



RUSHMOOR BOROUGH COUNCIL

CABINET

*at the Council Offices, Farnborough on
Tuesday, 12th March, 2024 at 7.00 pm*

To:

Cllr G.B. Lyon, Leader of the Council
Cllr M.L. Sheehan, Deputy Leader and Environment & Neighbourhood Portfolio
Holder
Cllr M.J. Tennant, Deputy Leader and Major Projects & Property Portfolio Holder

Cllr A. Adeola, Digital First & Corporate Portfolio Holder
Cllr J.B. Canty, Development & Economic Growth Portfolio Holder
Cllr Sue Carter, Community Portfolio Holder
Cllr P.G. Taylor, Finance Portfolio Holder
Cllr S. Trussler, Member of the Cabinet

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 - 8)

To confirm the Minutes of the meeting held on 6th February, 2024 (copy attached).

3. **REVENUE AND CAPITAL BUDGET MONITORING REPORT - Q3 2023/24** – (Pages 9 - 16)
(Cllr Paul Taylor, Finance Portfolio Holder)

To consider Report No. FIN2407 (copy attached), which sets out the Council's anticipated financial position for 2023/24 as at the end of February, 2024.

4. **INTRODUCTION OF ANTISOCIAL BEHAVIOUR POLICY** – (Pages 17 - 32)
(Cllr Maurice Sheehan, Environment & Neighbourhood Portfolio Holder)

To consider Report No. OS2401 (copy attached), which sets out an Antisocial Behaviour Policy for the Council.

5. **ADOPTION OF THE CAR AND CYCLE PARKING STANDARDS SUPPLEMENTARY PLANNING DOCUMENT** – (Pages 33 - 106)
(Cllr Jonathan Canty, Development and Economic Growth Portfolio Holder)

To consider Report No. PG2405 (copy attached), which seeks agreement to adopt the Car and Cycle Parking Standards Supplementary Planning Document.

6. **RUSHMOOR LOCAL PLAN - LOCAL DEVELOPMENT SCHEME MARCH 2024** – (Pages 107 - 124)
(Cllr Jonathan Canty, Development and Economic Growth Portfolio Holder)

To consider Report No. PG2406 (copy attached), which set out details of an updated Local Development Scheme in relation to the Council's Local Plan.

7. **EXCLUSION OF THE PUBLIC** –

To consider resolving:

That, subject to the public interest test, the public be excluded from this meeting during the discussion of the undermentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against such item:

Item No.	Schedule 12A Para. No.	Category
8	3	Information relating to financial or business affairs

8. **UNION YARD, ALDERSHOT - DISPOSAL OF PRIVATE RENTED RESIDENTIAL UNITS** – (Pages 125 - 194)
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

To consider Exempt Report No. REG2403 (copy attached), which sets out a proposal to dispose of a leasehold interest for the private residential units contained within the Union Yard scheme in Aldershot.

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CABINET

Meeting held on Tuesday, 6th February, 2024 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr G.B. Lyon, Leader of the Council
Cllr M.L. Sheehan, Deputy Leader and Environment & Neighbourhood Portfolio Holder

Cllr M.J. Tennant, Deputy Leader and Major Projects & Property Portfolio Holder

Cllr A. Adeola, Digital First & Corporate Portfolio Holder
Cllr J.B. Canty, Development & Economic Growth Portfolio Holder
Cllr Sue Carter, Community Portfolio Holder
Cllr P.G. Taylor, Finance Portfolio Holder

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 **19th February, 2024**.

45. **DECLARATIONS OF INTEREST –**

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

46. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 9th January, 2024 were confirmed and signed by the Chairman.

47. **COUNCIL TAX SUPPORT SCHEME 2024/25 –**

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

The Cabinet considered Report No. FIN2405, 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 considerations and recommendations.

The Council Tax Support Task and Finish Group had met on 24th July, 2023, 30th August, 2023, 26th September, 2023 and 11th January, 2024 to consider its recommendations to the Cabinet. The Group had considered the on-going impact of Covid-19 and the cost of living crisis and had paid specific attention to a number of matters during its deliberations and these were set out in paragraph 2.3 of the Report. This had led to the Group recommending that a public consultation exercise should be carried out on potential changes to the scheme, which the Cabinet approved at its meeting on 15th October, 2023. The consultation had run from 3rd November, 2023 to 15th December, 2023 and had attracted a total of 522 responses. Having considered the results of the consultation exercise, the Group recommended that, for the calculation of Council Tax Support for 2024/25, the

maximum Council Tax liability used should be increased from 88% to 100%. This would mean that in cases where maximum support was granted, no Council Tax would be payable. The rationale for this recommendation was set out in the Report.

In discussing this proposal, Members were assured that the change would be implemented, initially, for a single year, with the ability to make further changes at the end of that period. The Cabinet expressed gratitude to the Council Tax Support Task and Finish Group for its work in producing these recommendations.

The Cabinet

(i) RECOMMENDED TO THE COUNCIL that:

- (a) the increase of the maximum Council Tax liability used to calculate Council Tax Support from 88% to 100% be approved, to take effect from 1st April, 2024 and to apply to all calculations made within the Council Tax Support Scheme relating to liabilities occurring on or after 1st April, 2024; and
- (b) all other respects of the current Council Tax Support Scheme for working age customers be unchanged, with the addition of the annual uplift to rates used within the calculation mirroring those applied to national housing benefit rates, as advised by the Department for Work and Pensions; and

(ii) RESOLVED that:

- (a) the reduction of £20,000 in the budget for Exceptional Hardship during 2024/25, as set out in Report No. FIN2405, be approved;
- (b) the deliberations and considerations of the Council Tax Support Task and Finish Group in arriving at its recommendations, as set out in the Report, be noted; and
- (c) the outcome of the public consultation exercise, as set out in the Report and at Appendix 2 of the Report, be noted.

48. COUNCIL PLAN AND RISK REGISTER QUARTERLY UPDATE OCTOBER TO DECEMBER 2023 –
(Cllr Sue Carter, Community Portfolio Holder)

The Cabinet received Report No. ACE2401, which set out progress in delivering the Council Plan projects during the third quarter of 2023/24. Members were informed that progress against key activities and projects was included in the Report, along with the Council's business performance monitoring information and the Council's Corporate Risk Register. It was reported that, at the end of the third quarter, 90% of projects/activities were on track, with the remainder showing an amber status. No project had a red status.

In considering the Report, Members expressed satisfaction with the Council's performance levels and discussed matters around the improvement in the rate of abandoned phone calls, missed bin rates, the timely payment of invoices, phone calls misdirected to the Council's switchboard relating to non-Council activities, recycling rates and instances of violence at work.

The Cabinet NOTED the progress made towards delivering the Council Plan and the changes highlighted in the Corporate Risk Register, as set out in Report No. ACE2401.

49. **ANNUAL PEOPLE REPORT AND OTHER HUMAN RESOURCES MATTERS –**
(Cllr Ade Adeola, Digital First & Corporate Portfolio Holder)

The Cabinet considered Report No. PEO2401, which set out a number of updates in relation to the Council's workforce.

Members were informed that the Report contained updates on the implementation of elements of the Council's People Strategy, which had been adopted in 2021, and provided key data on the Council's workforce for 2023. Also being considered were a new Health and Wellbeing Statement of Intent and a Code of Practice relating to Health, Wellbeing and Stress Management. Members were also informed of the latest Pay Policy Statement and Gender Pay Gap calculations, which would be considered by the Corporate Governance, Audit and Standards Committee and approved by the Council.

The Cabinet RESOLVED that

- (i) the Annual People Report, as set out in Report No. PEO2401, be noted;
- (ii) the Health and Wellbeing Statement of Intent, as set out on the Report, be approved, noting the approach to implementation;
- (iii) the Health, Wellbeing and Stress Management Code of Practice, as set out in the Report, be approved; and
- (iv) the Pay Policy Statement and the Gender Pay Gap report, as set out in the report to the Corporate Governance, Audit and Standards Committee, be noted.

50. **FARNBOROUGH REGENERATION AND LEISURE AND CULTURAL HUB - NEXT STEPS –**
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. REG2402, which set out an update on regeneration within Farnborough town centre and on the Leisure and Cultural Hub project in particular.

The Cabinet was reminded that, at its meeting on 17th October, 2023, it had agreed the final project scope for the Leisure and Cultural Hub, the schedule of accommodation, the forecasted budget required to complete the pre-construction phases of the project and to submit the planning application. Members were

informed that this report now provided an update on the project, the operator procurement and options for the next stages, taking into account the work undertaken since October, impacts of inflation and implications for the current funding strategy, given the position relating to the Council's future capital programme, as set out in the 2024/25 budget report.

The Cabinet expressed support for the proposed approach.

The Cabinet

(i) RECOMMENDED TO THE COUNCIL that:

- (a) an increase of £255,000 in the Capital budget for 2023/24, funded by a further draw down from the Levelling Up grant, be approved; and
- (b) the inclusion of the £1.725 million One Public Estate Brownfield Land Release Fund grant in the 2023/24 and 2024/25 capital programmes, as appropriate, be approved, to enable the demolition of the Pinehurst Car Park and site preparation and utilities work across plots established by the Civic Quarter Masterplan; and

(ii) RESOLVED that:

- (a) the revised costs of the current stage of planning and design work (RIBA Stage 3) of £386,855, as set out in Report No. REG2402, be noted;
- (b) an initial sum of £50,000 towards potential redesign work be approved;
- (c) the undertaking of a costing exercise by Willmott Dixon on the RIBA 3 designs, to provide market tested costs for consideration before the decision to move to the next stage of design and development (RIBA Stage 4), be approved;
- (d) the undertaking of a pre-planning consultation exercise in March, on the designs at the conclusion of the RIBA 3 design process, be approved;
- (e) the adjustment in the overall project timeline, to take into account the market costing exercise and provide a period for any necessary design revisions as a result of the report and the pre-planning public consultation exercise, as set out in the Report, be noted;
- (f) the undertaking of work as part of the Council's Financial Resilience Plan to address the affordability of the current and future capital programme and the links to the decision to move fully to the next stage of design and development (RIBA Stage 4) be noted;

- (g) the revised funding strategy for the project, given the position set out in the 2024/25 budget report and supporting Financial Resilience Plan, be noted;
- (h) the approach to the demolition of the Pinehurst Car Park and the temporary relocation of the Council's car boot sale to the High Street multi-storey in Aldershot be noted; and
- (i) the use of any slippage on the Civic Quarter capital budget in 2023/24 to progress elements of the Civic Quarter regeneration programme, where this could lead to improved land values in line with the Financial Resilience Plan, be approved.

