</p> <p>A number of the evidence documents produced to support the Local Plan are now out of date and will need to be replaced/updated.</p>		
	B. POLICY UPDATE FACTORS	YES/NO (please indicate below)	Provide details explaining your answer in the context of your plan / local authority area
B1	Your policies update is likely to lead to a material change in the housing requirement which in turn has implications for other plan requirements / the overall evidence base.	Yes	Applying the Standard Method for calculating local housing need and using the latest affordability data published in 2023, the housing need figure for Rushmoor reduces by 38% from 436 homes per year to 272 homes per year. This is considered to be a material change which will likely have implications for other plan requirements and the overall evidence base.
B2	The growth strategy and / or spatial distribution of growth set out in the current plan is not fit for purpose and your policies update is likely to involve a change to this.	No	The spatial of distribution of growth set out in the Local Plan is still fit for purpose and unlikely to change as a result of any policies update, as there are limited options for alternative growth distribution. Wellesley (Aldershot Urban

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			Extension) will continue to be the focus of development alongside regeneration projects within Aldershot and Farnborough Town Centres due to constraints which restrict development opportunities outside of these locations.
B3	Your policies update is likely to affect more than a single strategic site or one or more strategic policies that will have consequential impacts on other policies of the plan.	Yes	The policies update is likely to affect one or more strategic policies, notably the housing, employment and environmental policies, which will have consequential impacts on the rest of the plan.
	You have answered yes to one or more questions above.		You are likely to need to undertake a full update of your spatial strategy and strategic policies (and potentially non-strategic policies). Use your responses above to complete Section B4.
	You have said no to <u>all</u> questions (B1 to B3) above		If you are confident that the update can be undertaken without impacting on your spatial strategy and other elements of the Plan, you are likely to only need to undertake a partial update of policies. Complete Section B4 to indicate the specific parts / policies of the plan that are likely to require updating based on the answers you have given above.
B4	<p>Decision: Full Update of Plan Policies</p> <p>Reasons for scope of review:</p> <p>The amendments to policies and changes to the national policy context is expected to result in a material change to the housing requirement, which will in turn have implications for other plan requirements and the overall evidence base.</p> <p>The update to policies is expected to affect one or more strategic policy, notably the housing, employment and environmental policies, which will have consequential impacts on the rest of the plan.</p>		

Date of assessment:

September 2023

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Assessed by:	Alice Knowles/Anna Lucas/Jamie Adcock
Checked by:	Tim Mills
Comments:	

PAS LOCAL PLAN ROUTE MAPPER TOOLKIT PART 2: LOCAL PLAN FORM & CONTENT CHECKLIST

Why you should use this part of the toolkit

The following table sets out a checklist of the key requirements for the content and form of local plans as set out in the National Planning Policy Framework (NPPF). Guidance to supplement the NPPF is set out within [National Planning Practice Guidance](#), which is regularly updated by the Government. You should review relevant sections of the National Planning Practice Guidance and consider any implications for your policies. You should also be mindful of Written Ministerial Statements which form material considerations in plan-making.

This part of the Toolkit will assist by informing all plan making stages, including any visioning and scoping exercises seeking to ascertain what the plan should cover. It should be applied before consultation or publication of a local plan update. This will help to ensure that you have considered all of the key plan-making requirements in preparing your plan in accordance with the NPPF.

This part of the toolkit deals only with the local plan content requirements specified in the NPPF. Toolkit Part 1 provides more detail on carrying out a review of the need to update policies within your plan. Toolkit Part 3 sets out the process requirements for local plan preparation as set out in legislation and the NPPF. Soundness and Plan Quality issues are dealt with in Toolkit Part 4.

How to use this part of the toolkit

You can use column C in the table to record the results of your assessment against the checklist for the following plan making stages:

Local Plan Review: The toolkit can be used to inform the decision on whether or not your local plan policies need to be updated. In this case:

- Ask yourself whether the development plan for your area (which may comprise more than one development plan document or include a spatial development strategy and/or neighbourhood plans) still meets current NPPF requirements.
- Identify which policy and document addresses the requirement in column C or identify why it is not relevant.

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Scoping your policies update: The checklist can also be used to determine the scope of your local plan policies update and ensure that content requirements are addressed. You can work through each section of the table to determine:

- whether the provision is relevant to your local plan policies update/ planning context of your local authority area(s); and then
- consider whether your local plan policies update will need to address these content requirements or identify whether they are contained in other documents that form the development plan in your area.

Assessing your draft policies update: The checklist can also be used to ensure that your emerging draft policies update is adequately addressing content requirements of national planning policy. You can work through each section of the table to determine:

- whether the provision is relevant to your local plan policies update/planning context of your local authority area(s); and then
- if it is, whether your draft local plan policies update addresses these content requirements (or identify whether they are contained in other documents that form part of the development plan in your area).

How to use the results of this part of the toolkit

This checklist is to help you review your policies and/or develop an update to these where required. There is no requirement to publish or submit this table to the Planning Inspectorate. However, you may find it (or some elements) helpful to assist you in demonstrating how the policies update does/does not accord with the NPPF.

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
	<i>General Requirements</i>		
1.	Include any relevant material that is set out in a government policy statement(s) for the area for example a national policy statement(s) for major infrastructure and written ministerial statements.	NPPF Para 5, 6	The Local Plan includes any relevant material set out in government policy statements up to the point of the examination of the plan. Additional policy statements will have been made in the four years since the adoption of the Plan.
2.	Contribute to the achievement of sustainable development and the UN Sustainable Development Goals.	NPPF Para 7, 8, 9, 16	The Local Plan contributes to the achievement of sustainable development but does not contribute to the achievement of all of the UN Sustainable Development Goals.
3.	Apply the presumption in favour of sustainable development.	NPPF Para 11	Policy SS1 applies the presumption in favour of sustainable development in the 2012 NPPF and any successor policy.
4.	Provide a positive vision for the future; a framework for addressing housing needs and other economic, social and environmental priorities.	NPPF Para 15	The Local Plan contains a Vision 2032 of how the Borough might look in 2032 when the Local Plan policies have been implemented. This addresses a prosperous and healthy local economy, provision of 7850 new homes to make a significant contribution to meeting local housing need, town centre investment and regeneration, provision of a sustainable historic and natural environment and reduced deprivation. The framework for delivering this vision is set out in the spatial strategy and the strategic policies in the Plan.
5.	Plans should be: Aspirational and deliverable Contain clear and unambiguous policies Accessible through the use of digital tools Serve a clear purpose avoiding duplication	NPPF Para 16	The Local Plan is aspirational and deliverable and contains clear and unambiguous policies as tested at the examination stage. There is a digital version of the adopted policies map but otherwise the Plan is not particularly accessible through digital tools other than the download of a PDF of the plan. There is some duplication of national policy within the Local Plan.

Appendix 2 – PAS Local Plan Route Mapper Toolkit Part 2: Local Plan Form and Content Checklist

	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
	<i>Plan Content</i>		
6.	Include strategic policies to address priorities for the development and use of land. They should set out an overall strategy for the pattern, scale and design quality of places.	NPPF Para 17, 20	The Local Plan includes strategic policies to address the priorities for development and use of land in the Borough. Policy DE1 sets out the high-level strategy for design in the built environment but lacks detail in relation to the pattern, scale and design quality of places.
7.	Outline which policies are 'strategic' policies	NPPF Para 21	The Local Plan does not currently identify which policies are 'strategic' policies and which are 'non-strategic'.
8.	Strategic policies should look ahead over a minimum 15-year period <u>from adoption</u> . Where larger scale developments are proposed that form part of the strategy for the area, policies should be set within a vision which looks further ahead (at least 30 years).	NPPF Para 22, having regard to the transitional provisions at NPPF para 221	The Local Plan was adopted in 2019 and covers the period up to 2032 – it therefore only looks ahead over a 13-year period from adoption.
9.	Indicate broad locations for development on a key diagram, and land use designations and allocations on a policies map.	NPPF Para 23	The Local Plan contains a key diagram and land use designations and allocations on a policies map.
10.	Strategic policies should provide a clear strategy for bringing sufficient land forward, and at a sufficient rate, to address objectively assessed needs over the plan period.	NPPF Para 23	The Local Plan policies provide a clear strategy for bringing forward land to deliver up to 8,884 homes over the plan period against an OAN of 7,848.
11.	Include non-strategic policies to set out more detailed policies for specific areas.	NPPF Para 18, 28	The Local Plan includes non-strategic policies for specific areas, but these are not labelled in the Plan as 'non-strategic'.

Appendix 2 – PAS Local Plan Route Mapper Toolkit Part 2: Local Plan Form and Content Checklist

	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
12.	Set out contributions expected from development, and demonstrate that expected contributions will not undermine the deliverability of the Plan.	NPPF Para 34, 58	The Local Plan is supported by a viability assessment which concludes that the policies and any required contributions are viable and will not undermine the delivery of the Plan.
13.	Local Plans and development strategies are examined to assess if they have been positively prepared, justified, effective and consistent with national policy.	NPPF Para 35	The Local Plan was examined under the 2012 NPPF and found, subject to main modifications, to be positively prepared, justified, effective and consistent with national policy.
	<i>Housing</i>		
14.	Be informed by a local housing need assessment, conducted using the standard method in national planning guidance as a starting point. Any housing needs which cannot be met within neighbouring areas should also be taken into account when establishing the amount of housing to be planned for within the plan.	NPPF Para 61	The Local Plan was prepared prior to the introduction of the standard method and therefore is informed by a Strategic Housing Market Assessment which established an objectively assessed need (OAN).
15.	Identify the size, type and tenure of housing needed for different groups.	NPPF Para 62	Local Plan Policies LN1 and LN2 refer to the size, type and tenure of housing set out in the SHMA (2016) or subsequent update and differentiate between market and affordable housing but do not identify need for other groups. The SHMA is now out-of-date, and no subsequent update has been undertaken.
16.	Where a need for affordable housing is identified, specify the type of affordable housing required.	NPPF Para 63	Local Plan Policy LN2 sets out that predominantly subsidised rented affordable housing, in order to best meet local needs as set out in the SHMA (2016) and any subsequent update, with a smaller proportion of intermediate affordable housing, to help create mixed communities should be provided. The SHMA is now out-of-date, and no subsequent update has been undertaken.

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
17.	Expect at least 10% of the total number of homes to be available for affordable home ownership, unless this would exceed the level of affordable housing required in the area, or significantly prejudice the ability to meet the identified affordable housing needs of specific groups. A minimum of 25% of all affordable homes should be First Homes, subject to the transitional requirements set out in the Planning Practice Guidance.	NPPF Para 65	The Local Plan requires 30% of dwellings to be provided as affordable homes and 20% of dwellings to be provided as affordable homes within the town centres. The priority is for subsidised rented affordable housing to best meet local needs. There is no requirement for First Homes as this was introduced after the adoption of the Local Plan.
18.	Set out a housing requirement for designated neighbourhood areas which reflects the overall strategy for the pattern and scale of development and any relevant allocations.	NPPF Para 66	N/A
19.	Identify a supply of specific, deliverable sites for years one to five of the plan period, and specific, developable sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15 of the plan.	NPPF Para 68	The Local Plan does identify some specific sites which are deliverable and developable, however some sites allocated in the plan are not specified as deliverable or developable and it is not indicated when these are likely to come forward.
20.	Identify land to accommodate at least 10% of the housing requirement on sites no larger than one hectare; unless it can be demonstrated that there are strong reasons why the 10% target cannot be achieved.	NPPF Para 69	The Local Plan allocated 250 dwellings on sites no larger than 1ha – this is 2.8% of the housing requirement identified in the Local Plan.
21.	Support the development of entry level exception sites, suitable for first time buyers, unless the need for such homes is already being met within the authority's area.	NPPF Para 72	The Local Plan does not address this issue. Given the high house prices within the Borough, it is unlikely that the need for such homes is already being met.

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
22.	Support the supply of homes through utilising masterplans, design guides and codes where appropriate to support larger scale developments.	NPPF Para 73	The Local Plan refers to masterplans in relation to the Wellesley (Aldershot Urban Extension) site and the Farnborough Civic Quarter site. There is also an agreed design code for the Wellesley site which has been agreed through the DM process. The Local Plan could make better use of design guides and codes for other large scale developments.
23.	Include a trajectory illustrating the expected rate of housing delivery over the plan period, and requiring a buffer of 10% where the local planning authority wishes to demonstrate a five year supply of deliverable sites through an annual position statement or recently adopted plan.	NPPF Para 74	The Local Plan includes a trajectory setting out the expected rate of housing delivery over the plan period.
24.	Be responsive to local circumstances and support rural housing developments that reflect local needs.	NPPF Para 78	N/A
25.	Identify opportunities for villages to grow and thrive, especially where this will support local services.	NPPF Para 79	N/A
26.	Avoid the development of isolated homes in the countryside unless specific circumstances are consistent with those set out in the NPPF.	NPPF Para 80	N/A
	<i>Economy</i>		
27.	Create conditions in which businesses can invest, expand and adapt.	NPPF Para 81	Policy PC1 (Economic Growth and Investment) supports the growth and retention of existing business and inward investment into the Borough by protecting strategic and locally important employment sites (Policy PC2 and PC3) and contributing to the improvement of the skills and education of residents (Policy PC8). The Policy also supports

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
			opportunities to develop the key employment sectors in the Borough. However, it does not refer to economic growth and business needs more generally (e.g., in relation to sites which are not strategic or locally important employment sites or economic sectors beyond those mentioned).
28.	Set out a clear economic vision and strategy which positively and proactively encourages sustainable economic growth, having regard to Local Industrial Strategies and other local policies for economic development and regeneration.	NPPF Para 82	The Local Plan includes a clear economic strategy and vision which is supported by a suite of policies and was informed by the Enterprise M3 LEP Strategic Economic Plan (SEP). Since the adoption of the Local Plan, the LEP has published a new SEP, and the Council has prepared a Strategic Economic Framework. A Local Industrial Strategy for the Enterprise M3 LEP area has not yet been published.
29.	Set criteria, or identify strategic sites, for local and inward investment to match the strategy and to meet anticipated needs over the plan period.	NPPF Para 82	The Local Plan allocates Strategic Employment Sites and Locally Important Employment Sites. The strategic sites are identified to contribute towards meeting the future economic growth needs of the Borough, the Functional Economic Area of Hart, Rushmoor and Surrey Heath, and the wider Enterprise M3 LEP area over the Plan period. The locally important sites are identified as being crucial to the economy of Rushmoor and the Functional Economic Area. .
30.	Seek to address potential barriers to investment, such as inadequate infrastructure, services or housing, or a poor environment.	NPPF Para 82	The LEP SEP (published in 2014) identified Aldershot as a 'Step-Up Town', an area of latent economic potential which currently experiences barriers to growth that impact upon the performance of the Enterprise M3 area. The Local Plan supports the LEP SEP (published in 2014), which identified growth packages for Step-up Towns. The Local Plan provides a land use planning framework which supports the aims and objectives of these growth packages and seeks

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
			to address other potential barriers to investment (including physical and social infrastructure).
31.	Be flexible enough to accommodate needs not anticipated in the plan, allow for new and flexible working practices (such as live-work accommodation), and to enable a rapid response to changes in economic circumstances.	NPPF Para 82	Policy PC2 (Strategic Employment Sites) and PC3 (Locally Important Employment Sites) supports the redevelopment and regeneration of these sites to provide employment floorspace that meets the needs of the market. There are also a number of site-specific policies for particularly significant employment sites which build upon the overarching policies (Policy PC4: Farnborough Business Park; Policy PC5: Cody Technology Park; Policy PC6: East Aldershot Industrial Cluster; Policy PC7: Hawley Lane South). For example, Policy PC6 supports the redevelopment of existing employment units which have reached the end of their functional economic life, the refurbishment of existing stock and the subdivision of larger units to provide multiple units. There is no specific reference to new and flexible work practices in the Local Plan. The Policies were adopted prior to the changes in the use classes, which revoked B1 uses and incorporated some of these uses under the new Use Class E.
32.	Recognise and address the specific locational requirements of different sectors. This includes making provision for clusters or networks of knowledge and data-driven, creative or high technology industries; and for storage and distribution operations at a variety of scales and in suitably accessible locations.	NPPF Para 83	<p>The Local Plan recognises and address the specific locational requirements of different sectors. Policy PC1 supports opportunities to develop the following key employment sectors:</p> <ul style="list-style-type: none"> • Specialist/advanced manufacturing, • Manufacturing and distribution, • Business services. <p>Policy PC5 (Cody Technology Park) supports the expansion of Cody Technology Park, as specialist research and development offer, supported by excellent telecommunications infrastructure and high-capacity power supplies, in a secure, controlled environment.</p>

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
			There is no specific reference to storage and distribution operations within the Local Plan.
33.	Enable the sustainable growth and expansion of all types of business in rural areas, both through conversion of existing buildings and well-designed new buildings.	NPPF Para 84	Rushmoor is predominantly urban, with only small pockets of countryside and no identifiable rural economy. There is therefore no specific policy in the Local Plan which covers the sustainable growth and expansion of business in rural areas. However, Policy NE5 (Countryside) supports development within the countryside, outside the defined urban area, subject to proposals meeting certain criteria.
34.	Enable the development and diversification of agricultural and other land-based rural businesses.	NPPF Para 84	N/A
35.	Enable sustainable rural tourism and leisure developments which respect the character of the countryside.	NPPF Para 84	Rushmoor is predominantly urban, with only small pockets of countryside and no identifiable rural economy. Whilst there is no policy in the Local Plan covering rural tourism and leisure development within the countryside, Policy NE5 (Countryside) supports development within the countryside, outside the defined urban area, subject to proposals meeting certain criteria. However, since the adoption of the Local Plan a leisure development has come forward at the Former Lafarge Site (Hollybush Lakes) in the countryside.
36.	Enable the retention and development of accessible local services and community facilities, such as local shops, meeting places, sports venues, open space, cultural buildings, public houses and places of worship.	NPPF Para 84	The Local Plan defines 17 Local Neighbourhood Facilities across Aldershot and Farnborough which are protected under Policy LN6. These provide local retail facilities to meet residents' daily needs and are accessible for those with mobility issues.