51. **GENERAL FUND BUDGET 2024-25 AND MEDIUM TERM FINANCIAL STRATEGY 2024-25 TO 2027-28 –**
(Cllr Paul Taylor, Finance Portfolio Holder)

The Cabinet considered Report No. FIN2406, which set out the draft General Fund Budget for 2024/25 and Medium Term Financial Strategy (MTFS) 2024/25 to 2027/28.

The Cabinet was reminded that the Medium Term Financial Strategy set out the key work streams for the Council to focus on over the medium term to address the projected significant shortfall in the General Fund budget. Members were informed that a wide range of information was presented in the report and accompanying appendices. It was confirmed that the Council was in a position to present a balanced budget for 2024/25 and that work was underway to address the key financial issues faced by the Council, which were summarised in paragraph 2.5 of the report.

The Capital Programme for the period 2023/24 to 2027/28 was set out at paragraph 8.5 of the report. It was explained that the Capital Programme was focussed on delivering against the Council's key priority of town centre regeneration, with further schemes aimed at enhancing the delivery of core services through improvement and enhancement of assets. The main areas where the Council would be facing increased levels of risk and uncertainty over the medium term were set out in Section 9 of the report. In discussing the details of the report, Members expressed their gratitude for the hard work of the finance team.

The Cabinet

- (i) **RECOMMENDED TO THE COUNCIL** that approval be given to:
 - (a) the Medium Term Financial Strategy and the strategy to resolve the Medium Term Financial Strategy deficit, as set out in Report No. FIN2406;
 - (b) the draft General Fund Revenue Budget Estimates Summary 2024/25, as set out in Appendix 4 of the Report;
 - (c) the Council Tax requirement of £7,683,131 for this Council;

- (d) the Council Tax level for Rushmoor Borough Council's purposes of £232.74 for a Band D property in 2024/25;
 - (e) the Capital Programme, as set out in paragraph 8.5 of the Report;
 - (f) the Strategy for the Flexible Use of Capital Receipts, as set out in paragraph 9.2 of the Report;
 - (g) the UK Shared Prosperity Fund (UKSPF) project list, as set out in Appendix 6 of the Report; and
- (ii) **RESOLVED** that the earmarking of £250,000 of the Stability and Resilience Reserve during 2024-25, to provide capacity to address and deliver the Financial Resilience Plan and to enable the Chief Finance Officer to continue to engage with expert external assistance and advice, as set out in paragraph 5.8 of the Report, be approved.

52. **EXCLUSION OF THE PUBLIC –**

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Minute No.	Schedule 12A Para. No.	Category
53	3	Information relating to financial or business affairs

THE FOLLOWING ITEM WAS CONSIDERED IN THE ABSENCE OF THE PUBLIC

53. **THE GALLERIES, ALDERSHOT - UPDATE AND NEXT STEPS –** (Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Exempt Report No. REG2401, which set out an update on the Galleries regeneration scheme in Aldershot town centre.

Members were reminded that, in March, 2022, the Cabinet had agreed, in principle, to the disposal of the existing High Street Multi-Storey Car Park in return for the transfer of the former Conservative Club site at Little Wellington Street to the Council, as part of proposals to realise the delivery of the Galleries redevelopment. The report set out the due diligence that had been undertaken to formalise the agreement, along with the draft Heads of Terms for the Contract of Sale and a summary of the financial risks. Also included was an update on the Homes England Housing Infrastructure Fund monies.

The Cabinet RESOLVED that

- (i) the disposal of the Council's legal interest in the existing High Street Multi-Storey Car Park, Aldershot in exchange for the freehold interest of the former Conservative Club site at Little Wellington Street, Aldershot to the Council be approved, subject to the necessary terms being agreed as detailed below, on the basis that a new, purpose-built public car park of at least 250 spaces would be constructed by the developer prior to handover, noting that best consideration under Section 123 of the Local Government Act 1972 would be achieved, as set out in Appendix 1 of Exempt Report No. REG2401;
- (ii) the draft Heads of Terms for the Contract for Sale and exchange of freehold, as set out in Appendix 2 of the Exempt Report, be noted, with the Head of Regeneration and Development/Executive Head of Property and Growth, in consultation with the Major Projects and Property Portfolio Holder, being authorised to agree final terms;
- (iii) the amendments to the Housing Infrastructure Fund Marginal Viability Fund agreement, by way of Deed of Variation, regarding the extension of time to the availability period of the funding to December, 2024 and changes to the drawdown conditions, as set out in the Report, be noted; and
- (iv) for the purposes of satisfying Housing Infrastructure Fund Marginal Viability Fund drawdown conditions, the draft Mirrored Agreement, as set out in Appendix 4 of the Exempt Report and the draft Entity Company Guarantee, as set out in Appendix 5 of the Exempt Report, forming the basis of clawback arrangements in the event of the Galleries scheme not meeting the contract outputs be noted, with the Head of Regeneration and Development, in consultation with the Major Projects and Property Portfolio Holder, being authorised to agree final terms.

The Meeting closed at 7.56 pm.

CLLR G.B. LYON, LEADER OF THE COUNCIL

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CABINET

12th MARCH 2024

**COUNCILLOR PAUL TAYLOR
FINANCE PORTFOLIO HOLDER
REPORT NO. FIN2407**

KEY DECISION: NO

REVENUE AND CAPITAL BUDGET MONITORING REPORT – Q3 2023/24

SUMMARY:

This report sets out the forecasted financial position for 2023/24 as at the end of February 2024, updating the forecasted position as at the end of November, reported to Cabinet on 9th January 2024, as the Q2 report.

RECOMMENDATIONS:

CABINET is recommended to:

- i. Note the Revenue budget forecast and impact on reserve balances as set out in Sections 2.4-2.12 of the report.
- ii. Note the Capital Programme forecast as set out in Sections 2.13-2.18 of the report.

1. INTRODUCTION

- 1.1 This report provides an update on the forecast outturn position against approved budget for the current financial year 2023/24 based upon service manager information as at the end of February 2024 with additional finance due diligence. Heads of Service, Service Managers and the Finance Team work collaboratively to produce robust forecasts and validate forecast assumptions.

2. BUDGET MONITORING

Medium-Term Financial Strategy:

- 2.1 The Council's current MTFs approved in February 2023 included several key assumptions factored into the 2023/24 budget and the Council's finances over the medium-term (next 3 years). These assumptions have been revised in the 2024-25 to 2027-28 MTFs approved at Full Council on 22nd February 2024, based upon current year performance.

2.2 Interest Rates: The 2023/24 budget assumes interest on borrowing at a weighted average of 1.66% on £165 million debt providing a General Fund interest payable budget of £2.73million. The Bank of England has raised the Base Rate from 3% in November 2022 to currently 5.25% in August 2023 and held since, posing a significant financial pressure on the MTFS. The 9th January Cabinet report indicated that rates were expected to be held for several years (i.e., materially unchanged), however, as reported in the 22nd February 2024, 2024-25 budget proposals, rate prediction has eased, and the expectation is that rates will reduce to circa 3.1% by late 2026. Revised MTFS borrowing rates are included in the 2024/25 MTFS.

2.3 Useable Reserves: The forecast deficit outturn presented in this report remains stable and aligned to the overall reserve requirement as reported in the revised MTFS. A full reserve review will be completed as part of the year end closure programme (April 2024) once the final outturn position has been calculated.

2.4 REVENUE BUDGET FORECAST 2023-24

The original net General Fund Revenue budget for 2023/24 was approved by Council at their meeting in February 2023 of £12.393m. The latest forecast outturn is presented in the table below.

General Fund Summary	2023-24 Original Budget £'000	2023-24 Approved Budget £'000	2023-24 Forecasted Outturn £'000	2023-24 Variance £'000
Corporate Services	3,496	3,619	3,814	194
Customer Experience & Improvement	(20)	27	(155)	(182)
Democracy, Strategy & Partnerships	2,615	3,193	3,142	(51)
Major Projects & Property	(4,892)	(4,651)	(4,520)	131
Operational Services	10,574	10,982	10,226	(756)
Planning & Economy	2,117	2,233	2,182	(52)
Subtotal	13,890	15,404	14,689	(716)
Less: Reversal of Accounting Entries	(2,901)	(2,901)	(2,957)	-
Net Service Revenue Expenditure	10,989	12,503	11,731	(716)
Corporate Income & Expenditure				
Minimum Revenue Provision (MRP)	2,170	2,170	1,572	(598)
Interest Receivable	(1,600)	(1,600)	(2,490)	(946)
Interest Payable	2,730	2,730	6,818	4,088
RHL interest income	(522)	(522)	(109)	413
Capitalised interest	(600)	(600)	(600)	-
Movement in Reserves	(775)	(2,289)	(1,578)	711
Net General Fund Revenue Budget	12,393	12,393	15,344	2,951
Funded by:				
Council Tax	(7,448)	(7,448)	(7,448)	-

Business Rates	(4,077)	(4,077)	(4,769)	(692)
New Homes Bonus	(658)	(658)	(658)	-
New Burdens Grant	-	-	(81)	(81)
Services Grant	(96)	(96)	(96)	-
Revenue Support Grant	(104)	(104)	(104)	-
Collection Fund Surplus / Deficit	(10)	(10)	(10)	-
Total Funding	(12,393)	(12,393)	(13,166)	(774)
Core (Surplus)/Deficit	(0)	-	2,178	2,178

2.5 The table above shows an overall forecast deficit of £2.178million compared to the last reported deficit of £2.347million, an overall improvement of £169,000. Overall, the financial position is stable.

The table below provides more detailed information of the forecast variances within the revenue account.