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
37.	Recognise that sites to meet local business and community needs in rural areas may have to be found adjacent to or beyond existing settlements, and in locations that are not well served by public transport.	NPPF Para 85	N/A
38.	<i>Town centres</i>		
39.	Define a network and hierarchy of town centres and promote their long-term vitality and viability.	NPPF Para 86	The Local Plan identifies two town centres: Aldershot and Farnborough and one district centre: North Camp.
40.	Define the extent of town centres and primary shopping areas, and make clear the range of uses permitted in such locations.	NPPF Para 86	The extent of the town and district centres and the primary and secondary frontages within these are also mapped. There are policies to set out the range of uses which will be acceptable within these different town/district centre zones.
41.	Retain and enhance existing markets and, where appropriate, re-introduce or create new ones.	NPPF Para 86	Policy SP2 sets out that part of the strategy for Farnborough Town Centre is to retain and enhance Farnborough market.
42.	Allocate a range of suitable sites in town centres to meet the scale and type of development likely to be needed, looking at least ten years ahead.	NPPF Para 86	The Local Plan allocates a number of sites in Aldershot town centre to be delivered over the plan period. It also allocates the Civic Quarter site which is mostly within Farnborough town centre and will be delivered over the plan period.
43.	Where suitable and viable town centre sites are not available for main town centre uses, allocate appropriate edge of centre sites that are well connected to the town centre.	NPPF Para 86	The Local Plan allocated the Civic Quarter development in Farnborough which is largely edge-of-centre and will contain some town centre uses.
44.	Recognise that residential development often plays an important role in ensuring the vitality of centres and encourage residential development on appropriate sites.	NPPF Para 86	The Local Plan allocates a number of sites for regeneration within town centres either for a mixed use or residential development to support the regeneration and vitality of the town centres.
45.	<i>Healthy and safe communities</i>		

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
46.	Achieve healthy, inclusive and safe places which promote social interaction, are safe and accessible, and enable and support healthy lifestyles.	NPPF Para 92	There are a number of policies within the Local Plan which seek to achieve healthy, inclusive and safe places and enable and support healthy lifestyles. Policy DE8 supports healthy lifestyles by safeguarding existing indoor and built sport and recreation facilities and supporting development for new and improved facilities. Similarly, Policy DE6 protects open space and outdoor sport and recreation facilities. Policy LN1 requires 15% of market dwellings to be built to accessible and adaptable standards (Building Regulations M4(2)). Policy LN5 seeks to achieve neighbourhood improvement in deprived areas by ensuring that development addresses these issues. The Local Plan is silent on creating healthy, inclusive safe and accessible public realm.
47.	Plan positively for the provision and use of shared spaces, community facilities (such as local shops, meeting places, sports venues, open space, cultural buildings, public houses and places of worship) and other local services to enhance the sustainability of communities and residential environments.	NPPF Para 93	The Local Plan defines 17 Local Neighbourhood Facilities across Aldershot and Farnborough which are protected under Policy LN6. These provide local retail facilities to meet residents' daily needs and are accessible for those with mobility issues. New community facilities and shared spaces are to be provided as part of some of the larger developments in the Borough such as Wellesley and Farnborough Civic Quarter. Policy IN1 sets out the criteria for provision of new community facilities as part of developments.
48.	Take into account and support the delivery of local strategies to improve health, social and cultural well-being for all sections of the community.	NPPF Para 93	The Local Plan takes account of the following evidence relating to health: Hampshire County Council (2015) 'Joint Strategic Needs Assessment 2015: Rushmoor District', available at www.hants.gov.uk/socialcareandhealth/publichealth Public Health England (2018) 'Rushmoor District Health Profile 2018';

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
			<p>'Hampshire County Health Profile 2018', available at http://fingertips.phe.org.uk/profile/health-profiles</p> <p>There are a number of health and social strategies prepared by Hampshire County Council which have been adopted in the last few years since the Local Plan was prepared, and therefore the Local Plan does not take these into account.</p>
49.	Guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community's ability to meet its day-to-day needs.	NPPF Para 93	The Local Plan defines 17 Local Neighbourhood Facilities across Aldershot and Farnborough which are protected under Policy LN6. These provide local retail facilities to meet residents' daily needs and are accessible for those with mobility issues.
50.	Ensure that established shops, facilities and services are able to develop and modernise, and are retained for the benefit of the community.	NPPF Para 93	The Local Plan defines 17 Local Neighbourhood Facilities across Aldershot and Farnborough which are protected under Policy LN6. These provide local retail facilities to meet residents' daily needs and are accessible for those with mobility issues.
51.	Ensure an integrated approach to considering the location of housing, economic uses and community facilities and services.	NPPF Para 93	This is undertaken as part of the site assessment and site allocation process.
52.	Consider the social, economic and environmental benefits of estate regeneration.	NPPF Para 94	<p>Policy LN5 (Neighbourhood Deprivation Strategy) states that the Council will take a partnership approach will be taken towards neighbourhood improvement in deprived areas in the Borough and consideration of development proposals in these areas will need to take this into account.</p> <p>The Local Plan does not include explicit reference to estate regeneration, the focus instead is on regeneration of the two town centres. The redevelopment of North Town Estate in Aldershot,</p>

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
			formerly one of the Borough's most deprived areas, was already underway prior to the adoption of the Local Plan. This is a joint project between the registered housing provider (VIVID, formerly First Wessex Housing Association) and the Council.
53.	Plan positively to meet school place requirements and to encourage development which will widen choice in education.	NPPF Para 95	Two new primary schools, pre-school facilities and secondary school places in existing schools are being provided as part of the Wellesley development. The Council was proactive in engagement with Hampshire County Council regarding the need for additional school places associated with other development proposed in the Plan. The Local Plan does not refer to development which will widen choice in education, however education is a County matter.
54.	Work proactively and positively with promoters, delivery partners and statutory bodies to plan for public service infrastructure.	NPPF Para 96	This was done as part of the preparation of the Local Plan.
55.	Promote public safety and take into account wider security and defence requirements.	NPPF Para 97	There are minor references to public safety, but this is not fully addressed through the Local Plan.
56.	Provide open space, sports and recreational facilities which meets the needs of the local area. Consider how they can deliver wider benefits for nature and support efforts to address climate change.	NPPF Para 98	Policy DE6 provides for the retention of areas of open space uses for recreation or sport or having visual amenity. It also sets out that new residential will be permitted where it makes on-site provision for open space in accordance with the Council's standards (or a financial contribution is provided where appropriate).
57.	Protect and enhance public rights of way and access.	NPPF Para 100	Policy NE2 (Green Infrastructure) seeks to protect and enhance the existing Green Infrastructure network, which includes public rights of way and open space with existing access. This policy is supported by the Green Infrastructure Strategy, adopted in 2022. However, the

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
			Local Plan does not explicitly protect and enhance public rights of way and access.
58.	<i>Transport</i>		
59.	Should actively manage patterns of growth in support of objectives in Para 104. Significant development should be focused on locations which are/can be made sustainable. Opportunities to maximise sustainable transport solutions will vary between urban and rural areas - this should be taken into account in plan-making.	NPPF Para 105	The three largest allocations in the Local Plan are Wellesley, Farnborough Civic Quarter and The Galleries. Wellesley is such a large development that the everyday needs of the new community will be met within the site and therefore can be made sustainable. Both Farnborough Civic Quarter and The Galleries are located in Farnborough/Aldershot town centre where the everyday needs of the community can be met by walking, and they are both well served by buses and trains.
60.	Support an appropriate mix of uses across an area, and within larger scale sites, to minimise the number and length of journeys needed for employment, shopping, leisure, education and other activities.	NPPF Para 106	The local plan supports a mix of uses, particularly within the town centres to reduce journeys required to access services and other facilities. Where appropriate and compatible, a mix of uses are also supported elsewhere, for example on employment sites. Larger allocated sites in the Local Plan such as Wellesley and the Farnborough Civic Quarter contain a range of uses so that residents everyday needs can be met without needing to travel outside of the site.
61.	Identify and protect, where there is robust evidence, sites and routes which could be critical in developing infrastructure to widen transport choice and realise opportunities for large scale development.	NPPF Para 106	There are no such sites or routes within Rushmoor.
62.	Provide for attractive and well-designed walking and cycling networks with supporting facilities such as secure cycle parking (drawing on Local Cycling and Walking Infrastructure Plans).	NPPF Para 106	The LCWIP for Rushmoor was recently adopted (2023) and therefore the Local Plan does not draw on this.

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
63.	Provide for any large-scale transport facilities that need to be located in the area and the infrastructure and wider development required to support their operation, expansion and contribution to the wider economy.	NPPF Para 106	There is no evidence of a need for large-scale transport facilities in Rushmoor.
64.	Recognise the importance of maintaining a national network of general aviation airfields.	NPPF Para 106	Farnborough Airport is located within the Borough and there are a number of policies to address it in the Local Plan.
65.	Provide adequate overnight lorry parking facilities, taking into account any local shortages.	NPPF Para 109	There is no evidence of a need for overnight lorry parking facilities in Rushmoor.
66.	In assessing sites that may be allocated for development in plans, it should be ensured that: appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location; safe and suitable access to the site can be achieved for all users, the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance including the National Design Guide and the National Model Design Code; and any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.	NPPF Para 110	A number of these areas were considered in allocating land for development through the Local Plan process, however these did not reflect the National Design Guide and National Model Design Code as these have been published more recently.
67.	Development should only be prevented on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.	NPPF Para 111	Local Plan Policy IN2 sets out that development will be permitted where it does not have a severe impact on the operation of, safety of, or accessibility to the local or strategic road networks.
68.	<i>Communications</i>		

	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
69.	Support the expansion of electronic communications networks, including next generation mobile technology (such as 5G) and full fibre broadband connections, setting out how high-quality digital infrastructure is expected to be delivered and upgraded over time.	NPPF Para 114	Local Plan Policy IN3 sets out that new development will be expected to provide for appropriate telecommunications provision, including for high-speed broadband. It does not specify that this must be full fibre broadband. The Borough generally has good coverage of mobile data on one or more networks but there are some areas which suffer from poor broadband speeds. The Local Plan does not set out how high-quality digital infrastructure is expected to be delivered and upgraded over time.
70.	<i>Making effective use of land</i>		
71.	Promote an effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment and ensuring safe and healthy living conditions.	NPPF Para 119	There is only one reference to making effective use of land which is in the site allocation for Farnborough Civic Quarter. The Local Plan does not promote an effective use of land as part of the overall strategy.
72.	Set out a clear strategy for accommodating objectively assessed needs, in a way that makes as much use as possible of previously developed or 'brownfield' land.	NPPF Para 119	The Local Plan sets out a clear strategy for accommodating the OAN and whilst the strategy does not specifically refer to making as much use as possible of previously developed or 'brownfield' land, the majority of the site allocations are on previously developed ('brownfield') land and some are on long-derelict sites.
73.	Encourage multiple benefits from both urban and rural land, including through mixed use schemes and taking opportunities to achieve net environmental gains.	NPPF Para 120	A number of the sites allocated in the Local Plan are for a mix of uses. Policy NE4 – Biodiversity requires proportionate measures to contribute to a net gain in biodiversity but does not seek to take opportunities to achieve wider net environmental gains. Policy NE2 (Green Infrastructure) includes requirements relation to the provision of enhanced green infrastructure, which will assist in achieving wider net environmental gains.

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
74.	Recognise that some undeveloped land can perform many functions, such as for wildlife, recreation, flood risk mitigation, cooling/shading, carbon storage or food production.	NPPF Para 120	Paragraph 12.13 recognises the importance of green infrastructure in the many functions it can perform, including providing sustainable transport links, mitigating and adapting to the effects of climate change, and improving physical and mental health.
75.	Give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs, and support appropriate opportunities to remediate despoiled, degraded, derelict, contaminated or unstable land.	NPPF Para 120	The Local Plan gives substantial weight to using suitable brownfield land within settlements as a number of site allocations within the Plan involve the redevelopment of brownfield sites. Paragraph 9.100 recognises that whilst Rushmoor does not have a history of heavy industry, there may still be contamination due to the diversity of land use over the years. It emphasises the importance that sites are investigated and, where necessary, remediated. This is implemented through Policy DE10.
76.	Promote and support the development of under-utilised land and buildings.	NPPF Para 120	The Local Plan contains allocations which take the opportunity to make use of under-utilised sites such as 68-70 Hawley Lane.
77.	Support opportunities to use the airspace above existing residential and commercial premises for new homes.	NPPF Para 120	The Local Plan does not support opportunities to use the airspace above existing residential and commercial premises for new homes.
78.	Reflect changes in the demand for land.	NPPF Para 122	The Local Plan does reflect changes in the demand for land, such as the allocation of the Wellesley site as MOD land which was no longer required for that purpose, and the allocation of sites for regeneration within Aldershot and Farnborough town centres.
79.	Support development that makes efficient use of land, taking into account the need for different types of housing and other forms of development, local market conditions, the availability and capacity of infrastructure and services, the character and setting of the area, and the importance of securing well-designed, attractive and healthy places.	NPPF Para 124	There is only one reference to making effective use of land which is in the site allocation for Farnborough Civic Quarter. The Local Plan does not promote an effective use of land as part of the overall strategy.

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
80.	Avoid homes being built at low densities where there is an existing or anticipated shortage of identified housing needs, and where appropriate include the use of minimum density standards. Area-based character assessments, design guides, design codes and masterplans are appropriate tools to use to help to ensure land is used efficiently while also creating beautiful and sustainable places.	NPPF Para 125	There is not currently an existing or anticipated shortage of identified housing needs and therefore was not necessary for the Local Plan to include the use of minimum density standards. There are currently no area-based character assessments or design codes (prepared by Rushmoor) but masterplans have been developed for larger sites (Wellesley and Farnborough Civic Quarter).
81.	<i>Design</i>		
82.	Set out a clear design vision and provide maximum clarity about design expectations through the preparation of design codes or guides consistent with the National Design Guide and National Model Design Code, and which reflect local character and design preferences. Design codes and guides can either form part of a plan or be supplementary planning documents.	NPPF Para 127, 128 & 129	There are no design codes or guides associated with the current Local Plan.
83.	Ensure that developments will function well and add to the overall quality of the area, are visually attractive as a result of good architecture, layout and appropriate and effective landscaping, are sympathetic to local character and history, including the surrounding built environment and landscape setting, establish or maintain a strong sense of place, optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development, and create places that are safe, accessible and inclusive.	NPPF Para 130	Policy DE1 (Design in the Built Environment) covers some of the requirements set out in Para 130. Further detailed is required in the design policies to ensure that all of these requirements are met by developments.
84.	Ensure new streets are tree-lined, that opportunities are taken to incorporate trees elsewhere in developments, that	NPPF Para 131	Policy NE2 (Green Infrastructure) includes requirements relation to the protection and provision of enhanced green infrastructure, which

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
	appropriate measures are in place to secure the long-term maintenance of newly-planted trees, and that existing trees are retained wherever possible.		could include trees. Policy NE3 (Trees and Landscaping) seeks to retain trees worthy of retention and includes the expectation that new development includes the provision for new trees. It also refers to the need for management plans on major development sites, which include mechanisms for the long term maintenance. There is no specific requirement in the Local Plan for new streets to be tree-lined..
85.	<i>Green Belt</i>		
86.	Ensure proposals for new Green Belts demonstrate why development management policies would not be adequate, any major changes in circumstances to warrant the creation of a new Green Belt, the consequences for sustainable development, the need for Green Belt to support adjoining areas, and how new Green Belt would meet other objectives of the Framework.	NPPF Para 139	N/A
87.	Establish the need for any changes to Green Belt boundaries, having regard to their intended permanence in the long term, so they can endure beyond the plan period. Even when exceptional circumstances are demonstrated strategically to take land out of the Green Belt, it is still necessary to demonstrate that exceptional circumstances exist at the site level.	NPPF Para 140	N/A
88.	Give first consideration to land which has been previously-developed and/or is well-served by public transport, including increasing density within town and cities centres. Set out the ways in which the impact of removing land from the Green Belt can be offset through compensatory	NPPF Para 141 & 142	N/A

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
	improvements to the environmental quality and accessibility of remaining Green Belt land.		
89.	Where Green Belt boundaries are being defined, they should be clearly outlined and be consistent with the plan's strategy for meeting identified requirements for sustainable development.	NPPF Para 143	N/A
90.	<i>Climate change, flooding and coastal change</i>		
91.	Take a proactive approach to mitigating and adapting to climate change, taking into account the long-term implications for flood risk, coastal change, water supply, biodiversity and landscapes, and the risk of overheating from rising temperature.	NPPF Para 153	Policy DE1 promotes designs and layouts which take account of the need to adapt to and mitigate against the effects of climate change, including the use of renewable energy. It also requires proposals to demonstrate how they will incorporate sustainable construction standards and techniques. BREEAM 'very good' standard overall and 'excellent' standard for water consumption are required for major commercial developments over 1,000 sq m in floorspace.
92.	Support appropriate measures to ensure the future resilience of communities and infrastructure to climate change impacts.	NPPF Para 153	The current Local Plan policies focus on adaptation and mitigation in relation to climate change but there is little mention of the resilience of communities and infrastructure.
93.	Increase the use and supply of renewable and low carbon energy and heat by providing a positive strategy for energy from these sources, identifying suitable areas for renewable and low carbon energy sources, and identifying opportunities for development to draw its energy supply from decentralised, renewable or low carbon energy supply systems and for co-locating potential heat customers and suppliers.	NPPF Para 155	This is not addressed in the Local Plan.

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	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
94.	Manage flood risk from all sources and apply a sequential, risk based approach to the location of development.	NPPF Para 160 & 161	Policies NE6, NE7 and NE9 cover the management of fluvial flood risk and surface water flooding. For fluvial flood risk a sequential test is applied to ensure that development is first located in Flood Zone 1.
95.	Steer new development to those areas with the lowest risk of flooding from any source. If this is not possible, the exception test may have to be applied, informed by the potential vulnerability of the site and of the development proposed. Where this is the case, sites needs to demonstrate that the development would provide wider sustainability benefits outweighing the flood risk and that the development would be safe for its lifetime without increasing flood risk elsewhere (and where possible will reduce flood risk overall).	NPPF Para 162, 163, 164 and NPPF Annex 3	Policy NE6 seeks to manage fluvial flood risk and steer development towards the lowest risk of flooding. Policy NE7 and NE9 seeks to manage areas of surface water flood risk. The policies do not contain a requirement to demonstrate that the development would provide wider sustainability benefits outweighing the flood risk and that the development would be safe for its lifetime where proposals are on areas of higher risk of flooding.
96.	Avoid inappropriate development in vulnerable areas and not exacerbating the impacts of physical changes to the coast.	NPPF Para 171	N/A
97.	<i>Natural environment</i>		
98.	Contribute to and enhance the natural and local environment by protecting and enhancing valued landscapes, sites of biodiversity or geological value and soils, recognising the intrinsic character and beauty of the countryside, and the wider benefits from natural capital and ecosystem services.	NPPF Para 174	As a predominantly urban Borough, much of this is not relevant/applicable to Rushmoor. However, Policy NE4 seeks to protect, maintain and enhance the Borough's biodiversity and geological resources and Policy NE5 (Countryside) seeks to preserve the character and appearance of the countryside
99.	Plans should: distinguish between the hierarchy of international, national and locally designated sites, take a strategic approach to maintaining and enhancing networks of habitats and green infrastructure, and plan for the	NPPF Para 175	Policy NE4 and the supporting text distinguishes between the hierarchy of international, national and locally designated sites. The importance of maintaining and enhancing networks of habitat and green infrastructure is covered in Policy NE4 and throughout the Plan. There is no policy reference to natural capital.

Appendix 2 – PAS Local Plan Route Mapper Toolkit Part 2: Local Plan Form and Content Checklist

	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
	enhancement of natural capital at a catchment or landscape scale across local authority boundaries.		
100.	Great weight should be given to National Parks, the Broads and the Areas of Outstanding Natural Beauty. The scale and extent of development within these designated areas should be limited. Development within their setting should be sensitively located and designed to avoid or minimise adverse impacts on the designated areas.	NPPF Para 176	N/A
101.	Conserve the special character and importance of Heritage Coast areas.	NPPF Para 178	N/A
102.	Identify, map and safeguard components of local wildlife-rich habitats and wider ecological networks, promote the conservation, restoration and enhancement of priority habitats, ecological networks and the protection and recovery of priority species, and identify and pursue opportunities for securing measurable net gains for biodiversity.	NPPF Para 179	Some of the habitats and ecological networks are mapped, but further work is needed to ensure that they are all mapped. Policy NE4 seeks to promote the conservation, restoration and enhancement of priority habitats. The Local Plan does not require measurable net gains for biodiversity.
103.	Ensure that a site is suitable for its proposed use taking account of ground conditions, any risks arising from land instability and contamination, and the likely effects of pollution on health, living conditions and the natural environment.	NPPF Para 183 & 185	The Local Plan contains Policy DE10 on Pollution.
104.	Sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and	NPPF Para 186	Paragraph 9.92 sets out that: 'Proposals for development that risks non-compliance of EU limit values or the Council having to designate an area as an AQMA will be refused', but this is not carried through to the Policy DE10.

Appendix 2 – PAS Local Plan Route Mapper Toolkit Part 2: Local Plan Form and Content Checklist

	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
	Clean Air Zones, and the cumulative impacts from individual sites in local areas.		
105.	Ensure that new development can be integrated effectively with existing businesses and community facilities.	NPPF Para 187	There is no policy reference to ensuring that new development can be integrated effectively with existing businesses and community facilities.
106.	<i>Historic Environment</i>		
107.	Set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats.	NPPF Para 190	Policies HE1, HE2, HE3 set out a positive strategy for the conservation and enjoyment of the historic environment.
108.	<i>Minerals</i>		
109.	Provide for the extraction of mineral resources of local and national importance.	NPPF Para 210	N/A
110.	Take account of the contribution that substitute or secondary and recycled materials and minerals waste would make to the supply of materials, before considering extraction of primary materials.	NPPF Para 210	N/A
111.	Safeguard mineral resources by defining Mineral Safeguarding Areas and Mineral Consultation Areas.	NPPF Para 210	N/A
112.	Encourage the prior extraction of minerals, where practical and environmentally feasible, if it is necessary for non-mineral development to take place.	NPPF Para 210	N/A
113.	Safeguard existing, planned and potential sites for: the bulk transport, handling and processing of minerals, the	NPPF Para 210	N/A

Appendix 2 – PAS Local Plan Route Mapper Toolkit Part 2: Local Plan Form and Content Checklist

	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
	manufacture of concrete and concrete products and the handling, processing and distribution of substitute, recycled and secondary aggregate material.		
114.	Set out criteria or requirements to ensure that permitted and proposed operations do not have unacceptable adverse impacts on the natural and historic environment or human health	NPPF Para 210	N/A
115.	Recognise that some noisy short-term activities, which may otherwise be regarded as unacceptable, are unavoidable to facilitate minerals extraction	NPPF Para 210	N/A
116.	Ensure that worked land is reclaimed at the earliest opportunity, taking account of aviation safety, and that high-quality restoration and aftercare of mineral sites takes place.	NPPF Para 210	N/A

Appendix 3 - Responses from Duty to Cooperate Bodies on Local Plan Review

DtC body	Comments
Basingstoke and Deane Borough Council (BDBC)	<ul style="list-style-type: none"> BDBC is currently at the early stages of review its Local Plan, with Regulation 18 timetabled from January 2024 Proposing to meet its housing need in full over Local Plan period to 2040 so no outstanding housing need issues Currently proposed to use a stepped trajectory to provision to allow for development of strategic sites and deal with infrastructure provision Due to location of proposed development, do not consider there are any specific duty to cooperate issues that would directly impact on Rushmoor
Bracknell Forest Council	<ul style="list-style-type: none"> The emerging Bracknell Forest Local Plan (BFLP) covers the period 2020 – 2037 and is currently at Examination with Proposed Main Modifications having been published for consultation for 6 weeks on 31st October The BFLP identifies sufficient sites to meet our housing needs. Bracknell do have unmet needs for gypsies and travellers over the longer term, following the Inspectors' recommendation to remove a strategic site which was going to include the provision of pitches. The Inspectors appear to have accepted that these needs can be met through the development management process, and, there is a policy in the BFLP for this purpose. Bracknell also have unmet need for industrial and warehousing floorspace. Given the current stock of floorspace, uncertainty about future demand and support given to the retention and intensification of existing employment areas by our policies, the Inspector appears to have accepted this position. Request that they kept informed about evidence relating to housing (including gypsies and travellers) and economic needs together with any associated policy issues. Request that we discuss any matters relating to the Thames Basin Heaths Special Protection Area, including air pollution and issues relating to the Blackwater Valley River and its surrounds. Initial view that there is unlikely to be any strategic implications relating to transport, but unable to confirm this prior to studying outputs from future transport models.
Elmbridge Borough Council (EBC)	<ul style="list-style-type: none"> As part of preparation of the Elmbridge Local Plan 2037, EBC twice contacted all authorities in the South East informing them that the Council was unable to meet its housing requirements in full and sought to discuss if there were opportunities to accommodate some/all of EBC's unmet need RBC's response was that considering the recent adoption of the Rushmoor Local Plan and constrained nature of the Borough, we are unable to meet any of EBC's unmet need and this position is unlikely to change in the future EBC ask that RBC keep in mind the previous request of meeting some or all of EBC's unmet housing need in reviewing the local plan policies and to contact them if the position changes
Enterprise M3 LEP	<i>No response received.</i>

Environment Agency	<ul style="list-style-type: none"> • The Environment Agency would expect your local plan to cover these range of topics including, but not limited to: <ul style="list-style-type: none"> ○ Net Gain - an approach to managing the environment that leaves it in a measurably better state ○ Flood risk management - ensuring development is steered towards areas of lowest flood risk, underpinned by a robust and up-to-date strategic flood risk assessment that follows our guidance. Securing contributions to flood risk management infrastructure to unlock development potential ○ Climate change - ensuring policies, site allocations and design of development takes climate change into account ○ Strategic water planning - quality, quantity and efficiency to support new development and safeguard the environment ○ Drainage and infrastructure - ensuring new development has adequate infrastructure to manage waste water and surface water disposal ○ Green and blue infrastructure - for flood risk management, water quality management and biodiversity ○ Contaminated land - bringing land back into beneficial use ○ Water Framework Directive objectives - no deterioration and water body improvements ○ Biodiversity - safeguarding protected species and habitats, highlighting opportunities for habitat creation and ○ Waste management - advising on waste management strategies and providing advice that spans the planning and permitting interface. • Advise that the Council focuses on preparing an evidence base (i.e. SFRA level 1 and 2 and the Water Cycle Study) which are useful in helping plan for sustainable growth in Rushmoor as well as inform the local plan. The Environment Agency offer to assist in the preparation of this evidence and provide links to relevant guidance.
Frimley Integrated Care System	<ul style="list-style-type: none"> • NHS Frimley are keen to ensure the impact of population growth on local healthcare provision is taken into consideration more formally • The impact comes in many forms but could include: increase in care and nursing home requirements and therefore staff, ensuring size of GP practices is suitable to register new patients, ensuring condition of GP practices is suitable, requirement to increase the size of community teams, and increase in required dental provision
Guildford Borough Council (GBC)	<ul style="list-style-type: none"> • Share a number of cross-boundary issues • Most notable is meeting housing need and associated infrastructure to support this – within different HMA but respective HMAs share strong linkages • GBC have up to date plan which meets OAN but was prepared under NPPF 2012 and will need to be reviewed by April 2024 • Number of sites are delayed and GBC does not have excess supply than can help contribute to neighbouring authority's unmet need

	<ul style="list-style-type: none"> • Until GBC begins new round of plan-making, it is not clear the extent to which it will be able to accommodate increased standard method figure
Hampshire County Council (HCC)	<ul style="list-style-type: none"> • As the local education authority, HCC request that the impact of development on education infrastructure is considered • Greater level of detail is required to understand how the necessary education infrastructure will be provided to support planned growth within Wellesley and across the rest of the borough in the local plan period and beyond • As the local highway authority, HCC recently shared a long list of transport problems and issues that will form part of the delivery plan for the Local Transport Plan 4 (LTP4) – there is nothing significant in terms of large highways schemes, but HCC is happy to revisit this should need arise as a result of new local plan work and future planned development • HCC take the opportunity to flag up the reference in section 11 of the local plan to the EM3 LEP Strategic Economic Plan and that RBC may wish to review this section in light of the changing economic landscape and Local Enterprise Partnership disaggregation
Hampshire and Isle of Wight Local Nature Partnership	<i>No response received.</i>
Hart District Council (HDC)	<ul style="list-style-type: none"> • HDC Local Plan 2014-2032 was adopted in April 2020 • HDC are not currently progressing a new local plan • Under the current system, HDC need to complete a review by April 2025 • Please see Annual Monitoring Report for background information on plan-making timetable and other matters
Historic England (HE)	<ul style="list-style-type: none"> • Rushmoor Local Plan was examined against the 2012 NPPF and although most significant changes have been made outside of the chapter on historic environment, many of these changes have heritage implications • Local Plan would more clearly articulate its positive strategy for the historic environment if it were to include a strategic heritage policy • Rushmoor may wish to consider whether its to design guidance is appropriate in light of changes to national policy and guidance • Rushmoor has declared a climate emergency and one area not covered by the current local plan is the energy efficiency of buildings including retrofit • The local plan could do more to acknowledge the overlap between the natural environment and historic environment – currently the plan risks divorcing heritage assets from environmental assets • Highlight the importance of up-to-date evidence and role of local plan process in assessing potential heritage impacts should the quantum, nature and scale of housing and business needs change
National Highways	RBC officers met with officers from National Highways and the feedback was as follows:

	<ul style="list-style-type: none"> • National Highways will be concerned with ensuring new allocations are deliverable and achievable • This will be a joint effort with HCC as there are likely to be considerably more direct impacts on the local road network with secondary impacts on the SRN • Suggestion that statements of common ground are used throughout the local plan process • Will need to consider in-combination effects as traffic from Surrey Heath, Hart and Berkshire filters into M3 junctions 4 and 4a
Natural England	<ul style="list-style-type: none"> • A strategic approach for networks of biodiversity should support a similar approach for green infrastructure • Plans should set out the approach to delivering net gains for biodiversity and requirements to monitor biodiversity net gain • Should consider the requirements of the NPPF (paras 72, 102, 118 and 170) and seek opportunities for wider environmental gain where possible • A strategic approach for green infrastructure is required to ensure its protection and enhancement, as outline in NPPF para 171 • Local Plan should consider climate change adaption and recognise the role of the natural environment to deliver measures to reduce the effects of climate change
Royal Borough of Windsor and Maidenhead (RBWM)	<ul style="list-style-type: none"> • RBWM adopted a local plan in February 2022 and therefore has sufficient allocated land to meet its OAN for housing and employment in full • Key strategic, cross-boundary issue needing continued cooperation is Thames Basin Heaths SPA and there is an established mechanism through the JSPB to support cooperation between all 11 authorities affected
Runnymede Borough Council	<ul style="list-style-type: none"> • Consider the two key areas for cooperation are housing and the Thames Basin Heaths Special Protection Area (SPA) which were agreed as part of Runnymede's Duty to Cooperate scoping exercise in 2022 • In the early stages of preparing for a review of the Runnymede 2030 Local Plan but do not have detail in relation to changes to future housing needs yet • Will continue to cooperate with Rushmoor as/when this information becomes available
Spelthorne Borough Council	<i>No response received.</i>
Surrey County Council	<ul style="list-style-type: none"> • Changes to the NPPF and associated guidance on flooding which need to be considered • As previously stated in responses, developer contributions will be required to fund necessary additional infrastructure to mitigate significant cross-border impacts of new development, particularly in regards to education and transport • Likely that there will be a requirement for additional school places during the plan period – there is heightened demand in many Surrey areas bordering Rushmoor