General Fund Summary of Variances	2023-24 Q2 Variance £'000	2023-24 Q3 Variance £'000	2023-24 Change in Variance £'000
Establishment	(532)	(1,087)	(555)
Agency/Temps	794	654	(140)
Other staff related costs	(11)	(7)	3
Non staff expenditure	886	48	(838)
Income	(557)	(233)	324
Utilities	(112)	(91)	21
Net Service Revenue Expenditure	469	(716)	(1,184)
<u>Corporate Income & Expenditure</u>			
Minimum Revenue Provision (MRP)	0	(598)	(598)
Interest Receivable	(946)	(946)	0
RHL interest income	413	413	(0)
Interest Payable	3,805	4,088	283
Capitalised interest	0	0	0
Movement in Reserves	0	711	711
Net General Fund Revenue Budget	3,272	3,667	395
Funded by:			
Council Tax	0	0	0
Business Rates	(1,313)	(692)	621
New Homes Bonus		0	0
New Burdens Grant	(81)	(81)	(0)
Services Grant	0	0	0
Revenue Support Grant	0	0	0
Collection Fund Surplus / Deficit	0	0	0
Total Funding	(1,394)	(774)	620
Core (Surplus)/Deficit	2,347	2,178	(169)

Numbers in () brackets indicate improvement

2.6 **Establishment:** as the year has progressed the full year impact of vacancy savings net of back fill from temporary staff has contributed to a net overall £695,000 budget increase in the forecast underspend. Overall, the gross forecast underspend represents 7% of the establishment budget before use of temporary staff capacity.

2.7 **Non staff:** this covers property related expenditure, such as maintenance and business rates as well as additional brokerage fees and waste collection

costs as reported to 9th January Cabinet. Many of these reductions have been reflected in the 2024/25 base budget.

- 2.8 **Income:** The reduction in the forecast position on income is mostly attributable to rental income on various properties due to vacancies.
- 2.9 **Minimum Revenue Provision (MRP):** was estimated at £2,170k in the budget. Following a full review of MRP by Arlingclose (the Council's Treasury Management advisers) with the objective of minimising the cost of MRP in the revenue account whilst complying with the statutory requirement to make prudent provision. MRP has been revised to £1.573k resulting in a £597,000 budget reduction. The future years reductions have been included in the revised MTFS.
- 2.10 **Interest payable on borrowing:** external borrowing requirement was forecast to be £165 million for 2023/24 at a weighted average of 1.66%. The borrowing is all relatively short term circa 1-to-2-year maturity, from other Local Authorities which is cheaper than PWLB. The Council currently has £167million of external borrowing. No further borrowing will be required until May to replace maturing loans. The £283,000 increase in interest payable is entirely related to the interest due on the SANG reserve balances.
- 2.11 **Business rates:** Rateable Values of all businesses were rebased by the Valuation Office and implemented this financial year. The impact of the uplift had a significant effect on the retained business rates in the revenue account by £1,303million as reported on 9th January to Cabinet. This forecast has now been revised downward by £621,000 due to a number of large empty properties.
- 2.12 **Movement in reserves:** The drawdown of earmarked reserves planned in to the 2023/24 budget has been reviewed and aligned to the overall activity for the year. This has resulted in a £711,000 net reduction in the requirement for reserve funding across specific funds based upon forecast outturn. The full schedule of reserves will be reviewed as part of the year end outturn.
- 2.13 **CAPITAL PROGRAMME FORECAST 2023/24**
- 2.14 The original Capital Programme estimate for 2023/24 was approved by Council at their meeting in February 2023 totalling £45.066m.
- 2.15 Cabinet considered the revised position with slippage and additional items at the meeting on the 8th August and at subsequent Cabinet meetings have considered additional and revised items – details shown in the tables 4a and 4b below and have approved a revised budget of £51.07m.

- 2.16 The current anticipated out turn amounts to a spend of £37.17m – an underspend of £13.9m and consists of both slippage into 2024/25 and items of true underspend. See Table 4c below.

Table 4a: Capital Programme – Slippage from 2022/23

Capital Scheme	Slippage from 2022/23
The Meads - Pre-Acquisition Contract Costs	£66,000
Council Office Refurbishment	£40,000
Council Properties Energy Management	£500,000
Union Street East Aldershot Regeneration	£727,620
Crematorium Build Feasibility	£46,440
Disabled Facilities Grants	£925,350
Housing Renewal Grants	£18,000
Telephony Replacement	£135,000
Total	£2,458,410

Table 4b: Capital Programme – Additional expenditure items

Capital Scheme	Additional Items
Purchase Of Affordable Housing - LAHF Funded	£2,883,089
LTA related works to Tennis Courts	£114,043
Additonal drawdown of LUF funding re Civic Qtr	£255,000
<i>Additional Section 106 items</i>	
Cove Green Recreation Ground Playground	£150,000
Oak Farm Clubhouse Improvements	£25,047
Ivy Road Playing Fields Footpath	£14,000
Playing Fields Signage	£60,000
Farnborough Tennis Club Improvements	£35,088
Total	£3,536,267

Table 4c – Capital Programme Forecast Out-Turn

	2023/24 Approved Budget £'000	2023/24 Forecasted Outturn £'000	2023/24 Forecasted Variance £'000
Portfolio / Scheme			
The Meads	10,618	10,456	162
Frimley4 Unit 4.3	272	50	222
Ashbourne House	74	74	-
Council Offices	540	508	33
Civic Quarter Farnborough	1,805	1,805	-
Housing PRS Delivery	5,894	169	5,725
The Galleries Development	3,400	-	3,400
Union Yard Aldershot	20,566	16,966	3,600
Affordable Housing - LAHF	2,883	2,883	-
Crematorium	446	446	-
Redan Rd Chapel	289	289	-
Improvement Grants	2,104	1,868	236
CCTV - Camera & Network	400	300	100
Refuse/Recycling inc. Food Waste	127	127	-
Hawley Lane Enhancement	390	50	340
Southwood Sang Country Park	-	99	(99)
Section 106	906	828	78
IT Projects	356	252	104
Total Capital Programme	51,070	37,170	13,900

2.17 The main areas of forecast underspend relate to the following schemes:

Items anticipated to slip into 2024/25 - £7.98m

Union Yard – Aldershot - £3.6m

The Galleries – Aldershot - £3.4m

Frimley and Hawley site development schemes - £562k

Disabled Facilities Grant - £236k

Section 106 funded schemes - £78k

IT related Schemes - £104k

True underspend items - £5.914m

Housing PRS – schemes supporting RHL site development - £5.725m

The Meads Acquisition - £162k

Telephony Replacement project - £27k

2.18 Officers will closely monitor spend against approved Capital Budgets with regular updates being submitted to Cabinet in line with the agreed budget monitoring arrangements.

3. CONSULTATION

3.1 Portfolio holder for Finance has been consulted.

4. IMPLICATIONS (of proposed course of action)

The revenue budget forecast outturn demonstrates a degree of variability as has been demonstrated above. The budgets were rebased for this financial year through the Outcome Based Budgeting exercise, inevitably, there will be some settling down of budgets and there has been some headwind on activity-based income such as planning fees and local land charges due to economic pressures and significant movements on property budgets such as the Meads acquisition. These pressures have been reflected in the 2024/25 MTFS. The most significant challenge continues to be interest costs and the impact upon the Council's available useable reserves. Whilst the current forecast shows a slight improvement and a stable position, there remains a level of uncertainty within the forecasts in respect of adverse impact on the year-end position.

Risks

- 4.1 The report outlines the risks and uncertainties around the wider economic environment, degree of confidence in the forecasts on some of the demand-based service income and property- related income and costs.

Legal Implications

- 4.2 None.

Financial and Resource Implications

- 4.3 Financial implications are included within the report.

Equalities Impact Implications

- 4.4 None.

Other

- 4.5 None.

5 CONCLUSIONS

- 5.1 The overall financial position is challenging, it is stable with no new areas of concern from those reported in Quarter 2.

LIST OF APPENDICES/ANNEXES:

None

BACKGROUND DOCUMENTS:

2024/25 Budget Report:

[Annex 3 - Revenue Budget Capital Programme and Council.pdf \(rushmoor.gov.uk\)](#)

Q2 Budget Monitoring Report:

[Revenue and Capital Budget Monitoring - Q2 2023-24 - Report No. FIN2401.pdf \(rushmoor.gov.uk\)](#)

2023/24 Budget Report:

[Annex 3 - Revenue Budget Capital Programme and Council Tax level.pdf \(rushmoor.gov.uk\)](#)

CONTACT DETAILS:

Report Author – Peter Vickers – Executive Head of Finance, S151

Peter.vickers@rushmoor.gov.uk

CABINET

**COUNCILLOR MAURICE SHEEHAN
ENVIRONMENT & NEIGHBOURHOOD
PORTFOLIO HOLDER
REPORT NO. OS2401**

12th March 2024

KEY DECISION? YES

INTRODUCTION OF ANTISOCIAL BEHAVIOUR POLICY

SUMMARY AND RECOMMENDATIONS:

This report seeks Cabinet approval for the introduction of a formal Antisocial Behaviour policy. The Policy will enable the Council to clearly set expectations and parameters when responding to complaints of Antisocial behaviour.

Cabinet is recommended to:

- Approve the proposed Antisocial Behaviour Policy attached at Appendix 1

1. INTRODUCTION

- 1.1. The purpose of this report is to seek Cabinet approval to implement the proposed Antisocial Behaviour Policy attached at Appendix 1.
- 1.2. This is a key decision as impacts all wards across the borough.

2. BACKGROUND

- 2.1. The Council has a statutory obligation to tackle crime, disorder and antisocial behaviour under the Crime and Disorder Act 1998. The in-house Community Safety team respond to day-to-day enquiries and work in partnership with other agencies to take appropriate action.
- 2.2. Currently there is no formal Antisocial Behaviour Policy in place to help residents understand the response they can expect from the Council and processes to follow. This lack of clarity can cause unnecessary uncertainty for both residents and partners.
- 2.3. The Community Safety Team have a significant case-load of ongoing work, legal action and work collaboratively with partners to manage cross-cutting issues. The Community Safety Team either lead on this work or signpost to the appropriate agency, ensuring follow-ups and actions are carried out in a timely manner. In addition to this, the team receive numerous routine enquiries across a broad range of subjects.

3. DETAILS OF THE PROPOSAL

General

- 3.1. In order to ensure residents are well informed a policy has been written detailing amongst others:
 - 3.1.1. The Council's principles for dealing with antisocial behaviour
 - 3.1.2. What the Council considers and does not consider antisocial behaviour
 - 3.1.3. Reporting procedure
 - 3.1.4. Tools and powers available to the Council
 - 3.1.5. Approach to enforcement
 - 3.1.6. Support for victims and vulnerable individuals
 - 3.1.7. The Antisocial Behaviour Case Review
- 3.2. This policy is applicable across the whole borough.

Alternative Options

- 3.3. Members may choose not to adopt the policy; however this will not help to provide greater certainty around the service that residents can expect.

Consultation

- 3.4. The policy has been written with the support of the Policy and Project Advisory Board having been discussed at the 26th November and 29th November meetings. Members of the board were particularly keen to ensure that the following areas were included in the policy:
 - 3.4.1. Ensuring the council state explicitly what can and cannot be dealt with
 - 3.4.2. Ensuring links to and mention of other council policies and departments where relevant
 - 3.4.3. Agreeing terms of feedback with customers at initial contact
 - 3.4.4. Expanding the enforcement section to underpin the importance of justifiable, proportionate, and necessary action.
- 3.5. Each of these were factored into the final draft of the policy and the board were happy to recommend the policy to Cabinet for approval.

4. IMPLICATIONS (of proposed course of action)

Risks

- 4.1. There are no significant risks associated with this report.

Legal Implications

- 4.2. The council is obliged to work within the relevant antisocial behaviour legislation and have regard to statutory guidance.

Financial and Resource Implications

- 4.3. There are no financial implications of the proposed Policy.

Equalities Impact Implications

- 4.4. The Equality Impact Assessment associated with the proposed policy is attached at Appendix 2 and concludes that there are no negative equalities impacts associated with implementing the policy.

Other

- 4.5. There are no other implications to consider.

5. CONCLUSIONS

- 5.1. The proposed Antisocial Behaviour Policy is recommended to Cabinet for approval.
- 5.2. The policy has been written with the support of the Policy and Project Advisory Board who were happy to recommend the policy to Cabinet for approval.
- 5.3. The proposed policy will provide clarity and confidence to residents of the borough on the response they can expect to complaints of antisocial behaviour.

LIST OF APPENDICES/ANNEXES:

Appendix 1 – Proposed Antisocial Behaviour Policy
Appendix 2 – Equalities Impact Assessment

BACKGROUND DOCUMENTS:

None

CONTACT DETAILS:

Report Author – David Lipscombe, Community Safety Manager
David.lipscombe@rushmoor.gov.uk

Head of Service – James Duggin, Executive Head of Operations
James.duggin@rushmoor.gov.uk

Rushmoor Borough Council

Antisocial Behaviour Policy

DRAFT

Owner: Community Safety Manager

Version: 1.1

Issued:

Last updated:

Review date:

1. Scope and purpose of this document

This document serves as the policy document in terms of Rushmoor Borough Council's response to antisocial behaviour. It defines what the council means by "antisocial behaviour", outlines the principles the council applies to responding to antisocial behaviour and also documents tools and powers available.

2. The Council's responsibilities and working in partnership

Rushmoor Borough Council have a range of tools and powers to address antisocial behaviour as a local authority. Rushmoor Borough Council are also a statutory member of the Safer North Hampshire Community Safety Partnership as defined by the Crime and Disorder Act 1998. This act requires the Council to work with Police and other agencies to tackle crime, disorder and ASB across Rushmoor and as an authority are scrutinised on our actions on an annual basis.

The council has an in-house community safety team who work with other internal departments to address complaints, as well as key partner agencies including Hampshire and Isle of Wight Constabulary, Hampshire and Isle of Wight Fire and Rescue Service and local Housing Associations. Where appropriate and agreed the Council will lead an investigation into a complaint of antisocial behaviour, involving other agencies as and when required.

3. Prevention and early intervention

Rushmoor Borough Council believe that when it comes to dealing with antisocial behaviour that early intervention is key. We work to divert and support individuals with a view to keeping people out of the criminal justice system where possible and enforcement will be used when proportionate and justified in relation to the impact of those affected.

The community safety team operate under the 4s principal of Engage, Educate, Encourage and Enforce.

4. Our principles for dealing with antisocial behaviour

The following principles underline the Council's approach to tackling antisocial behaviour;

1. No resident, visitor or business of Rushmoor should have to suffer from antisocial behaviour
2. Reports will be treated seriously with regular updates on progress provided by the complainants preferred method
3. We will work with other Council departments and partner agencies in order to deliver an effective and prompt response to reports

4. Where cases involve a safeguarding concern we will ensure appropriate referrals are made as soon as possible after receiving the information, or immediately if deemed an immediate welfare risk
5. Where appropriate we aim to provide suitable support and onward referrals to those impacted by antisocial behaviour

5. What is antisocial behaviour?

Rushmoor Borough Council define antisocial behaviour as:

- Any behaviour that causes, or is likely to cause, harassment, alarm or distress to one or more persons not of the same household

Examples of this type of behaviour could include (but are not limited to):

- Rowdy or inconsiderate behaviour
- Threatening behaviour or intimidation
- Littering or drug paraphernalia
- Street drinking
- Nuisance noise (excluding statutory noise nuisance as dealt with by Rushmoor Borough Councils environmental team)
- Aggressive begging
- Vehicle nuisance or inappropriate use of vehicles
- Vandalism and criminal damage

The Council does not regard the following types of behaviour as antisocial behaviour and therefore will not investigate complaints as such:

- Persons using public facilities during reasonable daytime and evening hours (e.g. playing in a playpark, using a skate ramp or use of a sports pitch) where they are not making excessive noise, obstructing access to public space or causing damage
- Neighbour disputes involving land boundaries, location of waste bins, children playing reasonably in gardens or nearby and other civil matters
- Reasonable noise from vehicles on the highway carrying out normal activities
- Reports of inconveniently or illegally parked vehicles
- Homeless individuals whereby there are no associated negative behaviours e.g. street begging, street drinking, harassment etc

If any of the above falls under the remit of another council department or agency, the community safety team will pass the complaint to the other relevant department or seek permission to share the information with an outside agency if applicable, for example Police.

6. Antisocial Behaviour Reporting Procedure

Rushmoor Borough Council wants to ensure that it makes reporting antisocial behaviour as easy and accessible as possible. Residents can report antisocial behaviour to Rushmoor Borough Council via the following means:

1. Online form – Visit www.rushmoor.gov.uk or click here - [Report antisocial behaviour - Rushmoor Borough Council](#)
2. Email – communitysafety@rushmoor.gov.uk
3. Telephone – 01252 398399 (customer services)

Once reported, we will aim to provide an initial response to any enquiry within five working days. Response times may vary depending on current caseload and other commitments. The community safety team does not have provision to deal with antisocial behaviour complaints out of normal working hours or on bank holidays so in these circumstances further time should be allowed for a response. Once a report is received we will:

- Assess the nature of antisocial behaviour reported to us and plan a proportionate response and timescale (in line with principles detailed above)
- Treat all reports as personal information under the Data Protection Act 2018 and will not disclose personal information unless required to for such purposes as a prosecution, a safeguarding concern, where it is in the public interest or with the persons consent (if required).
- Share information with partner agencies that may be able to help with the problem in accordance with information sharing agreements
- Encourage all criminal activities to be reported to the Police
- Register each case, give it a unique reference number and named lead officer
- Fully investigate the complaint which could involve liaison with other parties including witnesses, alleged perpetrators and partner agencies.
- Explain our reasons for our chosen course of action, and advise on other appropriate sources of support if necessary
- Review all opens cases of antisocial behaviour each month and set agreed terms of feedback to the person(s) who has reported the antisocial behaviour (including method, format and frequency of feedback required)

7. Tools and Powers

The Council have several tools and powers at their disposal and will consider their use on a case-by-case basis. As a general rule we will seek to resolve cases with the lowest level of intervention, only taking formal action when antisocial behaviour is serious and persistent. We will also take into account whether the victim or perpetrator is considered vulnerable, and what support could be offered alongside any formal action.

Warning Letters

Warning letters are designed to give an individual the opportunity to change their behaviour, as well as signposting them to any appropriate support. Warning letters are normally sent on receipt and

investigation of an initial incident of antisocial behaviour or residential cannabis use. If an individual is under 18, the letter will be addressed to the parent or guardian. If we have cause to write a second warning letter, an individual will be invited to sign an Acceptable Behaviour Contract.

Acceptable Behaviour Contracts

An Acceptable Behaviour Contract is a voluntary signed agreement between the person in question and various members of the Community Safety Partnership including Rushmoor Borough Council, the police, registered social landlords and Hampshire County Council.

Acceptable Behaviour Contracts are designed to give those involved the chance to acknowledge the impact of their actions, and realise the effects they have had on others and agree what they can do moving forward.

These contracts explain that the bad behaviour must stop and say what may happen if it doesn't. They aren't legally binding, but they can be referred to in court if the behaviour continues.

Parents and guardians will be involved where the subject is under 18 years old.

Mediation and Restorative Justice

Where suitable, and with consent of all parties we are able to refer individuals to a local mediation and restorative justice service. Restorative justice gives victims the opportunity to community directly or indirectly with the persons(s) responsible for an offence, explain how it has affected them and ask questions.

Community Protection Warnings and Notices

A notice requiring a person aged 16 or over, business or organisation which can require them to stop a certain behaviour. A notice can also contain positive requirements which an individual, business or organisation must carry out. The penalty for breach of a Community Protection Notice is a fixed penalty notice up to £100, or a fine of up to level 4 for individuals, or a fine for businesses. This can be issued directly by a local authority.

Civil Injunction

An order issued by the magistrates court on a person aged 10 and over requiring a person to either do a certain thing or to prohibit them from doing a certain thing, with the aim of stopping the antisocial behaviour and preventing any escalation of the behaviour. A power of arrest can be attached to certain conditions. Penalty for breach of a Civil Injunction can include a fine, a direction from a Judge or a custodial sentence.

Criminal Behaviour Orders

An order issued by any criminal court against a person who has been convicted of an offence to tackle the most persistently antisocial individuals who are also engaged in criminal activity. Penalty for breach of a Criminal Behaviour for over 18s on summary conviction is up to six months imprisonment a fine or both. For over 18s on conviction on indictment the penalty is up to five years imprisonment a fine or both.

Closure Notice and Order

A notice and subsequent order allowing the Police or Council to close premises which are being used, or likely to be used to commit antisocial behaviour. Penalty for breach of a notice is up to

three months in prison, and penalty for breach of an order is up to 51 weeks in prison. Breach of either is also liable to an unlimited fine.