	<ul style="list-style-type: none"> • Significant number of secondary aged pupils in Hampshire attend Surrey secondary schools (as many as 50% at some schools) • Concerned that the development proposed in the Rushmoor Local Plan could create increased cross-boundary pressure on Surrey schools • Farnborough Airport has the potential to impact on Surrey residents and with the forthcoming application to expand operations, it is important that any review of the Local Plan should maintain a clear policy framework against which to assess proposals for change or development at Farnborough Airport
Surrey Heath Borough Council (SHBC)	<ul style="list-style-type: none"> • SHBC is progressing a new local plan covering period 2019-2038 and consulted on a Reg 18 draft in 2022 • SH is heavily constrained and is unable to identify sufficient capacity to meet its housing needs under standard method – some unmet need included in Hart Local Plan but in the long term there will continue to be challenges regarding meeting housing needs • Also facing challenges meeting Gypsy and Traveller and Travelling Showpeople needs • Spatial strategy in the emerging local plan seeks to focus new homes in the west of the borough, particularly Camberley Town Centre – no significant cross boundary issues arising from this have been identified or raised • Currently updating future employment needs and capacity evidence • SANG and BNG are other relevant cross-boundary issues
Waverley Borough Council (WaBC)	<ul style="list-style-type: none"> • Meeting held on 25th September 2023 • Strategic policies and allocations in Local Plan Part 1 (LPP1) (adopted 2018) and detailed development management policies and allocations for some settlements in Local Plan Part 2 (adopted 2023) • Following review of LPP1, WaBC agreed that an update was necessary and should be comprehensive, however the Council has not yet set out in detail the scope, approach and timetable for the new local plan • Strategic issues provisionally identified as requiring cross boundary cooperation: housing need and supply including traveller accommodation, employment/economic development, infrastructure including transport, green infrastructure including sites for BNG, mitigation for SPAs, site allocations • Not currently in a position to confirm whether any, or how much, development will need to be met outside WaBC in neighbouring authorities and it is considered that WaBC will not be able to accommodate development needs from neighbouring areas in new Local Plan
Woking Borough Council (WoBC)	<ul style="list-style-type: none"> • If Policy SP4 is to be updated, WoBC would like to ensure that any proposed changes would not allow for the airports operations to prejudice development in Woking and would ensure the amenity in relation to noise pollution is protected • Currently no changes to WoBC housing or Traveller pitch needs and the Site Allocations DPD meets the need in full • WoBC is highly constrained and would be unable to meet any unmet need from surround authorities

	<ul style="list-style-type: none"> • Following matters are of interest to WoBC: SANG capacity, impact of increased development on the rail and road networks, Basingstoke Canal
Wokingham Borough Council (WhBC)	<ul style="list-style-type: none"> • WhBC intend to consult on Proposed Submission Plan in November 2023 • Seeking to accommodate scale of housing need consistent with the NPPF and do not consider proposed development allocation are likely to raise infrastructure implications for Rushmoor • Latest evidence on employment need and supply shows there is insufficient opportunity to meet all need – WhBC will be approaching neighbouring authorities to seek opportunities to accommodate unmet need in their area • Note existing and continuing arrangements for Thames Basin Heath SPA and emerging evidence suggests there is opportunity to mitigate impact from housing throughout the plan period • Do not foresee any cross boundary impacts relating to climate change

CABINET

**COUNCILLOR GARETH LYON
PLANNING AND ECONOMY PORTFOLIO
HOLDER
REPORT NO. PG2338**

21 November 2023

KEY DECISION? NO

**CAR AND CYCLE PARKING STANDARDS SUPPLEMENTARY PLANNING
DOCUMENT (SPD)**

SUMMARY:

Following agreement by the Cabinet in January 2023, a review of the Car and Cycle Parking Standards Supplementary Planning Document (SPD) has been undertaken and a draft of the SPD has been prepared for consultation. The revised draft reflects changes to policy, recent town centre planning applications, 2021 Census data and factual changes since the adoption of the SPD in 2017.

RECOMMENDATIONS:

This report seeks Cabinet's approval to consult on a draft Car and Cycle Parking Standards Supplementary Planning Document (SPD).

1. INTRODUCTION

- 1.1. The purpose of the report is to seek the Cabinet's approval to consult on a draft Car and Cycle Parking SPD. The Council is required under the Town and Country Planning (Local Planning) (England) Regulations 2012 to consult on SPDs in accordance with Part 5 of the Regulations before they can be adopted.
- 1.2. This is not a key decision.

2. BACKGROUND

- 2.1. Historically Rushmoor has had supplementary guidance on car and cycling parking to ensure that appropriate levels of parking are provided for development. The Parking Standards Supplementary Planning Guidance (SPG) was applied from 2003 until 2008 when the Car and Cycle Parking Standards Supplementary Planning Document (SPD) was adopted. Since 2008, the SPD has been updated in 2012 and 2017 (the current version).
- 2.2. In January 2023 the Cabinet agreed a recommendation that the Strategic Housing and Local Plan Group (SHLPG) undertake a review of the current SPD. The review was undertaken for the following reasons:

- Changes in policy moving towards reducing car ownership – at a national, county and local level the policy context has changed since the adoption of the SPD in 2017. A review of the SPD provides the opportunity to address local ambitions in relation to climate change and improving resident health.
 - Recent town centre planning applications (such as Farnborough Civic Quarter) have taken a different approach to parking than other developments in the Borough while maintaining the existing principles. This approach is considered to be appropriate for a modern and regenerated town centre and therefore should be reflected in the parking standards, so that a consistent approach is taken across all town centre developments.
 - 2021 Census – data from the 2021 Census is now available which gives an up-to-date picture of car ownership across the Borough.
 - A factual update to the SPD is required as the current Rushmoor Local Plan was adopted in 2019 and the SPD still refers to the superseded Core Strategy.
- 2.3. In July 2023 a number of options for the review were presented to and discussed with SHLPG. This included the scope of the review, options for meeting residential car parking standards in the town centres and the option to review the residential cycle parking standards.

3. DETAILS OF THE PROPOSAL

General

- 3.1. A draft Car and Cycle Parking SPD has been prepared taking forward the options for the review agreed by SHLPG in July. A key change in this version compared with the 2017 SPD is that two zones are proposed within which different car parking standards and principles will apply. Zone A – Sustainable Parking Zones covers the town centres and surrounding areas and has a lower car parking requirement and some additional options for meeting the car parking requirement on- and off-site. Zone B – Rest of the Borough covers all areas outside of Zone A. Within Zone B the car parking requirements and principles in the 2017 SPD remain unchanged.
- 3.2. A revised residential cycle parking standard is also proposed across the whole of Rushmoor and the Introduction, National and Local Policy Context, and Background and Evidence chapters have been updated.

Public Consultation

- 3.3. The Council is required to consult on SPDs. The legal requirements are set out in Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012. In line with the Council's Statement of Community Involvement (SCI) (September 2019), the consultation will include the following:

- Copies of SPD and a consultation statement made available for inspection at the Council Offices, local libraries and on the Rushmoor BC website
 - The general public will be notified via social media, and if appropriate, a press release
 - Specific and general consultation bodies will be notified by email of the consultation
- 3.4. It is proposed to consult between 8th December 2023 and 26th January 2024. This is 7 weeks¹ to account for the consultation running over the Christmas period and ensure that there is still maximum opportunity for engagement.

Alternative Options

- 3.5. The alternative option would be not to consult on the draft SPD; however, the SPD cannot be adopted without consultation. The current SPD would remain in place, however there would be no opportunity for the Council to address the matters set out in Paragraph 2.2.

Consultation

- 3.6. The draft SPD has been prepared in collaboration with SHLPG. In July 2023 a number of options for the review were presented to and discussed with SHLPG. This included the scope of the review, options for meeting residential car parking standards in the town centres and the option to review the residential cycle parking standards.
- 3.7. A member briefing on the review of the SPD was held virtually on 4th October 2023. Eleven members attended and a copy of the presentation and questions and responses given was circulated to all members following the briefing. Questions were focused around six key areas: how car clubs work in practice, visitor parking in town centres, whether the proposed car park requirements reflect occupant density, car parks on third party land and how the proposals will be consulted on.
- 3.8. This report seeks Cabinet's approval to consult formally on the SPD in line with Paragraph 3.3.

4. IMPLICATIONS (of proposed course of action)

Risks

- 4.1. There are no risks to the delivery of the proposal or associated with the implementation of the report recommendations.

Legal Implications

¹ The Statement of Community Involvement (SCI) 2019 sets out for SPDs: *"The consultation will run for a period of not less than 4 weeks. However, the Council will usually consult for 6 weeks to ensure maximum opportunity for engagement."*

- 4.2. Consultations must be in accordance with Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Financial and Resource Implications

- 4.3. There will be a small cost associated with printing copies of the SPD and consultation statement to be made available at the Council office and the public libraries. This will be met from within the existing budget for Planning Policy.

Equalities Impact Implications

- 4.4. Whilst the draft Car and Cycle Parking Standards SPD proposes to allow car parking within the Sustainable Parking Zones to be provided off-site, it still requires all disabled parking bays to be provided on-site. It is therefore considered that there will be no equalities impact implications arising from the draft SPD.

Other

- 4.5. There are no other implications.

5. CONCLUSIONS

- 5.1. A review of the Car and Cycle Parking SPD has been undertaken by SHLPG and a revised draft Car and Cycle Parking SPD for consultation has been prepared. This reflects changes in policy relating to car ownership, climate change and health. It also takes account of the approach to parking in the Farnborough Civic Quarter application, data from the 2021 Census and factual updates since the adoption of the current SPD in 2017. The SPD must be subject to public consultation before it can be adopted.
- 5.2. The draft SPD for consultation is supported by the Strategic Housing and Local Plans Group and the Portfolio Holder for Planning and Economy.
- 5.3. The draft SPD will enable the Council to continue to ensure that appropriate levels of car and cycle parking are provided in developments whilst supporting a move towards reducing private car ownership which will have positive impacts on reducing the Borough's carbon emissions and improving resident health and fitness.

BACKGROUND DOCUMENTS:

There are no background documents.

CONTACT DETAILS:

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APPENDICES:

Appendix 1 – Draft Car and Cycle Parking Standards Supplementary Planning Document (SPD)



**DRAFT CAR AND CYCLE PARKING
STANDARDS
SUPPLEMENTARY PLANNING DOCUMENT
(SPD)**

November 2023

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For further information about this document or interpretation of our Car & Cycle Parking Standards, please contact the Planning Policy Team on:

Email: planningpolicy@rushmoor.gov.uk

Tel: 01252 398787

Alternatively, please write to:

Planning Policy
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
GU14 7JU

For further information on parking in Rushmoor (car parks, parking management and on-street parking) please visit: www.rushmoor.gov.uk/parking

1. Introduction

What is a Supplementary Planning Document?

- 1.1 A Supplementary Planning Document (SPD) builds upon and provides more detail advice or guidance on policies in an adopted local plan. The adopted local plan in Rushmoor is the [Rushmoor Local Plan 2014-2032](#). As they do not form part of the development plan (which includes any local plans and other spatial development strategies), they cannot introduce new planning policies. They are however a material consideration in decision-making.

What is the purpose of this SPD?

- 1.2 The purpose of the Car and Cycle Parking Standards SPD is to build upon Local Plan Policy IN2 – Transport. It sets out guidance on appropriate parking provision in terms of amount, design and layout to meet the requirements of the policy.

When does this guidance apply?

- 1.3 The parking standards should be applied to all development, including changes of use, residential sub-divisions, and extensions. Where residential extensions would increase the number of bedrooms, this may result in an increase in the parking standard. Consideration will be given to the existing parking provision for a property however where the increase in the size of the property represents a “step change” in the number of bedrooms as defined by the residential parking standard an equivalent “step change” in the number of parking spaces will be required.

How should this SPD be used?

- 1.4 Our approach to car and cycle parking is set out around a number of 'key principles' in Chapter 4. These provide information about our expectations for car and cycle parking in new residential and non-residential development and support the implementation of the parking standards which are set out at Appendix A. In relation to non-residential development the standards are not expressed as either a maximum or a minimum, instead they provide an indication of the appropriate level of parking for the different uses. With regard to residential development, the guidelines are expressed as the minimum level of parking that would normally be expected.
- 1.5 Developers and their agents are required to have regard to this SPD from an early stage of developing their proposal. The Council generally encourages pre-application discussion for all development proposals.

2. National and Local Policy Context

National Context

National Planning Policy Framework (NPPF) – in particular Chapter 9 (Promoting sustainable transport)

Paragraph 107 of the NPPF requires the setting of local parking standards for both residential and non-residential developments to take account of:

- the accessibility of the development
- The type, mix and use of the development
- The availability and opportunities for public transport
- Local car ownership levels
- The need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles

Regional/County Context

Local Transport Plan 2011-2031 (LTP3) and emerging Local Transport Plan 2020-2050 (LTP4)

LTP4 proposes transformational change which shifts away from planning for vehicles towards planning for people and places. Guiding Principle 1 of LTP4 is to significantly reduce dependency on the private car.

Local Context

Rushmoor Local Plan 2014-2032

Policy IN2 (Transport) provides the principal hook for this SPD.

This document also supports and adds detail to the following policies:

- DE1 (Design in the Built Environment)
- DE11 (Development on Residential Gardens)
- NE7 (Areas at Risk of Surface Water Flooding)

Your future, your place (a vision for Aldershot and Farnborough 2030)

Six key areas:

- Vibrant and distinctive town centres
- Housing for every stage of life
- Strong communities, proud of our area
- Healthy and green lifestyles
- A growing local economy, kind to the environment
- Opportunities for everyone – quality education and a skilled local workforce

3. Background and Evidence

- 3.1 In accordance with national policy, it is important to ensure that the Council's parking standards reflect local circumstances. They must strike the right balance between providing a sufficient number of car parking spaces (to prevent vehicles from being displaced onto the public highway), promoting good design and using land efficiently, and encouraging the transition to away from private car ownership.

Residential car parking standards

- 3.2 Information from the 2001, 2011 and 2021 Census' provides a helpful indicator of the parking need in the Borough, and allows the Council an opportunity to compare the level of car ownership over a 20 year period and across various parts of Rushmoor.
- 3.3 Table 1 shows the level of car ownership in Rushmoor (the availability of cars/vans) making a comparison between 2001, 2011 and 2021. The table also compares the level of car ownership with neighbouring authorities together with the current parking standard in use for each of the authorities.
- 3.4 The average car ownership for all authorities has not changed significantly since 2001 and Rushmoor still has a lower average car ownership than the other authorities. Whilst Hart has higher parking standards than Rushmoor, standards are lower in Basingstoke and Surrey Heath.

Authority (date of SPD)	Cars per household			Parking Standard (spaces for property size)			
	2001 census	2011 census	2021 census	1 bed	2 bed	3 bed	4 or more bed
RUSHMOOR (2017)	1.3	1.4	1.4	1	2	2	3
Hart (2023)	1.65	1.7	1.7	1 (+ 1)	2 (+ 0.5)	2 (+ 1) OR 3 (+ 0.5)	3 (+ 0.5)
Basingstoke (2018)	1.4	1.5	1.5	1.1	1.5	1.5	2.4
Surrey Heath (SCC, 2022)	1.6	1.7	1.6	1.3	1.1	1.5	1.5

Table 1: Average car ownership per housing and current parking standard for Rushmoor and adjoining authorities (Source: 2021, 2011, 2001 Census' and authority websites)

- 3.5 To understand whether the level of car ownership is affected by local characteristics, Table 2 shows car ownership data from the 2021 Census by

ward. Average car ownership does not vary significantly across the wards. Car ownership is marginally higher in Farnborough than Aldershot, with Fernhill and St Johns wards having the highest ownership and Wellington ward having the lowest ownership.