Public Space Protection Orders

An order restricting certain types of behaviour in a specific area, allowing police and other authorised officers to request an individual stops doing something. A Fixed Penalty Notice can be issued for breach of this order.

8. Enforcement

There may be instances where the use of more informal tools and powers available is not sufficient, and enforcement action must be considered. This will take into account wider impact on victims and the community. All enforcement action will be proportionate and justified.

Where an officer feels that a matter needs escalating for enforcement action, the first stage is to discuss with the Community Safety Manager who will then initiate a discussion with the Legal team and any other interested parties. The Legal team will make a decision on whether external legal advice is required, and if so will contact relevant persons.

If it is a matter that the community safety team are leading on, the Community Safety Manager and other officers will build a casefile including overarching statements, witness statements and formal evidence before passing to the Legal team for review.

Examples of when enforcement action may be required include:

- Breach of a Community Protection Notice
- Application for a Civil Injunction
- Application for a Closure Order
- Non-payment of a fixed penalty notice issued under a Public Space Protection order

The community safety team have no control or influence over court listings, court waiting times and similar.

All enforcement action will be justified, proportionate and necessary.

9. Communications and Press

There may be instances where it is appropriate to share details of a case, injunction or similar with the press. This will be done with consideration for victims, offenders and the wider community whilst ensuring safety of those involved.

Where it is necessary to protect vulnerable perpetrators subject to successful action at court from press intrusion court orders will be sought restricting sharing of personal details.

The community safety team will seek to work with the councils' communications team to promote awareness of antisocial behaviour and related issues through targeted campaigns including (but not limited to) the annual council community safety survey, antisocial behaviour awareness week and white ribbon day

10. Support for victims and vulnerable individuals

We will ensure that victims, perpetrators, and any vulnerable individuals are given appropriate support when dealing with antisocial behaviour cases. Referrals to support services will be offered including (but not limited to):

- Adults and Childrens Services
- Stop Domestic Abuse
- Victim Support
- Restorative Solutions
- Inclusion Recovery
- Hampshire and Isle of Wight Rescue Service Safe and Well service

Consent for all referrals will be gained where possible. Where consent is not gained, cases will be assessed on an individual basis as to whether it would be appropriate and in the best interests of the person to submit a referral anyway.

Should significant concerns remain around an individual the community safety team will follow its safeguarding processes and may seek to establish a MARM process and ensure appropriate agencies attend and participate.

11. Antisocial Behaviour Case Review

The antisocial behaviour case review is a process which allows residents to request a review of their case if they feel that insufficient action has been taken to deal with an issue. The review cannot be used to report crime or antisocial behaviour generally.

To request a review, the following criteria must be met:

- Three separate incidents of antisocial behaviour reported within six months
- The request must be submitted within a month of the last reported incidents

Review requests can be submitted by calling Hampshire and Isle of Wight Constabulary on 101, by emailing the community safety team direct on communitysafety@rushmoor.gov.uk or by calling Rushmoor Borough Council on 01252 398399.

Once a review has been requested and if the criteria has been met, residents will be informed of the full process and expected timescales.

12. Relevant legislation and supporting policies

The **Crime and Disorder Act 1998** places a statutory duty on the Council to work with partner agencies to tackle crime, disorder and antisocial behaviour. Rushmoor Borough Council contributes to this duty by having a community safety team to tackle reports of antisocial behaviour from residents, as well as by being a key partner of the Safer North Hampshire Community Safety Partnership, covering the local authority areas of Basingstoke, Hart and Rushmoor. Other Partners

include Hampshire Constabulary, Hampshire and Isle of Wight Fire and Rescue Service, local Clinical Commissioning Groups, local Probation Services and Hampshire County Council.

The **Antisocial Behaviour, Crime and Policing Act 2014** provides the Council, Police and social housing providers with a number of powers to tackle antisocial behaviour including Community Protection Notices, Civil Injunctions, Closure Orders and Public Space Protection Orders. This act also introduced the Community Trigger case review, as detailed further below.

The community safety team will work with other council departments to ensure relevant policies and procedures are considered in day to day working including Safeguarding, Communications and the Supporting Communities Strategy.

13. Comments and complaints

We want to provide customers with the best service but recognise that sometimes things can go wrong. If you are unhappy with the service provided by the community safety team, we would ask that you contact us to explain the issue and see if we can further assist or put it right.

If after this you feel your complaint is still unresolved Rushmoor Borough Council has a procedure in place that sets out what we will do if you would like your complaint to be investigated further.

You can read about the Rushmoor Borough Council complaints procedure and submit a complaint by visiting the website at www.rushmoor.gov.uk. Alternatively you can contact our customer services team on 01252 398399 or by emailing customerservices@rushmoor.gov.uk.

If you want to provide general comments or positive feedback on the service received by the community safety team this can be emailed to customerservice@rushmoor.gov.uk or by calling 01252 398399.

Full Equality Impact Assessment

Guidance Notes

As a public sector organisation, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics'.

This applies to policies, services and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, and how serious any potential impacts might be. We use this Equality Impact Assessment (EIA) template to complete this process and evidence our consideration. The EIAs analyse how all our work as a council might impact differently on different groups, help us make good decisions and evidence how we have reached these decisions.

When to complete an EIA:

- When planning or developing a new service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the borough, or at a national level (eg: a change of legislation)

Do you need to complete an EIA? Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

Equality Impact Assessment Template

Title of EIA	Antisocial Behaviour Policy
Date of EIA	January 2024
Department/Service	Community Safety
Focus of EIA	<p>1.1. The Council has a statutory obligation to tackle crime, disorder and antisocial behaviour under the Crime and Disorder Act 1998. The in-house Community Safety team respond to day-to-day enquiries and work in partnership with other agencies to take appropriate action.</p> <p>1.2. Currently there is no formal Antisocial Behaviour Policy in place which informs residents of the response they can expect from the Council and processes to follow.</p> <p>1.3. In order to ensure residents are well informed a policy has been written detailing amongst others:</p> <ol style="list-style-type: none"> 1. The Council's principles for dealing with antisocial behaviour 2. What the Council considers and does not consider antisocial behaviour 3. Reporting procedure 4. Tools and powers available to the Council 5. Enforcement 6. Support for victims and vulnerable individuals 7. The Antisocial Behaviour Case Review <p>The Equality Act 2010 also establishes the Public Sector Equality Duty, which Rushmoor Borough Council, as a public body, is required to follow. The Duty requires that in the exercise of its functions, the Council has due regard for the need to:</p> <ul style="list-style-type: none"> ● Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act; ● Advance equality of opportunity between people who share a Protected Characteristic and those who do not; and ● Foster good relations between people who share a Protected Characteristic and those who do not.

	<p>Having due regard for advancing equality involves:</p> <ul style="list-style-type: none"> • Removing or minimising disadvantages suffered by persons who share a relevant Protected Characteristic; • Taking steps to meet the needs of people who share a relevant Protected Characteristic that is different from the needs of people who do not share it; and • Encouraging persons who share a Protected Characteristic to participate in public life or in any other activity in which their participation by such persons is disproportionately low. <p>The Council has implemented this by assessing the likely impacts that this Antisocial Behaviour Policy will have on those with a Protected Characteristic and considering whether there is a disproportionate impact on any particular groups and if so, whether or not it can be justified. This has been set out in more detail below along with support that is already in place or can be put in place.</p> <p>The policy has been reviewed on two occasions by the Policy, Projects and Advisory Board (PPAB), with comments taken on board and implemented into the document.</p>
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1.Previous EIA and outcomes

What actions did you plan last time and what improved as a result?
(If there is no previous EIA write Not applicable)

Not applicable

2.Equality analysis and potential actions

Assessment of overall impacts on those with the following protected characteristics and what potential actions could be undertaken to mitigate impact.

Age	No impact anticipated
Disability	No impact anticipated
Gender Reassignment	No impact anticipated
Marriage or civil partnership	No impact anticipated
Pregnancy or maternity	No impact anticipated
Race	No impact anticipated
Religion or belief	No impact anticipated
Sex	No impact anticipated
Sexual orientation	No impact anticipated

3. Assessment of overall impact and potential actions

The Antisocial Behaviour Policy is designed to ensure all customers can expect the same level of service and outcome, regardless of any protected characteristics or level of vulnerability.

During review of the draft policy PPAB did not raise any concern about impact on any vulnerable group.

4.Consultation & community feedback

What consultation has taken place or will take place with each identified group?

Age	No consultation taken place or planned
Disability	No consultation taken place or planned
Gender Reassignment	No consultation taken place or planned
Marriage or civil partnership	No consultation taken place or planned
Pregnancy or maternity	No consultation taken place or planned
Race	No consultation taken place or planned
Religion or belief	No consultation taken place or planned
Sex	No consultation taken place or planned
Sexual orientation	No consultation taken place or planned

5. We understand the Council requires this Equality Impact Assessment and we take responsibility for its completion and quality.

Completed by: name and role	David Lipscombe Community Safety Manager	Date 30.01.24
Signed off by: Head of Service	James Duggin Executive Head of Operations	Date 30.01.24

CABINET

COUNCILLOR JONATHAN CANTY
DEVELOPMENT AND ECONOMIC GROWTH
PORTFOLIO HOLDER
REPORT NO. PG2405

12 MARCH 2024

KEY DECISION? YES

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

SUMMARY:

Following approval by the Cabinet in November 2023, a public consultation has been undertaken on the draft Car and Cycle Parking Standards Supplementary Planning Document (SPD). A number of responses were received, however no significant amendments were required to the SPD. The final Car and Cycle Parking Standards SPD is now put to the Cabinet for adoption.

RECOMMENDATIONS:

It is recommended that the Cabinet approves the adoption of the Car and Cycle Parking Standards Supplementary Planning Document (SPD).

1. INTRODUCTION

- 1.1. The purpose of this report is to set out the outcomes of the public consultation on the draft Car and Cycle Parking Standards SPD undertaken between 8th December 2023 and 26th January 2024 and to put the final Car and Cycle Parking Standards SPD to the Cabinet for adoption.
- 1.2. This is a key decision because the SPD will be implemented borough wide.

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 to take account of changes in policy moving towards car ownership, recent town centre applications, 2021 Census data and a factual update to the SPD. Following this, in July 2023 a number of options for the review were presented to and discussed with SHLPG, which included the scope of

the review, options for meeting residential car parking standards in the town centres and the option to review the residential car parking standards.

- 2.3. In November 2023 the Cabinet approved the draft revised Car and Cycle Parking Standards SPD to be published for consultation. The consultation was undertaken between 8th December 2023 and 26th January 2024. Further details of the consultation are set out in paragraphs 3.3-3.6 and Appendix 2 – Regulation 12 Consultation Statement.

3. DETAILS OF THE PROPOSAL

Car and Cycle Parking Standards Supplementary Planning Document (SPD)

- 3.1. The key change in this version compared with the 2017 SPD is that for residential cycle parking, the borough is split into two zones: Zone A - Sustainable Parking Zones which covers the town centres and surrounding areas and Zone B – Rest of the Borough which covers the remaining areas outside of Zone A. Zone A has a lower parking requirement and some additional options for meeting the car parking requirement for a development on- and off-site, such as the use of car clubs. Within Zone B, the car parking requirement and principles from the 2017 SPD remain unchanged.
- 3.2. A revised residential cycle parking standard is also set across the whole of Rushmoor and the Introduction, National and Local Policy Context, and Background and Evidence chapters have been updated.

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. The consultation was undertaken for 7 weeks between 8th December 2023 and 26th January 2024.
- 3.4. Responses were received from the following:
- A local resident
 - Historic England
 - Savills on behalf of Wates Developments
 - Hampshire & Isle of Wight Constabulary
 - Surrey County Council
 - Hampshire County Council
- 3.5. The key issues raised through the consultation were:
- Zone A should cover a wider area around Aldershot and Farnborough town centres
 - The one space per dwelling requirement in Zone A should be removed
 - The approach to visitor parking in Zone A should apply to Zone B too
 - The minimum of 100 units for car clubs is onerous

- The 10% cap for offsetting car parking spaces with car clubs is too low/should be removed
 - 1 car club car offsetting 9 car parking spaces is too low
 - Car parking standards are too high (Census data shows lower average ownership)
 - Car clubs should also be encouraged in existing residential areas
 - Request that methodology for defining Zone A is shared
 - Request that research into impact of maximum parking standards is shared as per NPPF paragraph 112
- 3.6. Details of the responses received and an officer response to these are set out in Appendix 2 – Regulation 12 Consultation Statement. Following a review of the responses, it has been concluded that no significant changes to the SPD are required prior to adoption, however some minor changes to the wording of the SPD have been made to correct typographical errors, reflect factual updates and/or to provide clarity. These have been highlighted in Appendix 2. In addition, the methodology for defining Zone A has been provided in response to the request for this included in some consultation responses.

Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA)

- 3.7. The Council is required to consider whether Strategic Environmental Assessment (SEA) or Habitats Regulations Assessment (HRA) is required for the SPD. A screening statement was prepared in October 2023 and consulted on alongside the SPD. The screening statement set out that in the Council's opinion, the Car and Cycle Parking Standards SPD does not require a Strategic Environmental Assessment under the SEA regulations or an appropriate assessment under the Habitats Regulations.
- 3.8. Historic England confirmed in response to the consultation that it concurs with the assessment set out in the screening statement that the SPD is unlikely to result in significant effects and therefore it is not necessary to undertake SEA. No response was received from Natural England or the Environment Agency.
- 3.9. Following consultation, a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Determination Statement has been prepared (Appendix 3). This concludes that the SPD is unlikely to have any significant environmental effects or any significant adverse effect on any Natura 200 sites and therefore does not require SEA or a full appropriate assessment under the Habitats Regulations.

Alternative Options

- 3.10. The alternative option would be not to adopt the SPD and the existing 2017 SPD would remain in place. However, the 2017 SPD does not reflect changes in policy, recent town centre applications or 2021 Census data on car ownership.

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

- 4.2. There are no legal implications of the implementation of the report recommendations. Consultation has been undertaken in accordance with Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Financial and Resource Implications

- 4.3. There are no financial or resource implications of the implementation of the report recommendations.

Equalities Impact Implications

- 4.4. Whilst the Car and Cycle Parking Standards SPD allows car parking within Zone A - Sustainable Parking Zone 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 SPD.

Other

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

5. CONCLUSIONS

- 5.1. Following approval by the Cabinet in November 2023, a consultation has been undertaken on the draft Car and Cycle Parking Standards SPD between December 2023 and January 2024. A number of responses were received during the consultation and a review of these has concluded that no significant amendments are required to the SPD. The final Car and Cycle Parking Standards SPD is now put to the Cabinet for adoption.
- 5.2. The 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.

APPENDICES

- Appendix 1 – Car and Cycle Parking Standards Supplementary Planning Document (SPD) (March 2024)
- Appendix 2 – Car and Cycle Parking Standards Supplementary Planning Document (SPD) (Regulation 12) Consultation Statement

- Appendix 3 – Car and Cycle Parking Standards Supplementary Planning Document (SPD) Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Determination Statement

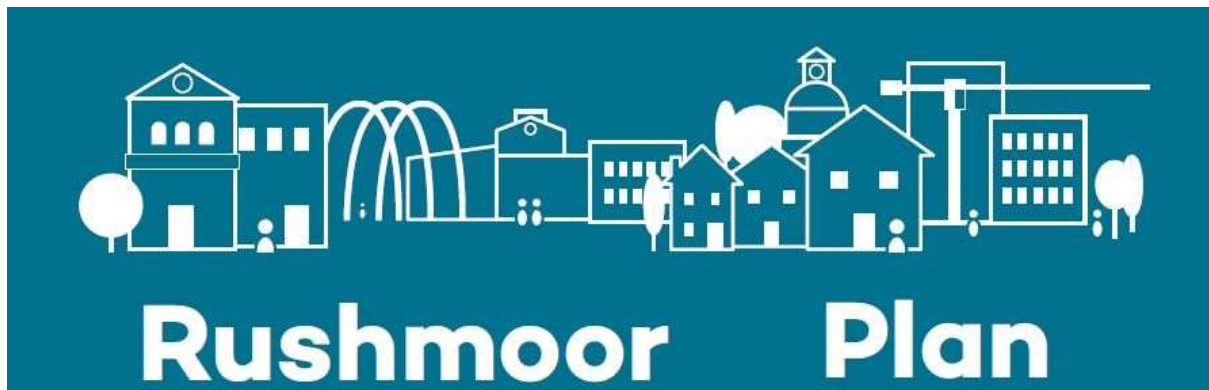
BACKGROUND DOCUMENTS:

There are no background documents.

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

March 2024

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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:

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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)

Outcome G of LTP4 is a network that promotes active travel and active lifestyles to improve our health and wellbeing. 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

2.1 Further guidance and best practice on car and cycle parking design and its integration into the design of developments and streets is available in a number of national guidance documents:

- [LTN 1/20 Cycle Infrastructure Design](#)
- [Manual for Streets](#)
- [Building for a Healthy Life](#)
- [Streets for a Healthy Life](#)

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	1.54

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 in highly accessible locations, 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 for 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.
-

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 will need to increase if those spaces are next to a wall, footway, shrubbery or grass. 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 subject to consultation with the Highway Authority.

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 the Sustainable Parking Zones. 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

communal parking areas where the number of parking spaces is less than the number of units (e.g. some older persons housing types).

- 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' or similar indicator 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 displaced 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 (see maps in Appendix B). 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. This should be outlined within the Travel Plan for the site.

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 and secure this through a Section 106 agreement.
- 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

Development type	Threshold
Leisure: stadia, ice rinks	All

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 the design 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 secure outbuilding, bespoke cycle store or a space within a garage in line with Principle 10³. Cycle parking accommodation should be secure, safe and well-lit, weatherproof, accessible and fitted with a Sold Secure Silver Standard (or equivalent) cycle anchor point.

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 (existing garages only), 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. Cycle parking should be located within 10 metres of a dropped kerb. 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. In some instances, two-tier cycle parking may be suitable.
- 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 Vehicle 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 enhances the street scene and creates a positive interface with the public realm. This could be done alongside other design aspects such as landscaping and planting.
- 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 if 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.