	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms	5+ bedrooms	Average
Fernhill	1.0	1.2	1.7	2.0	2.6	1.7
Cherrywood	0.6	1.1	1.5	1.8	1.8	1.4
St Johns	0.9	1.3	1.7	2.1	2.3	1.7
West Heath	0.8	1.2	1.6	2.0	2.3	1.6
Empress	0.7	1.1	1.6	1.9	2.2	1.5
Cove & Southwood	0.6	1.2	1.6	2.0	2.3	1.5
Knellwood	0.7	1.2	1.7	1.9	2.2	1.6
St Marks	0.7	1.2	1.6	1.8	2.1	1.5
Farnborough	0.8	1.2	1.6	1.8	2.2	1.5
Wellington	0.5	1.1	1.5	1.7	1.6	1.3
Rowhill	0.6	1.1	1.6	2.0	2.2	1.5
North Town	0.8	1.2	1.6	2.1	2.2	1.6
Aldershot Park	0.6	1.1	1.5	2.1	2.2	1.5
Manor Park	0.6	1.0	1.6	1.8	1.8	1.4
Aldershot	0.6	1.1	1.6	1.9	2.0	1.4
Average	0.7	1.2	1.6	1.9	2.1	1.5

Table 2: Percentage of residences by car ownership by ward (Source: 2021 Census)

3.6 To understand whether the type of housing affects the level of car ownership, Table 3 compares average car ownership between houses and flats with the same number of bedrooms. The Census 2021 data shows that car ownership is lower for flat than for houses with the same number of bedrooms. The most

significant differences are for 1 bedroom and 3 bedroom where car ownership for flats compared to houses is 40% less and 31% less.

Property type/size	1 bed house	1 bed flat		2 bed house	2 bed flat		3 bed house	3 bed flat
Average car ownership	1.0	0.6		1.3	1.0		1.6	1.1

Table 3: Car ownership per dwelling type and size (Source: 2021 Census)

- 3.7 Using information from the 2011 and 2021 Census' and comparing the Council's residential parking standards with those of neighbouring authorities, it is apparent that our main parking standard is sufficient to provide the right number of parking spaces for new development across the majority of the Borough.
- 3.8 Given the high percentage of flatted residential dwellings within the two town centres (Farnborough and Aldershot) and surrounding areas and the proximity in these locations to both services and public transport, it is considered appropriate to have a lower parking standard in these areas. This will support the transition away from private car ownership and to use of active travel and public transport to meet local and national goals around carbon emissions and health and fitness.

Non-residential car parking standards

- 3.9 It is considered that journey destinations have the greatest influence upon the mode of transport used which should not be confused with the desire for residential car ownership (and parking spaces at the point of residence). In light of this, and in the context of the requirements of the National Planning Policy Framework, the SPD adopts maximum parking standards for non-residential development to encourage more use of sustainable transport.
- 3.10 This allows provision below the standard to be sought and provided where it would be appropriate and not result in problem parking or highway safety issues. This may be complemented by other demand management measures, such as the requirement for high quality cycling facilities and proactive Travel Plans. Given the urban character of Rushmoor, a single parking standard or non-residential development throughout the Borough is the preferred approach.

4. The Principles behind our Parking Standards

- 4.1 This SPD describes Rushmoor Borough Council's car and cycling parking requirements with a series of key principles, which are set out and explained below.
- 4.2 For the purposes of this SPD, the borough has been split into two zones: Zone A – Sustainable Parking Zones and Zone B – Rest of the Borough. Where principles relate to only one of the zones, this will be clearly stated in the principle; otherwise it should be assumed that the principle relates to both zones. Maps of Zones A and B are set out in Appendix B.

Principle 1 – Use of car and cycle parking standards

The car and cycle parking standards included in this Supplementary Planning Document (SPD) apply to all development (including changes of use).

- 4.3 The number of car and cycle parking spaces required for different classes of development is set out in Appendix A. Residential car parking standards are expressed as 'required standards', and non-residential car parking standards are expressed as 'maximum standards'. For maximum standards, attention is also drawn to the requirements of Principle 3.
 - 4.4 Where development includes two or more land uses to which different parking standards apply, the parking demand should be assessed on the basis of the uses' respective floor areas. Developers are encouraged to make best use of any shared parking areas (for example, by time of day/day of week) where this can be achieved without difficulty.
 - 4.5 If the sum of the parking requirement results in part spaces greater than 0.5, the provision should be rounded up to the nearest whole number.
 - 4.6 The parking standards should be applied to all development, including changes of use, residential sub-divisions, and extensions. Where residential extensions would increase the number of bedrooms, this may result in an increase in the parking standard. Consideration will be given to the existing parking provision for a property however where the increase in the size of the property represents a "step change" in the number of bedrooms as defined by the residential parking standard an equivalent "step change" in the number of parking spaces will be required.
 - 4.7 Extant and outline planning permissions are not subject to the changes set out in this SPD when compared to the Car and Cycle Parking Standard SPD 2017.
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General Principles

Principle 2 – Meeting the car parking impact of new development

Where an increase in floor area or a change of use would result in a higher parking standard, additional spaces need only be provided to serve the extra demand, and not to make up for any deficiencies in the existing provision.

- 4.8 It would be unreasonable to expect new development to ameliorate an existing situation.

Principle 3 – Demonstrating that the parking requirement can be met

Planning applications must include information to demonstrate to the satisfaction of the Council that the functional parking needs of the development can be accommodated on or close to the site without prejudicing highway safety or other planning objectives.

- 4.9 Applications should be accompanied by a Parking Layout drawing which should be a scaled plan (at a minimum scale of 1:500) to show how the car parking would be accommodated and accessed within the site.
- 4.10 To count towards the car parking standard, car parking spaces need to meet minimum size requirements set out in Table 4.

Type of parking space	Minimum size
Parking bays	4.8m x 2.5m*
Parallel parking spaces	6.0m x 2.0m
Parking bay in front of a garage**	5.5m x 2.5m
Requirements for larger vehicles are set out in Principle 11.	

Table 4: Size requirements for car parking spaces

* Parking space dimensions for new development (existing residential spaces can be 4.8m x 2.4m)

** For conventional “up and over” or external opening garage doors

- 4.11 Widths and lengths of spaces may need to increase if those spaces are next to a wall or a footway. Aisle width between rows of spaces should be at least 6.0m to enable vehicles to manoeuvre safely.
- 4.12 Where the parking area also provides the pedestrian access to a residential property a minimum width of 900mm shall be shown on the parking layout outside of the defined parking spaces.
- 4.13 Parking spaces also need to take account of the minimum space requirements set out for electric vehicle charge points in Building Regulations Part S, which vary depending on whether they are free standing, or wall mounted.

Principle 4 – Tandem Parking

No more than two parking spaces shall be laid out one behind the other for all residential development.

4.14 Tandem parking spaces provided in line one behind the other are acceptable on-plot within the curtilage of a dwelling if no more than two cars are parked in tandem. This principle shall apply to other parking layouts requiring three parking spaces such that no more than one parking space is obstructed by other parking spaces.

4.15 Turning diagrams may be required to demonstrate that vehicles can manoeuvre safely into and out of spaces.

Principle 5 – Loss of on street parking

The loss of on street parking spaces to facilitate a new or modified access to the highway shall be re-provided

4.16 Where planning permission is required, the loss of an on-street parking space to facilitate a new vehicular access to the highway for a new development shall be re-provided within the site or accommodated on street. Any traffic management costs associated with this will be recovered from the development under a S106 agreement.

4.17 Where the site is constrained, a condition may be imposed to ensure that any internal or external car parking spaces are retained for car parking and not used for any other purpose.

5. Principles for Car Parking for Residential Development

Principle 6 – The application of residential parking standards

Residential developments should provide the number of car parking spaces set out in Appendix A.

- 5.1 The Council's residential parking standards strike a balance between providing sufficient on-site parking to meet residents' needs, environmental sustainability and good design. There is a presumption that the parking standard (including the visitor parking requirement) should be provided in full.
- 5.2 Car parking should normally be provided within the development site. However, Principle 12 sets out that off-site provision may exceptionally be allowed in town centres. Subject to Principle 7, consideration may also be given to a reduced parking standard for the conversion or re-use of an existing property, however the full parking standard will be required for new build development.

Principle 7 - The provision of at least one car parking space per dwelling

Notwithstanding the size or location of the development, a minimum parking standard of one space per dwelling will be required.

- 5.3 It is also recognised that in some circumstances where there has been a change of use, the development's overall parking provision may still end up being less than 1 space per unit. This is because it would still be necessary to take into account the balance of parking provision from the previous use of the building (in accordance with Principle 2).

Principle 8 – Allocated parking spaces

Where car parking is located within the development site but beyond the residential curtilages of the new property (e.g. flatted developments), at least one space should be allocated for use by each property. This would ensure compliance with Principle 7.

Parking is not required to be allocated where Principles 12 and/or 13 apply.

- 5.4 Spaces should be allocated in a way that does not distinguish between market housing and affordable housing, with the usual expectation that each property will have the parking space(s) located closest to it. The Council may require a car parking allocation plan to be submitted as a planning condition, to ensure that all new properties have at least one car parking space, and that these are retained in perpetuity. Allocated parking spaces may not be appropriate for some communal parking areas (e.g. retirement housing developments).

- 5.5 If, after consideration of the parking requirement for the development in accordance with this SPD, this results in there being less than one parking space for each property, then those parking spaces should not be allocated. Where spaces are not allocated, parking permit schemes should be used manage parking on the site.

Principle 9 – Visitor or unallocated car parking

Individually accessible visitor car parking spaces should be provided in accordance with Table 5. The total visitor space requirement should be rounded up to the nearest whole number.

Within Zone A it is assumed that the visitor car parking requirement will be accommodated within existing car parks and the only visitor parking which must be provided on the site is the 5% which must be disabled parking bays.

Size of property	Number of visitor spaces required (total rounded to nearest whole number)
1 bed	1/3 visitor space per property
2+ beds	1/5 visitor space per property

Table 5: Number of visitor spaces required on residential developments

- 5.6 Visitor spaces should be included to provide more flexibility for residents to accommodate visitors, and for sites to accommodate changes in family generational cycles. For development of over 50 residential units, the visitor parking requirement will be determined on the basis of the Transport Assessment.
- 5.7 Residential properties with one allocated parking space have less flexibility to accommodate visitor parking than residential properties of two or more bedrooms with two or more car parking spaces allocated. The ratio of visitor spaces for one bedroom properties is therefore set higher than for properties of two or more bedrooms.
- 5.8 Visitor spaces should be marked 'VISITOR' where they are located within private car parking areas.

Principle 10 – Parking in garages

Garages provided for new development will not count towards the car parking standard. If a garage is to be counted to provide the accommodation for cycle parking then it should have internal dimensions of no less than 3m x 6m for a single garage.

- 5.9 It is apparent that garages are most often not used for car parking with cars displaces elsewhere while the garage is either converted for habitable

accommodation or used for storage. The Council does encourage the use of car ports as these tend to be well used for car parking and may improve the appearance of the parking within the street scene.

Residential development in Zone A – Sustainable Parking Zones

5.10 As set out in Appendix A, a lower parking standard applies within the Sustainable Parking Zones]. This is to reflect that the majority of residential development within these zones is likely to be flatted development which on average has lower car ownership than houses. It is also to reflect the better access to services and public transport available within these zones, reducing the need to rely on a private car.

5.11 Even within the Sustainable Parking Zones, for new build development the parking provision shall not be less than one parking space per dwelling. The Council may consider a further reduction of the parking standard where the “Exceptional Circumstances” as defined in para 5.12 can be met.

Principle 11 – Minimum parking standard to serve new build residential development in Zone A

Where a new build development is within Zone A, consideration will be given to a minimum parking standard of one space per dwelling.

5.12 “Exceptional Circumstances”, where a reduced provision of parking spaces per dwelling could be considered:

- Where a development involves the retention and re-use of buildings within the defined town centre as set out in the Policies Map of the Rushmoor Local Plan
- Where suitable alternative off street or on street parking is available within 200m

5.13 Such development proposals will also be supported by a Travel Plan to encourage the use of sustainable transport, including car sharing and cycle ownership, and evidence that car ownership is to be actively discouraged.

Principle 12 – Off-site car parking to serve residential development in Zone A

Where a development involves the retention and re-use of existing building or a new residential development of less than 10 dwellings within Zone A, applicants may consider the use of public parking or other off-site locations to meet the parking standard where these are within a reasonable walking distance (200m) of the development site.

Where less than one space per dwelling is provided on site, those spaces should be unallocated.

- 5.14 The use of public parking or other off-site locations means spare capacity in public car parks owned by the Council, spare capacity on the public highway or spare capacity on third party land in separate ownership where these are within a walking distance (200m) of the site.
- 5.15 The Council will expect any existing on-site parking to be retained in the first instance and for any shortfall (to meet the minimum standard of one space per dwelling in town centres) to then be met by firstly off-street parking and then on-street parking.
- 5.16 Spare capacity should be demonstrated through the undertaking and submission of parking surveys (using the Lambeth model or similar). Surveys should be carried out in the early morning and late evening on a sample of week and weekend days over a period of at least two weeks. The survey should note how many spaces are unoccupied at different times on different days and be supported by photographs.
- 5.17 In order for these off-site spaces on third party land to count towards the parking standard, the Council would need to see evidence that they are available to residents, of an appropriate accessibility and suitable standard, and could be secured in perpetuity with a legal agreement.

Principle 13 – Car clubs for residential development in Zone A

Residential developments of 100 or more units within the town centre may offset part of the car parking requirement by provision of a new, or contribution to an existing, car club.

- 5.18 There are a number of different car club operating models including commercial car clubs, peer-to-peer commercial car sharing and community car clubs. Commercial car clubs are usually operation by one of three main methods: bay to bay, back to area, or one-way or flex. Where a commercial car club is to be provided, the developer should work with the commercial car club operator to determine which operation method is most appropriate.
- 5.19 For commercial car clubs, each car club car provided will be the equivalent of 9 parking spaces and no more than 10% of the total parking space requirement for the site may be offset by the provision of car club cars. Where a car club is provided to offset the total parking space requirement, the remaining car parking spaces provided should be less than one per dwelling to encourage use of the car club.
- 5.20 The developer should provide a package of information on the car club to all new residents of the development and should also consider other methods to incentivise uptake of the car club such as providing free trials or credits to

residents and/or requiring purchase of parking permits to use other car parking spaces provided on the development.

5.21 Larger car club schemes are likely to be more successful since they can offer a choice of vehicle types and better availability, therefore car club schemes should ideally be made available to the general public as well as those living within the development. The vehicles must be made easily accessible 24 hours a day, seven days a week. This is an important consideration in the siting of car club cars within new residential developments, where the car club cars are to be shared with people from outside the development. They should not be prevented or deterred from using the cars through difficult access arrangements. Ideally the car club bays should be sited in an open and highly visible location.

5.22 The following condition can be used on applications where additional car clubs cars are proposed:

The development hereby approved shall not be first occupied unless and until x car club vehicles have been provided for occupiers to use in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority. Thereafter the car club vehicles shall be retained and maintained for their designated purpose(s).

5.23 Once car clubs are well established in Farnborough and Aldershot, consideration will be given to allowing smaller developments (less than 100 units) to contribute to existing car clubs either by financial contribution or provision of existing vehicles to offset the parking requirement.

6. Principles for Car Parking for Non-Residential Development

Principle 14 – Application of non-residential car parking standards

Non-residential car parking standards, as set out in Appendix A, are expressed as maximum standards. Even if the proposal would not exceed the maximum parking standard, evidence should be provided to demonstrate that the parking level proposed would minimise car use and would be appropriate for the site.

- 6.1 As set out in Chapter 3, it is recognised that the car parking provision at journey destinations has the greatest influence upon car use.
- 6.2 Proposals should avoid over generous parking provision to use land efficiently. It should not be assumed that a proposal will automatically be acceptable just because it does not exceed the maximum standard and applicants for non-residential development should demonstrate what measures they are taking to minimise the need for people to travel to the site by private car to reduce the need for car parking.
- 6.3 Equally, proposals with substantially reduced parking provision may be unacceptable if the Council considers that this would result in parking pressure on existing or proposed streets which cannot be reasonably mitigated.
- 6.4 The parking requirement (as set out at Appendix A) is calculated on the basis of gross external floor area (GEA) and includes the thickness of the external walls. Information provided on the standard application form relates to gross internal area. Unless information about the GEA is provided with the application, the Council will apply a conversion factor of x1.0375 (plus 3.75%) to convert the internal floorspace to external floorspace¹.