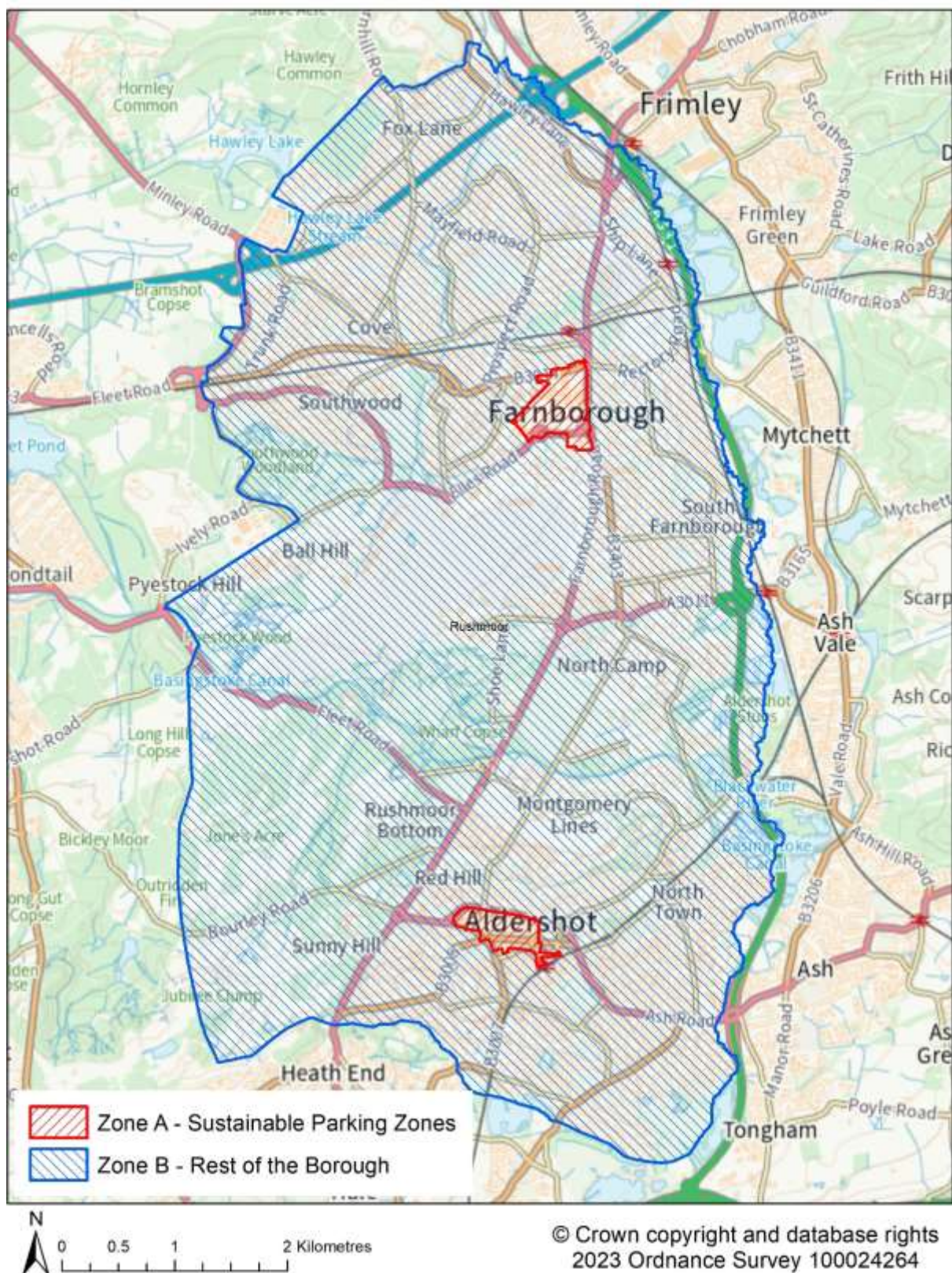
PARKING STANDARDS FOR NON-RESIDENTIAL DEVELOPMENT⁸

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

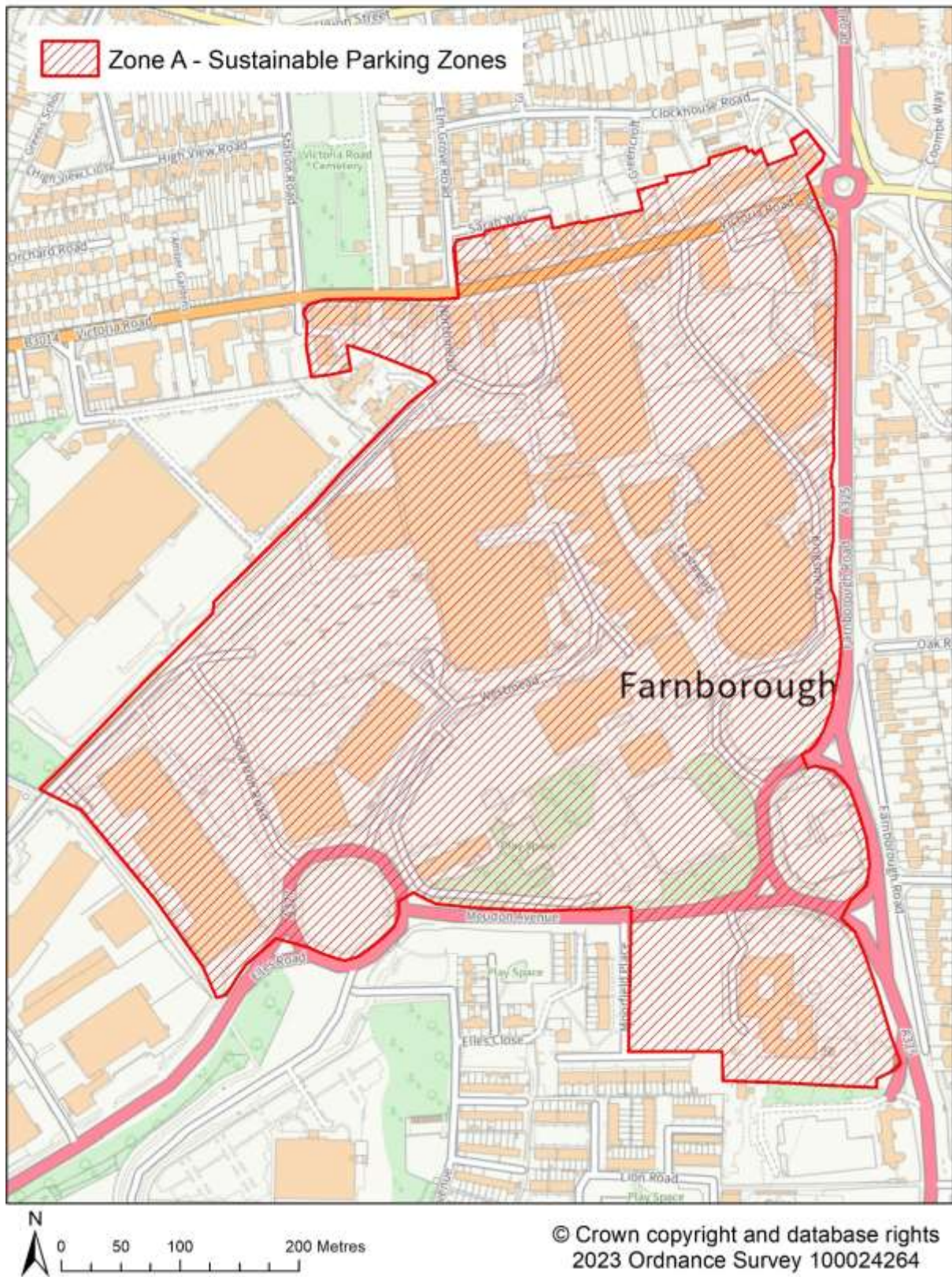
Appendix B: Maps of Zones A and B

Parking Standards Zones in Rushmoor



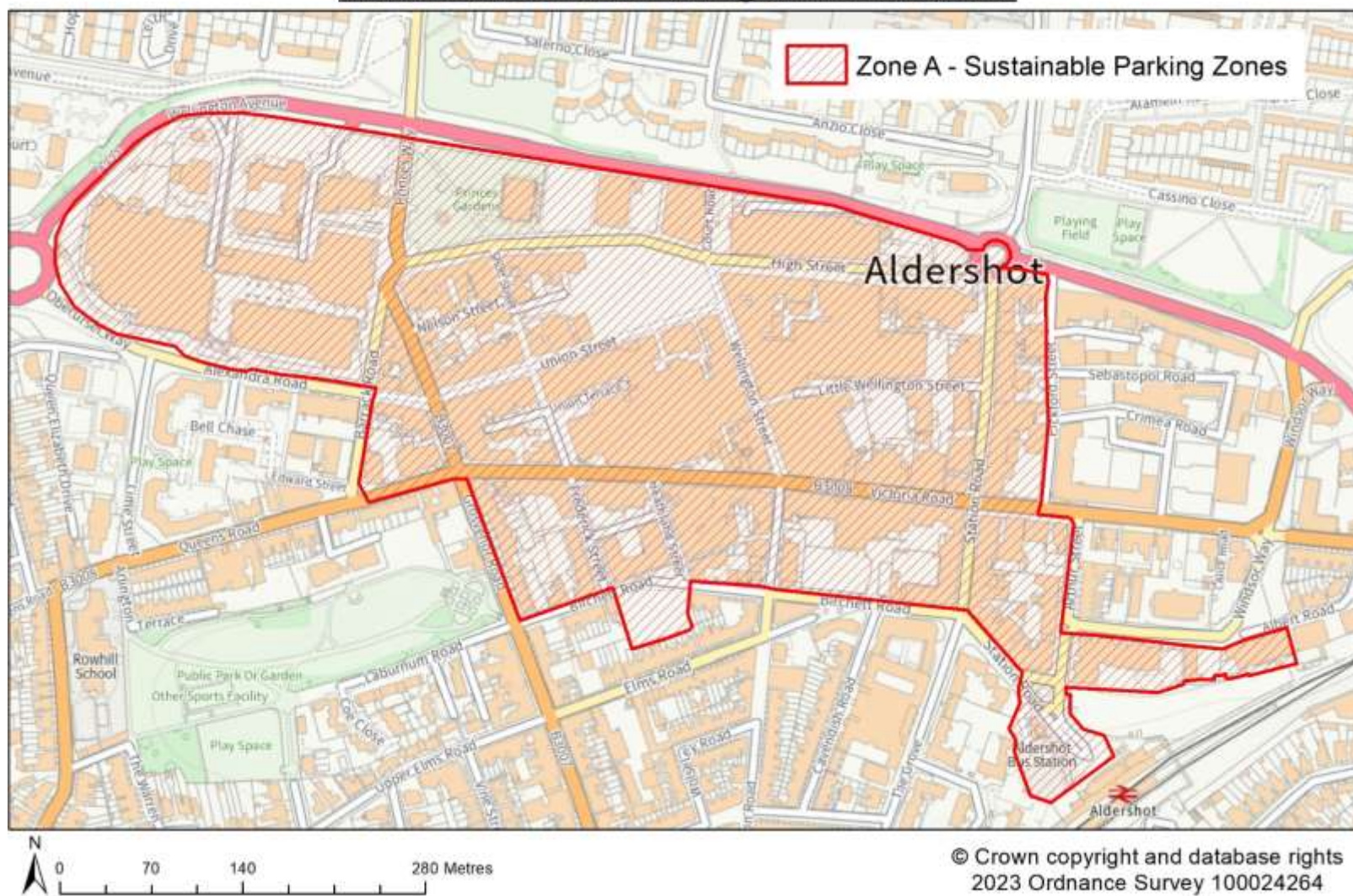
Map 1 – Areas of Rushmoor covered by Zones A and B