Principle 15 – Parking and delivery space for commercial vehicles

Applicants should make provision for lorry and van parking and deliveries, on the basis of a robust appraisal of the development's future needs. The standards (in Table 6) below will be used as a guideline.

The design and layout of new commercial premises should include rear access and servicing facilities. Where appropriate, support will be given to proposals that provide or improve rear access and servicing to reduce disruption and improve safety to highways users.

¹ Conversion rate taken from the DCLG Core Output Indicators – Update 2/2008, July 2008 (Indicator BD1)

Industrial/warehouse (B1c, B2 & B8) uses	<ul style="list-style-type: none"> • For the first 2000sqm, one lorry space per 500sqm • For floorspace over 2000sqm, one lorry space per 1000sqm
Retail and other uses	Applicant to demonstrate that lorry/van deliveries can be made without disruption or reduced safety to customers or other users of the highway
Parking bay sizes (minimum)	<ul style="list-style-type: none"> • 7.5m x 3.5m for vans and minibuses • 12.0m x 3.5m for rigid trucks, buses and coaches • 17.0m x 3.5m for articulated trucks

Table 6: Parking and delivery space requirements for commercial vehicles

Principle 16 - Drop-off spaces for nurseries, day centres and health establishments

Day centres and health establishments will be required to provide drop-off spaces.

6.5 It is recognised that many of the visitors to day care uses only make short visits. It is therefore appropriate to require the provision of drop-off spaces. The number of drop-off spaces will be determined on the basis of the scale and specifics of the proposed use.

Principle 17 – Motorcycle parking requirement

At least one motorcycle parking space will be provided for every 25 car parking spaces required in the development. The siting and design of the motorcycle parking area should ensure that the facility is secure, possibly by the inclusion of ground anchorages.

7. Principles for Transport Assessments and Travel Plans

Principle 18 – Transport Assessment

A Transport Assessment must be submitted with all planning applications exceeding the thresholds set out in Table 7.

7.1 A Transport Assessment is a comprehensive and systematic process that sets out the transport issues relating to a proposed development. It identifies what measures will be taken to deal with the anticipated transport impacts of the scheme to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport.

Principle 19 – Travel Plans

A condition requiring the submission of a company or site Travel Plan will be imposed for all proposals exceeding the thresholds set out in Table 7. The Council will work with developers to produce the best possible Travel Plan for the site.

7.2 A Travel Plan is an integrated package of actions and measure aimed at reducing the role of single occupancy car journeys to and from a development. This could be through the introduction of sustainable travel information, incentives and travel demand management measures (for example, flexible working and working from home). The developer would be expected to fund the monitoring and development of the Travel Plan over time.

7.3 Where possible, a company or site Travel Plan should be integrated with other Travel Plans to create economies of scale and achieve greater benefits through more significant measures.

Development type	Threshold
Residential	50 units
Commercial (B8)	5,000 square metres (GEA)
Other commercial	2,500 square metres (GEA)
Retail	1,000 square metres
Education	1,000 square metres
Health establishments	2,500 square metres
Care establishments	500 square metres (GEA) or 30 bedrooms
Leisure: general	1,000 square metres

Leisure: stadia, ice rinks	All
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Table 7: Threshold above which a Transport Assessment and a Travel Plan will be required

8. Principles for Cycle Parking

Principle 20 – The application of cycle parking standards

The cycle parking standards in Appendix A set out the minimum requirement for cycle parking that will normally be applied to new development.

However, for major developments² there is scope to consider the cycle parking provision on the development's specific characteristics. This should be justified in a statement submitted with the application.

The cycle parking standards relate to the total cycle parking requirement, and the mix between long stay and short stay cycle parking spaces should be determined by the nature of the development.

Parking for cycles must be secure, weatherproof, and accessible. A proportion of the cycle parking should be accessible to three-wheelers, tandems, recumbents, cycles with trailers and other "non-standard" cycles.

- 8.1 Cycle storage is required to encourage cycle ownership and use, and to make cycling a feasible alternative to using the private car. It is therefore important that there is adequate storage of the right type at home, and at the journey destination.
- 8.2 Further guidance on provision of cycle parking is provided in Chapter 11 of the Department for Transport's [Local Transport Note 1/20: Cycle Infrastructure Design \(July 2020\)](#).

For residential uses

- 8.3 Every residential development is expected to provide long term (or overnight) cycle parking. Developments should provide cycle parking in accordance with the adopted standard. However, it is recognised that some larger developments may result in the need for a very large number of cycle parking spaces, so their need will be considered on the basis of the specifics of the proposal.
- 8.4 Long term cycle parking should be provided by a secure structure within the curtilage of the property. Acceptable examples would include a garden shed, bespoke cycle store or a space within a garage that is not required for car parking³. Cycle parking accommodation should be secure, weatherproof and accessible.

² Currently defined as residential developments of ten or more dwellings, and non-residential developments of over 1000sqm gross floorspace.

³ If a garage is to provide accommodation for cycle parking as well as car parking, it would need to have internal dimensions of no less than 6.0m x 3.0m.

- 8.5 In the case of flats and other multi-occupancy buildings, it is preferable for each residential unit to have its own secure cycle storage area to offer maximum security for residents' bicycles and their cycling equipment. It is recognised, however, that this may not be possible in some higher density schemes.
- 8.6 In all cases, the cycle store should be at ground level, easily accessible and should not require the bicycle to be carried through habitable accommodation. Storage within halls or other communal spaces will not be acceptable. The cycle store should be of a sufficient size to allow the requisite number of bicycles to be stored with both wheels on the ground.
- 8.7 For some types of development (for example blocks of flats), short stay or visitor cycle parking space should be provided. Short stay parking need not be to the same standard as long stay parking, but should usually still be covered. A popular option is a 'Sheffield Stand', which comprises of a metal frame (often an inverted 'U') secured to a fixed base. Short stay cycle parking should be unallocated and located within the site so it can be accessed independently from residential properties.

For non-residential uses

- 8.8 Destinations (other forms of development such as places of work) should provide a mix of long stay and short stay cycle parking depending upon the likely mix of users. Cycle parking should be located in areas with good natural surveillance and should not be provided in locations where it is necessary to carry the bicycle through a building. Cycle parking facilities should be easy to find and as close to destinations as possible.
- 8.9 On large sites, it may also be preferable to have small groups of cycle parking facilities spread around a development, rather than clustered at a central location which may prove less convenient for some users.
- 8.10 For developments above the threshold for a Company or Site Travel Plan, shower and changing facilities should also be provided. These should be shown on the application floor plans and maintained in perpetuity.

9. Principles for Disabled Parking Bays

Principle 21 – Disabled Parking Bays

Non-residential developments should provide a minimum of 5% of their total parking allocation as disabled parking bays.

- 9.1 The size of a car parking space for a person with disabilities is larger than the size of a 'standard' parking space (2.5m plus 1.2m margin in width and 4.8m plus 1.2m margin in length⁴). Disabled parking bays should usually be located as close to the entrance to the destination point as possible and dropped kerbs should be provided to enable easy access from disabled parking bays to/from the footway.
- 9.2 Residential developments for elderly persons and other developments which are likely to be used by people with disabilities may require a higher provision of disabled parking bays and should make adequate provision for access, parking and charging of mobility vehicles in secure, weatherproof and accessible accommodation.

⁴ Where disabled parking bays are adjacent to a footway, the width of that footway may count as part of the margin. The margin between two disabled parking bays may be shared.

10. Electric Car Charging Points

- 10.1 Electric vehicle charging points should be provided in line with the requirements of the [Building Regulations 2010 Approved Document S: infrastructure for charging electric vehicles](#).
- 10.2 For public charge points, regard should also be had to the [British Standards Institute PAS:1889](#) which specifies requirements for the provision of accessible public charge points for electric vehicles to all potential users, including, for example, people with disabilities and older people.

11. Parking and Design

- 11.1 One of the purposes of this SPD is to ensure that parking provision is well designed and in the right location.

Principle 22 – High quality design and layout of car parking areas

The Council will promote high-quality, inclusive parking design in the layout of new developments and individual buildings. The design of car parking areas should take account of crime prevention and personal safety.

- 11.2 The quality of a development will not only be influenced by the number of car parking spaces, but also how they have been integrated into the public realm. The layout and design of car parks should also incorporate 'Secured by Design' principles to reduce crime and maximise personal safety.
- 11.3 There are many ways of designing high quality residential parking and minimising the impact of parking and car access for development. Developers should consider a range of approaches to car parking and will need to satisfy the Council that they have proposed the most appropriate solution.
- 11.4 The location of parking should always take reference from the character and appearance of the street scene and the surrounding area.
- 11.5 Car parking should always be located close to the property it serves. For houses, car parking should ideally be provided within the residential curtilage and at the front of the property. This encourages activity within the street scene and recognises that residents often park there out of convenience anyway. However, it is important that the car parking and garaging does not create a negative interface with the public realm.
- 11.6 Design solutions should avoid large expanses of hard surfacing and ensure that parked vehicles do not dominate street frontages. This is particularly important for flatted development and some commercial development where the number of parking spaces may be high in relation to the size of the site.
- 11.7 The size of any rear parking courts should be minimised and both the parking area itself and the access to it should be overlooked. Where rear parking courts are used, these should only have one entrance/exit point to ensure that there is no reason for outsiders to travel through the site. Where properties back onto shared parking courts, these boundaries should be made of robust and attractive brick walls. These ensure the long term appearance of the area and provide privacy and security for garden areas.
- 11.8 A mixture of high quality materials and landscaping can be used to break up and improve the appearance of parking areas. The landscaping scheme

should be resilient to pedestrians and vehicles and should be appropriate to the level of management that the parking area will receive. Large shrubs and other features that could allow intruders to hide, and make the area feel unsafe, should be avoided.

11.9 Where undercroft, basement or decked parking is proposed, full consideration should be given to the access and use of the space and the safety of users. Multi-storey car parks should be designed carefully to contribute to the street scene.

11.10 The Department for Transport "Manual for Streets" (March 2007) provides guidance to developers on the layout of new developments and in particular the design of parking facilities for vehicles. This document can be downloaded from the following link: <http://www.dft.gov.uk/pgr/sustainable/manforstreets/>.

Principle 23 – Respecting residential amenities

Car parking should not affect the amenities of adjoining properties.

11.11 Suitable site layouts will demonstrate the relationship between car parking spaces and the residence that they serve. Poorly designed and cramped layouts that place parking spaces in close proximity to other residential properties and their private amenity space will not be accepted.

Principle 24 – Sustainable design

Parking areas should be designed to minimise surface water run-off.

11.12 New development often results in an increase in hard surfaced areas that reduce water infiltration and increase the rates and volumes of surface water run-off.

11.13 The Rushmoor area is particularly susceptible to surface water flooding and Local Plan Policy NE7 requires applicants to minimise surface water run-off. This can be done through Sustainable Drainage Systems (SUDS) such as permeable paving, or through the storage of run-off water in underground tanks, which could release water into the sub-soil more slowly or be used to irrigate the landscaping.

Appendix A: Car and Cycle Parking Standards

PARKING STANDARDS FOR RESIDENTIAL DEVELOPMENT				
Development	Description	Number of car parking spaces in Zone A - Sustainable Parking Zones	Number of car parking spaces in Zone B - rest of the borough	Cycle standard ⁵
General Residential (including age-restricted)	1 bedroom ⁶	1 space per unit	1 space per unit	1 space per unit
	2 bedroom	1 space per unit	2 spaces per unit	2 spaces per unit
	3 bedroom	2 spaces per unit	2 spaces per unit	3 spaces per unit
	4+ bedroom	2 spaces per unit	3 spaces per unit	3 spaces per unit
Older people's housing⁷	Retirement living or sheltered housing	1 space per unit		0.5 spaces per unit
	Extra care housing or housing-with-care	1 space per unit if Use Class C3 OR 1 space per 4 residents plus 1 space per staff if Use Class C2		0.5 spaces per unit if Use Class C3 OR 1 space per 6 staff is Use Class C2
	Residential care homes and nursing homes	1 space per 4 residents plus 1 space per staff		1 space per 6 staff

⁵ See Principle 17 for motorcycle parking requirements.

⁶ A studio flat, bedsit or residential unit within a HMO is counted as a 1 bed property.

⁷ If warden or staff spaces are identified, these apply to full-time equivalent staff.

PARKING STANDARDS FOR NON-RESIDENTIAL DEVELOPMENT⁸

Where standards refer to floor area, these relate to the gross external floor area and include the thickness of external walls. Mixed use developments should sum the requirements of the different uses whilst taking into account opportunities for the share use of space at different times of the day/week.

Development	Description	Maximum number of car parking spaces required	Cycle standard (minimum) ⁹
Commercial	Office	1 space per 30sqm	1 space per 150sqm
	High tech/light industrial	1 space per 45sqm	1 space per 250sqm
	General industrial	1 space per 45sqm	1 space per 350sqm
	Warehouse	1 space per 90sqm	1 space per 500sqm
	Wholesale cash and carry	1 space per 30sqm	1 space per 150sqm
Retail	Non-food retail and general retail (covered)	1 space per 20sqm covered area	1 space per 6 staff or 1 space per 300sqm
	Non-food retail and general retail (uncovered)	1 space per 30sqm uncovered area	
	Food retail	1 space per 14sqm covered area	
	Financial/professional services	1 space per 20sqm	
	Garden centre	1 space per 25sqm	
Educational Establishments¹⁰	16+ colleges and further education colleges	Determined within a Travel Plan (already in place or submitted with an application)	

⁸ See Principle 15 and Table 6 for lorry parking requirements.

⁹ See Principle 17 for motorcycle parking requirements

¹⁰ The parking allocation caters for staff, visitors and parents. There will be a requirement for a bus/coach loading area, provided either on or off-site for primary age education and above, unless otherwise justified. Please refer to Hampshire County Council's On-Site School Parking Guidelines (April 2013) for parking at schools.

PARKING STANDARDS FOR NON-RESIDENTIAL DEVELOPMENT⁸

Where standards refer to floor area, these relate to the gross external floor area and include the thickness of external walls. Mixed use developments should sum the requirements of the different uses whilst taking into account opportunities for the share use of space at different times of the day/week.

Development		Description	Maximum number of car parking spaces required	Cycle standard (minimum) ⁹
		Day nurseries/playgroups (private) and creches	1 space for 2 FTE (full time equivalent) staff	1 space per 6 staff
Health Establishments		Private hospitals, community and general hospitals	Determined within a Travel Plan	Determined within a Travel Plan
		Health centres	4 spaces per consulting room	1 space per 2 consulting rooms or 1 space per 6 staff
		Doctors, dentists or veterinary surgeries	3 spaces per consulting room	
Care Establishments ¹¹	Day centres for older people, adults with learning/physical disabilities	Staff	1 space per 2 FTE staff	1 space per 6 staff (min. 1 space)
		Visitors	1 space per 2 clients	
	Homes for children	Residential staff	1 space per 1 FTE staff	1 space per 6 staff (min. 1 space)
		Non-residential staff	1 space per 2 FTE staff	
		Visitors	0.25 space per client	
	Family centres	Staff	1 space per 2 FTE staff	1 space per 6 staff (min. 1 space)
		Visitors	1 space per 2 clients	
	Residential units for adults with learning/physical disabilities	Residential staff	1 space per 1 FTE staff	1 space per 6 staff (min. 1 space)
		Non-residential staff	1 space per 2 FTE staff	
		Visitors	1 space per 4 clients	

¹¹ The staff standards apply to the number of staff on duty at the busiest time.

PARKING STANDARDS FOR NON-RESIDENTIAL DEVELOPMENT⁸

Where standards refer to floor area, these relate to the gross external floor area and include the thickness of external walls. Mixed use developments should sum the requirements of the different uses whilst taking into account opportunities for the share use of space at different times of the day/week.

Development	Description	Maximum number of car parking spaces required	Cycle standard (minimum) ⁹
Other Uses	Hotels/motels/guest houses ¹²	1 space per bedroom	1 space per 6 staff or 1 space per 40sqm (whichever is the greater)
	Eating and drinking establishments ¹³	1 space per 5sqm dining/bar/dance area	
	Cinemas, theatres and conference facilities	1 space per 5 fixed seats	
	Bowling centre/bowling greens	5 spaces per lane	
	Sports halls	1 space per 5 fixed seats plus 1 space per 30sqm playing area	
	Swimming pools, health clubs and gyms	1 space per 5 fixed seats plus 1 space per 10sqm open hall/pool area	
	Tennis courts	3 spaces per court	
	Squash courts	2 spaces per court	
	Playing fields ¹⁴	12 spaces per ha pitch area	
	Golf courses	4 spaces per hole	Determined within a Travel Plan
	Golf driving ranges	1.5 spaces per tee/bay	
	Marinas	1.5 spaces per berth	

¹² Other facilities e.g. eating, drinking and entertainment are treated separately if they are available to non-residents.

¹³ Where these would serve HGVs (for example transport cafes), some provision will be needed for HGV parking.

¹⁴ Other facilities, e.g. clubhouses, are treated separately.

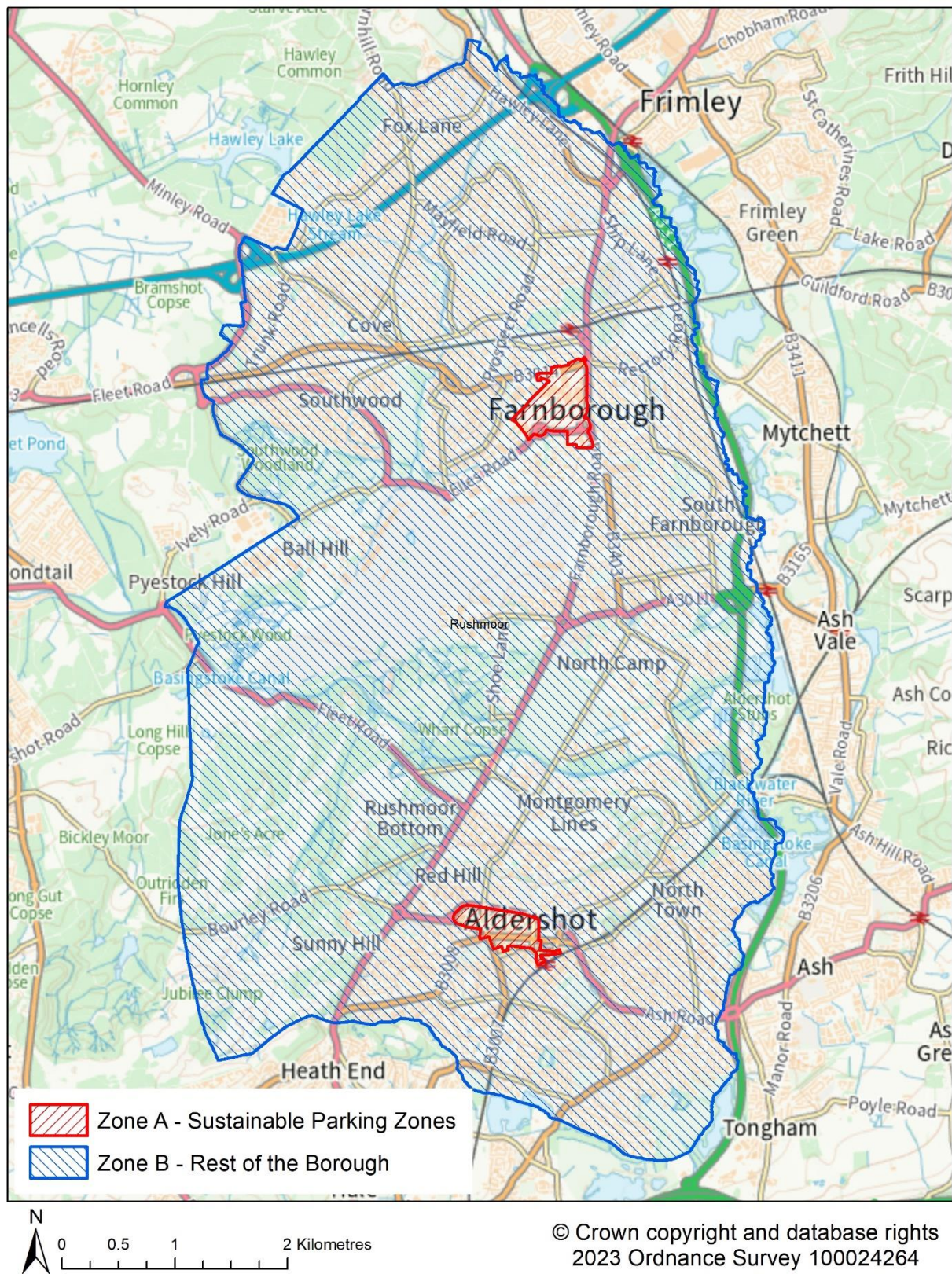
PARKING STANDARDS FOR NON-RESIDENTIAL DEVELOPMENT⁸

Where standards refer to floor area, these relate to the gross external floor area and include the thickness of external walls. Mixed use developments should sum the requirements of the different uses whilst taking into account opportunities for the share use of space at different times of the day/week.

Development	Description	Maximum number of car parking spaces required	Cycle standard (minimum) ⁹
	Places of worship/church halls	1 space per 5 fixed seats plus 1 space per 10sqm open hall/pool area	1 space per 6 staff or 1 space per 40sqm (whichever is greater)
	Petrol filling stations	These will be considered under the appropriate retail category. Petrol pump spaces count as one space each.	N/A
	Car workshops – staff	1 space per 45sqm	1 space per 8 staff or 1 space per 250sqm
	Car workshops – customers	3 spaces per service bay	N/A
	Car sales – staff	1 space per 1 FTE staff	1 space per 8 staff or 1 space per 250sqm
	Car sales - customers	1 space per 10 cars on display	N/A

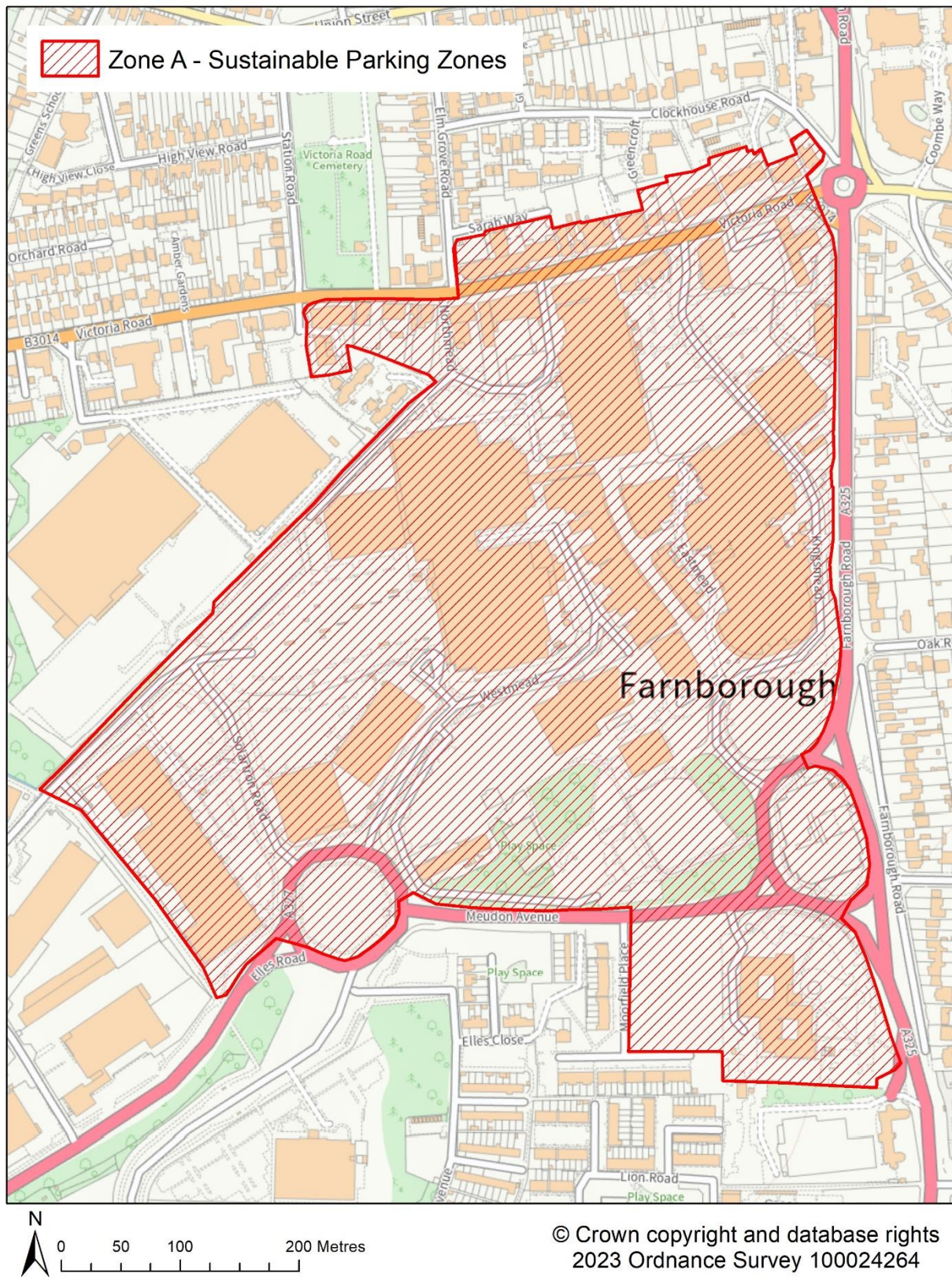
Appendix B – Maps of Zones A and B

Parking Standards Zones in Rushmoor



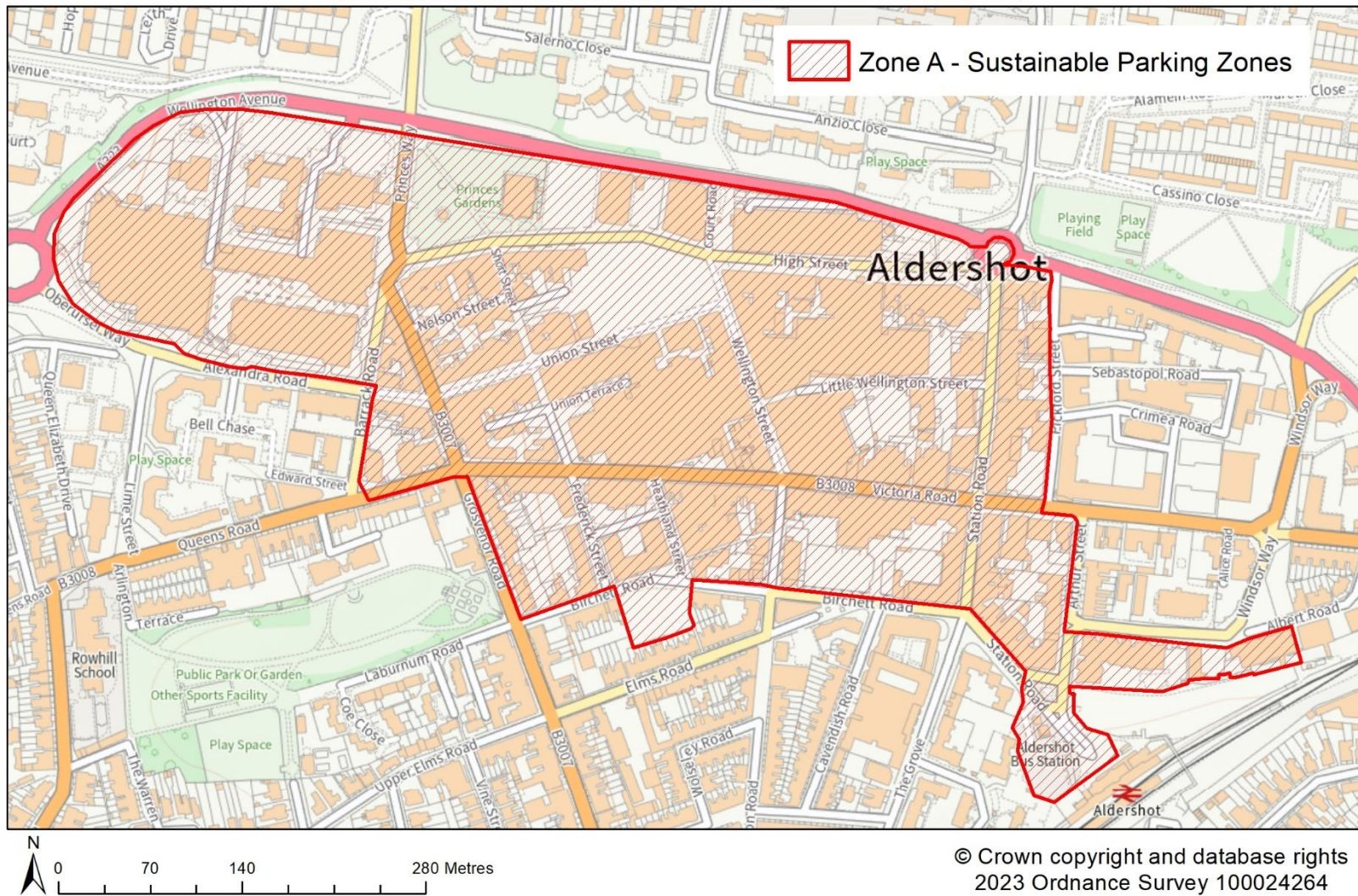
Map 1 – Areas of Rushmoor covered by Zones A and B

Zone A - Sustainable Parking Zone in Farnborough



Map 2 – Zone A in Farnborough

Zone A - Sustainable Parking Zone in Aldershot



Map 3 – Zone A in Aldershot

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CABINET

COUNCILLOR MARINA MUNRO
CHAIRMAN OF POLICY AND PROJECT
ADVISORY BOARD

21 NOVEMBER 2023

REPORT NO. ACE2310

KEY DECISION? NO

**RECOMMENDATIONS FROM POLICY AND PROJECT ADVISORY BOARD -
 PROJECTS TO SUPPORT MENTAL HEALTH IN RUSHMOOR**

SUMMARY AND RECOMMENDATIONS:

The Policy and Projects Advisory Board (PPAB) at meetings in July and September 2023 have considered evidence in relation to mental health provision (both in terms of prevention and treatment) in Rushmoor. The Board have also considered whether the Council signing the Prevention Concordat for Better Mental Health would be beneficial for our residents.

The Council will be given £898,395 for the 2024/25 budget year with around £70,000 allocated in the UK Shared Prosperity Fund (UKSPF) investment plan for health-related projects.

PPAB recommend to Cabinet that:

- the full allocation for health-related projects is used specifically to support mental health projects when the proposals are brought to Cabinet in February 2024.
- the Council publicly expresses its full support for the principles set out in the Concordat.

1. INTRODUCTION

- 1.1 The Policy and Projects Advisory Board (PPAB) at meetings in July and September 2023 have considered evidence in relation to mental health provision (both in terms of prevention and treatment) in Rushmoor. This reflects the increasing evidence that the overall mental health and wellbeing of communities continues to worsen post covid and that people from disadvantaged backgrounds are most affected. Data from Hampshire Public Health indicates that across Hampshire nearly 1 in 7 people have depression and over 1 in 5 have high anxiety. Health is also a key priority within the Council Plan which seeks to promote healthy and green lifestyles.
- 1.2 Following these two meetings of PPAB, this report sets out the advice of the Board in relation to next steps and on the use of the UK Shared Prosperity Fund (UKSPF) to support mental health in Rushmoor.

2. BACKGROUND

- 2.1 The [Prevention Concordat for Better Mental Health](#) (the Concordat) is an initiative led by Public Health England (PHE) to facilitate local and national action around preventing mental health problems and promoting good mental health.
- 2.2 The Concordat Consensus Statement sets out several principles for signatories to work together, including:
- Reducing mental health inequalities by strengthening protective factors and reducing risk factors.
 - Taking evidence based preventive and promotional action to support the mental health of the whole population, those at greater risk of poor mental health, and those receiving treatment.
 - Working as a whole system and across organisational boundaries.
 - Encouraging local and national stakeholders to invest in promoting mental wellbeing.
 - Leading by example, sharing our good practice, and promoting learning.
- 2.3 At its meeting on 25 July 2023, PPAB explored current activity supporting mental wellbeing and the prevention of mental illness in the Borough. The Board has reviewed strategies, policies, and evidence from Hampshire County Council (in relation to public health), Frimley Integrated Care System (ICS) and the Council's own Supporting Communities Strategy and received presentations from Karen Edwards (Executive Director), Emma Lamb (Service Manager - Community and Partnerships) and Martha Earley (Partnerships Director – NHS Frimley).
- 2.4 The Board have also considered whether the Council signing the Prevention Concordat for Better Mental Health would be beneficial for our residents. The Concordat is an initiative led by Public Health England (PHE) to facilitate local and national action around preventing mental health problems and promoting good mental health. It commits organisations to work together within their places to keep people in good mental health.
- 2.5 Over the summer officers have undertaken further research to understand where the Prevention Concordat for Better Mental Health fits into work that is already progressing within the Borough and to better understand what the benefits of signing it would be for the Council. The results of this work were considered by the Board at our most recent meeting in September (report attached at Annex A). The Board concluded that, for now, their advice to Cabinet would be to prioritise action over the steps required for the Council to sign the Concordat.

3. DETAILS OF THE PROPOSAL

- 3.1 The UK Shared Prosperity Fund (UKSPF) aims to build pride in place and increase life chances across the UK. One mission within the fund is to improve

wellbeing in every area of the UK, with the gap between top performing and other areas closing.

- 3.2 The Council will be given £898,395 for the 2024/25 budget year with around £70,000 allocated in the UKSPF investment plan for health-related projects.
- 3.3 PPAB agreed with the Service Manager – Community & Partnership recommendation that five projects should be prioritised to make an immediate impact to improving mental health outcomes in the Borough. These projects are listed in Annex A.
- 3.4 At the meeting in November, PPAB will be considering the full shortlist of UKSPF projects for delivery in 2024/25 and will be making a set of recommendations to Cabinet which will be included in a report to Cabinet in February 2024 which will seek agreement to the full set of UKSPF projects to be delivered in 2024/25.

Alternative Options

- 3.5 PPAB considered the mental health needs assessment and development of an outcomes framework required to sign the Prevention Concordat for Better Mental Health. This work would mean our mental health projects may be more targeted towards need and have a greater impact.
- 3.6 Officers believe this would require funding of up to £30,000. However, the Council would be able to fund fewer mental health interventions. These projects should be delayed until after the needs assessment is complete.
- 3.7 On balance, PPAB believed it was more important to maximise the funding for mental health interventions designed using existing intelligence.

4. IMPLICATIONS

Risks

- 4.1. Detailed project planning is underway including risk management plans. These will be completed before final approval of UKSPF spending plans is included in the 2024 – 25 Council Budget.

Legal Implications

- 4.2. There are no known legal implications.

Financial and Resource Implications

- 4.3. This report recommends expenditure of £70,000 for mental health prevention activities. This is fully funded from the UKSPF grant.
- 4.4. There are no resource implications.

Equalities Impact Implications

- 4.5. The projects will have a positive or neutral contribution towards eliminating discrimination, advancing equality of opportunity, and fostering good relations.

5. CONCLUSIONS

- 5.1 In light of recent PPAB meetings, the Board would like to make the following recommendations to Cabinet.

- a) That a series of mental health prevention activities are supported through the Council's allocation of UKSPF. This would be in line with the Council's investment plan submitted to Government which proposed using approximately £70,000 of UKSPF in 2024/25 for projects to support health and wellbeing. In light of the evidence that PPAB have reviewed, the Board wishes to recommend to Cabinet that the full allocation is used specifically to support mental health projects when the proposals are brought to Cabinet in February 2024.
- b) That whilst it is not proposed that the Council sign the Prevention Concordat for Better Mental Health at this stage, the Council should (at the point of formally agreeing the UKSPF programme in February 2024) publicly express its full support for the principles set out in the Concordat. Further detail on the principles contained within the Prevention Concordat is contained within Annex A.

BACKGROUND DOCUMENTS:

Annex A: ACE2309 PREVENTION CONCORDAT FOR BETTER MENTAL HEALTH – PROJECTS, GAP ANALYSIS, AND OPTIONS APPRAISAL

CONTACT DETAILS:

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PREVENTION CONCORDAT FOR BETTER MENTAL HEALTH – PROJECTS, GAP ANALYSIS, AND OPTIONS APPRAISAL

SUMMARY

At its meeting on 25 July, the Policy and Projects Advisory Board explored current activity supporting mental wellbeing and the prevention of mental illness in the Borough.

The Board agreed that it was important to understand where the Concordat fitted into the work already progressing, within the Borough, to tackle mental health and wellbeing matters and what the benefits of signing it would be for the Council.

This Report sets out:

- a gap analysis showing the actions required to successfully apply to sign the Concordat.
- proposed mental health prevention activity in support of the Concordat, funded by the UK Shared Prosperity Fund.
- an options appraisal.

RECOMMENDATION:

The Board is invited to consider the options appraisal and make a recommendation to Cabinet.

1. BACKGROUND

Prevention Concordat for Better Mental Health

- 1.1 The [Prevention Concordat for Better Mental Health](#) (the Concordat) is an initiative led by Public Health England (PHE) to facilitate local and national action around preventing mental health problems and promoting good mental health.
- 1.2 The Concordat was designed so that all stakeholders (such as local authorities, NHS organisations, voluntary sector organisations, employers, and educational organisations) could sign up to it. Any organisation committed to promoting good mental health could become a signatory.

Mental Health in the Borough

- 1.3 [Hampshire's Joint Strategic Needs Assessment](#) (JSNA) looks at the current and future health and wellbeing needs and inequalities within our Hampshire population. It is used to inform and guide the planning and commissioning (buying) of health, wellbeing, and social care in the local authority area.
- 1.4 Common mental disorders (CMDs) include several types of depression and anxiety. In children and young people, girls aged 17 to 23 years, those from White and mixed ethnic groups, those with special educational needs, and long-term physical health conditions were also more likely to have a probable mental disorder. Aldershot has higher numbers of children with probable mental disorders compared to the rest of Hampshire.
- 1.5 In people aged sixteen and over, around one in six reported experiencing a CMD, in any given week in England, this included any type of anxiety or depression. Women were more likely than men to have reported CMD symptoms. There are 163,500 patients in Hampshire aged eighteen and over who have depression recorded on their practice disease register. The prevalence of depression in Hampshire, 14.4%, is higher than the England prevalence of 12.3% and has been increasing over the last nine years.
- 1.6 Severe mental illness (SMI) refers to people with psychological problems that are often so debilitating that their ability to engage in functional and occupational activities is severely impaired. Schizophrenia, bipolar affective disorder, and other psychoses are included under SMI. The number of patients with SMI registered with a GP practice is recorded through QOF. Nationally the prevalence of SMI is 0.95% for all ages, and across Hampshire the prevalence is lower at 0.8%. This equates to 11,300 people across Hampshire.

Supporting Communities Strategy

- 1.7 The Council's [Supporting Communities Strategy](#) is a plan to tackle deprivation and inequalities across Rushmoor, including mental and physical health.

UK Shared Prosperity Fund

- 1.8 The [UK Shared Prosperity Fund \(UKSPF\)](#) aims to build pride in place and increase life chances across the UK. One mission within the fund is to improve wellbeing in every area of the UK, with the gap between top performing and other areas closing.
- 1.9 The Council will be given £898,395 for the 2024/25 budget year with around £70,000 allocated in the UKSPF investment plan for health-related projects.
- 1.10 UKSPF project allocations will be agreed alongside the 24/25 budget. Officers are reviewing the original project list. These proposals will be brought forward for consideration by the Board at the November meeting. These proposals will be informed by earlier Board discussions on town centre regeneration, community engagement and this topic.

2. CONCORDAT GAP ANALYSIS

Sign up process

- 2.1 Stakeholders who wish to sign the Concordat must develop a local Prevention Concordat action plan that describes how they are planning to prevent mental ill health and promote wellbeing.
- 2.2 There is no fee attached to signing up to the Prevention Concordat for Better Mental Health. However, there is officer time cost to developing an application and action plan. There will be a cost to the delivery of the commitments and activities within the action plan. This could be restricted to officer time if the activity falls within existing work programme. Otherwise, the Council may need to commit more financial resources to achieve these.

Where we are

- 2.3 The Council does not have a mental health strategy. However, the Council fully recognises its role as part of the Frimley Health and Care Integrated Care System (ICS) with a shared role to support delivery of the Healthier Communities Strategy. [Our Strategy | Frimley Health and Care](#). Mental health is recognised as one of the Council's key health priorities that needs to be addressed. The importance of mental health is highlighted in a number of the Council's plans and strategies, including Our [2030 Vision](#), the [Council Plan](#), our UKSPF investment plan, the [Housing and Homelessness Strategy](#), the [Green Infrastructure Strategy for Rushmoor 2022](#), and the [Supporting Communities Strategy](#).
- 2.4 In our 2030 Vision, for example, one of our aspirations is for Rushmoor residents to enjoy good physical and mental health and wellbeing from childhood right through to their senior years. Our Council Plan 2023-2026 acknowledges the importance of continuing to support the physical and mental health of our residents to reduce health inequalities in Aldershot and Farnborough.
- 2.5 We committed ourselves to continue to work with our partners to deliver against the priorities in the Supporting Communities Strategy, where mental and physical health is one of five key themes. The strategy identifies elevated levels of mental health issues and depression compared to other Hampshire boroughs and includes an objective to facilitate the physical, mental, and financial recovery of communities via the provision of appropriate, sustainable, and community-based food initiatives. The strategy mentions a respectable number of projects that aim to improve physical and mental health, and most of them are funded.
- 2.6 In October 2022, Hampshire County Council (HCC) signed up to the Concordat and published a Hampshire Mental Wellbeing Strategy. RBC may be successful at securing funding for some of any unfunded mental health projects by working with HCC and aligning priorities and resources.

The application and action plan

- 2.7 The Prevention Concordat for Better Mental Health requires five evidence-based steps to embed good mental health into organisations' plans.
- 2.8 Understanding local need and assets. This will require a mental health needs assessment specifically for Rushmoor. This can be done using quantitative and/or qualitative data that is available in the public domain, within services and/or with local partners. A more comprehensive approach would include engagement with local organisations and communities to gain insight into their needs and assets. This could involve conducting targeted online surveys or focus groups to evaluate the needs of the wider community or specific groups such as prison population, parents, Black and Minority Ethnic or Black, Asian, and Minority Ethnic (BAME), and LGBTQ. PHE recommends the use of the Warwick-Edinburgh Mental Wellbeing scale (WEMWEBS). The aim is to reach a clear understanding of the key mental health issues affecting local communities and the interventions that should be prioritised to meet local needs.
- 2.9 Partnership and alignment. This can be achieved by working closely with Frimley Health, HCC, GP surgeries, and local voluntary organisations to identify needs and agree priorities. It may also involve sharing and analysing local information as well as involving those with lived experience in planning and delivery. RBC has worked with partners on the development of our Supporting Communities strategy, which was updated earlier this year.
- 2.10 Translating needs in deliverable commitments. The needs assessment will result in a set of recommendations for services, commissioning, and promotion of the wider social and economic determinants of mental health. Several proposals may be put forward to improve mental health and wellbeing. This may include upskilling staff and volunteers to talk about mental health and to signpost to services, increasing people's knowledge of promotion and prevention, or more targeted interventions. Funding may be needed for some of these projects. The proposals will eventually need to be drafted into a framework or a strategy with clear identified priorities and funding to support delivery. Our Supporting Communities strategy includes several projects aimed at improving mental health. This could be a good starting point for defining commitments and plans.
- 2.11 Defining success outcomes. Agreed outputs and outcomes across the organisation that prove delivery of plans, level of partnership engagement and the measurement of impact/ improvements in local communities in relation to preventing mental illness and promoting mental health. An outcomes framework may need to be created based on existing local mental health strategy commitments, along with the new emerging priorities. This could cover risk and protective factors, diagnosis data, and proxy indicators.
- 2.12 Leadership and accountability. This could be achieved by creating a vision and commitment to promoting good mental health; appointing a mental health prevention member champion; and/or having a designated mental health prevention champion at a senior officer level.

- 2.13 Officers estimate that up to £30,000 will be needed to fund a mental health needs assessment and the development of an outcomes-based framework.

3. PROPOSED MENTAL HEALTH PREVENTION ACTIVITY

- 3.1 Mental and physical health is an existing priority in the Supporting Communities Strategy. In December 2022, the Council approved the Supporting Communities refresh, recognising the need to increase the emphasis on Physical and Mental Health projects in relation to supporting wider health and well-being. This is increasingly important given the impact from cost-of-living challenges, long term effects of the pandemic and high levels of obesity and inactivity in the borough.
- 3.2 The Board at its meeting in July agreed that officers look at accelerating existing, and identifying additional, mental health prevention activity.
- 3.3 The Council is working with a range of partners and groups including Aldershot and Farnborough Health Inequalities, Increasing Physical Activity and NEH&F mental health task and finish group to support mental health and reduce health inequalities. Through these meetings and the wider Supporting Communities partners several local projects have been developed.
- 3.4 The table in Appendix 1 summarises the health projects for the rest of this year and next year, which are being delivered through the Supporting Communities Strategy.
- 3.5 Subject to the agreement of use of UKSPF funds the following projects have been identified with partners and could accelerate and enhance local mental health provision further.

4. OPTIONS APPRAISAL

- 4.1 The UKSPF allocation of around £70,000 for health projects in the next budget year could be used to fund work arising from this report.
- 4.2 The proposed mental health prevention activities require funding of £70,000. Prioritising these projects will make a more immediate impact to improving mental health in the Borough.
- 4.3 A mental health needs assessment and the development of an outcomes framework requires funding of up to £30,000. This work will mean our mental health projects may be more targeted towards need and have a greater impact. However, the Council will be able to fund fewer mental health interventions. These projects should be delayed until after the needs assessment is complete.
- 4.4 The Council could express its strong support for the goals of the Concordat. It could choose to align priorities and resources with HCC in line with their Mental Wellbeing Strategy.

5. RECOMMENDATION

- 5.1 Officers recommendation is to utilise the UKSPF funding for the projects listed in **Appendix 2** and continue to provide local support across the borough. Should the Council support the recommendation, changes to the Community & Partnerships service plan will be made accordingly.

6. CONCLUSIONS

- 6.1 Members of the Policy and Projects Advisory Board are invited to consider this report and asked to formulate a recommendation to the Council's Cabinet.

BACKGROUND DOCUMENTS:

[Mental Health and Wellbeing Index – Rushmoor Summary](#)

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RECOMMENDED USE OF UKSPF FUNDING – APRIL 24 TO MARCH 25

Project	Impact	Status & Cost
Youth Café: (New project) To provide a weekly, free Youth Café at the West End Centre, Aldershot. The café will provide a safe place for young people to come after school, build friendships and access activities and support including mental health.	The project is a response to persistent and growing mental health issues identified by Alderwood school and local partners. A place to go was identified in a survey with Alderwood students as part of the consultation for the project. Their student Leadership Team, Grainger and Step by Step are all involved in the project. The café will be based at the West End Centre and start in December if funding can be secured	£30k towards the project/activity costs including the provision of youth workers and informal, professional mental health advice at the Café being sought. Funding from UKSPF will enable the Café to open and immediately run sessions. It is anticipated that the Youth Worker from Farnborough Youth Club will work at the Youth Café. National Lottery application being submitted in November 2023 to secure the long-term running of the café.
Cost Of Living Challenges (Existing project to be enhanced)	Support to combat negative mental health impact on residents impacting by cost-of-living challenges	£10k to support mental health provision in relation to cost of living challenges. The Council is in discussion with partners including health about targeted support to expand existing cost of living provision to include mental health support. This includes sessions at libraries and existing warm hubs in community spaces for Winter 2023/4.
Lighthouse Project (New project)- Tices estate, Aldershot. To create a	Providing infrastructure to strengthen the community and create a sense of ownership	The project is in early stages of development but will require £25k of

safe, warm welcoming environment offering a range of activities, support, and advice for people of all ages - From fitness activities to a soup club, youth group to parenting support – there will be something for everyone, six days a week.	in one of our deprived areas with significant health needs. It will help address specific issues to improve people's quality of life and support both mental and physical wellbeing.	funding. Recommended to provide £10k from UKSPF with additional external funding being sought.
Farnborough and Aldershot Health Inequalities Groups - (Existing Project to be enhanced) Primary Care Trust led projects	Includes delivery of outreach events and clinics such as Hypertension, Targeted smoking cessation clinic, health checks and Prostate Check Clinic	£15k to Support required to implement local projects identified by the established health inequalities groups including raising awareness about self-support for mental health and local provision
Youth Club – Farnborough (Existing provision – expanded)	Weekly Youth club for young people in Farnborough providing diversionary activities	£5k to support mental health provision at the Youth Club