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

Appendix C: Methodology for defining Zone A – Sustainable Parking Zone

Background

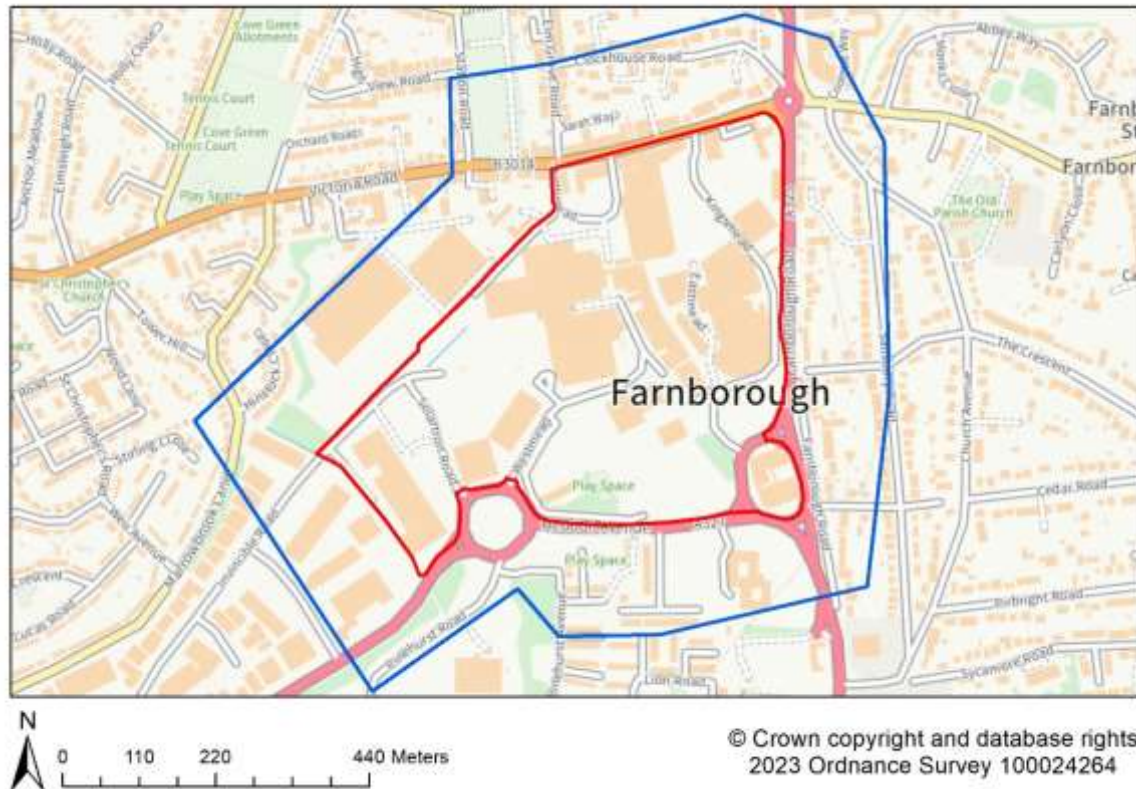
- C.1 The 2017 Car and Cycle Parking Standards Supplementary Planning Document (SPD) set out certain principles for car parking provision which only applied to residential development in the town centres, recognising that they are the most sustainable locations in the borough. This included consideration of a minimum parking standard of one space per dwelling, and provision of off-site car parking in public car parks or on land in separate ownership.
- C.2 The town centre boundaries defined in the Rushmoor Local Plan 2019 are drawn tightly to reflect only those areas which contain town centres uses. It is recognised that for the purposes of the SPD, there are areas outside of these defined Local Plan town centres which make up the wider town centre areas and are just as sustainable. A wider area including the town centres is therefore proposed for Zone A – Sustainable Parking Zone.
- C.3 These locations are most likely to have high density/flatted development and 2021 Census data for Rushmoor indicates that car ownership is lower in flats than houses for units with equivalent numbers of bedrooms.

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

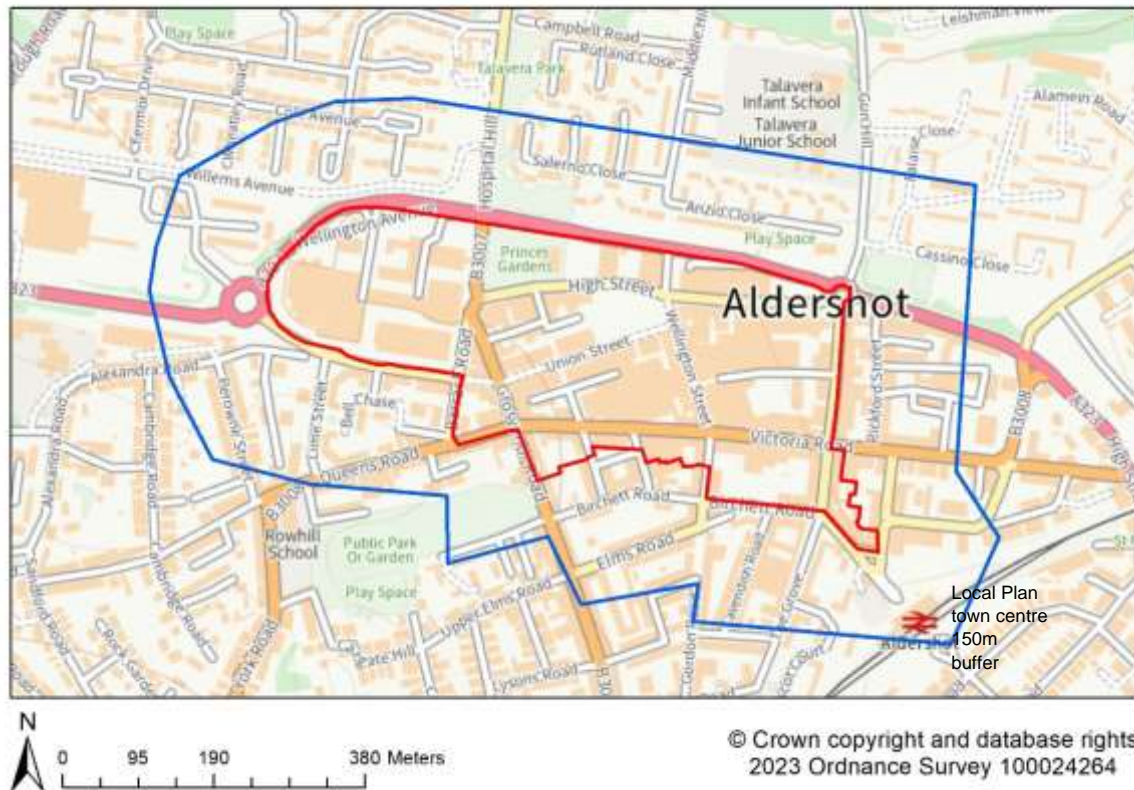
Approaches to defining Zone A

- C.4 The starting point for defining Zone A – Sustainable Parking Zone was the town centres. As set out above, the 2017 Car and Cycle Parking Standards SPD set out certain principles which only applied to residential development in the town centres, recognising that they are the most sustainable locations in the borough. It is therefore logical that the starting point for defining Zone A is the town centre boundaries. These are set out in the below figures.
- C.5 One of the options considered for the defining Zone A was to draw a buffer of a certain distance around the town centres. The below figures show an area of 150 metres around each of the town centres as an example. This was not considered a suitable approach as it does not take into account the types of residential development (housing vs flats) which are currently there or may be suitable in the future. It also does not take account of physical barriers which separate those areas from the core town centres, make access to public transport challenging and therefore make those areas less sustainable locations.

C.6 The second option considered was to assess parcels of land adjoining the town centre boundaries individually against a set of criteria to determine whether it is appropriate to include them within Zone A. This is a suitable approach as it allows for consideration of the individual characteristics of these areas.



Map 4 – Farnborough town centre (red) and 150m buffer (blue)

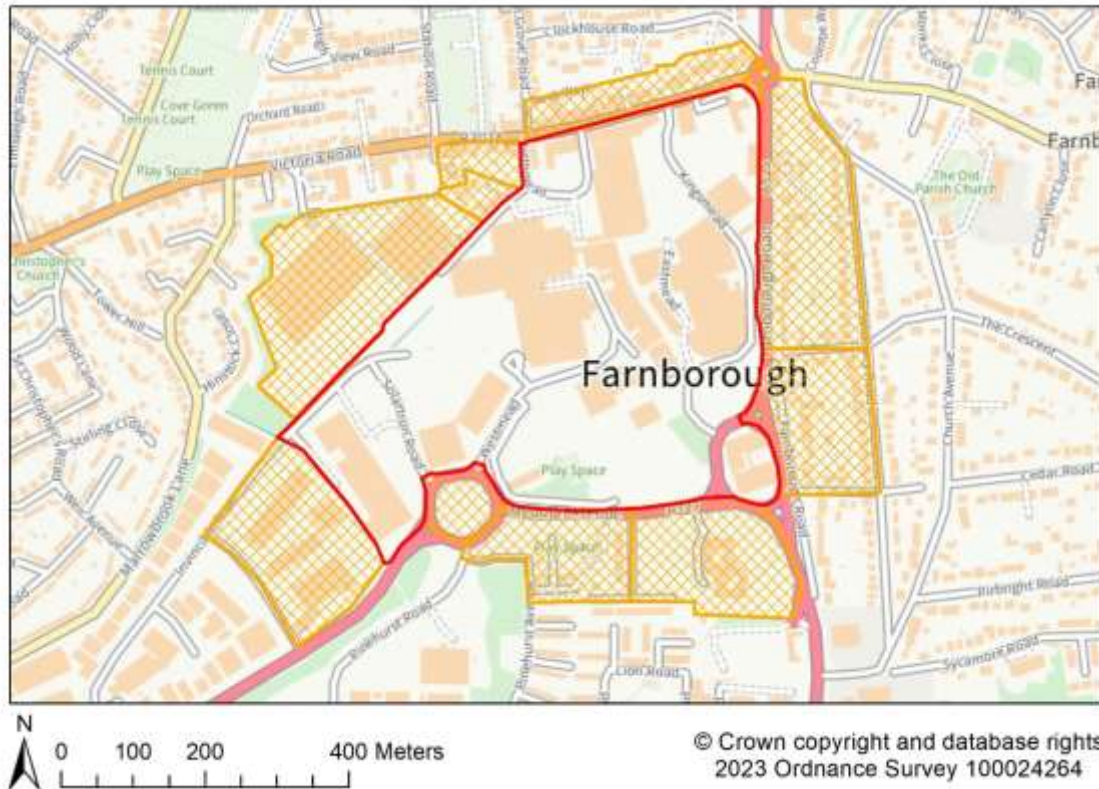


Map 5 – Aldershot town centre (red) and 150m buffer (blue)

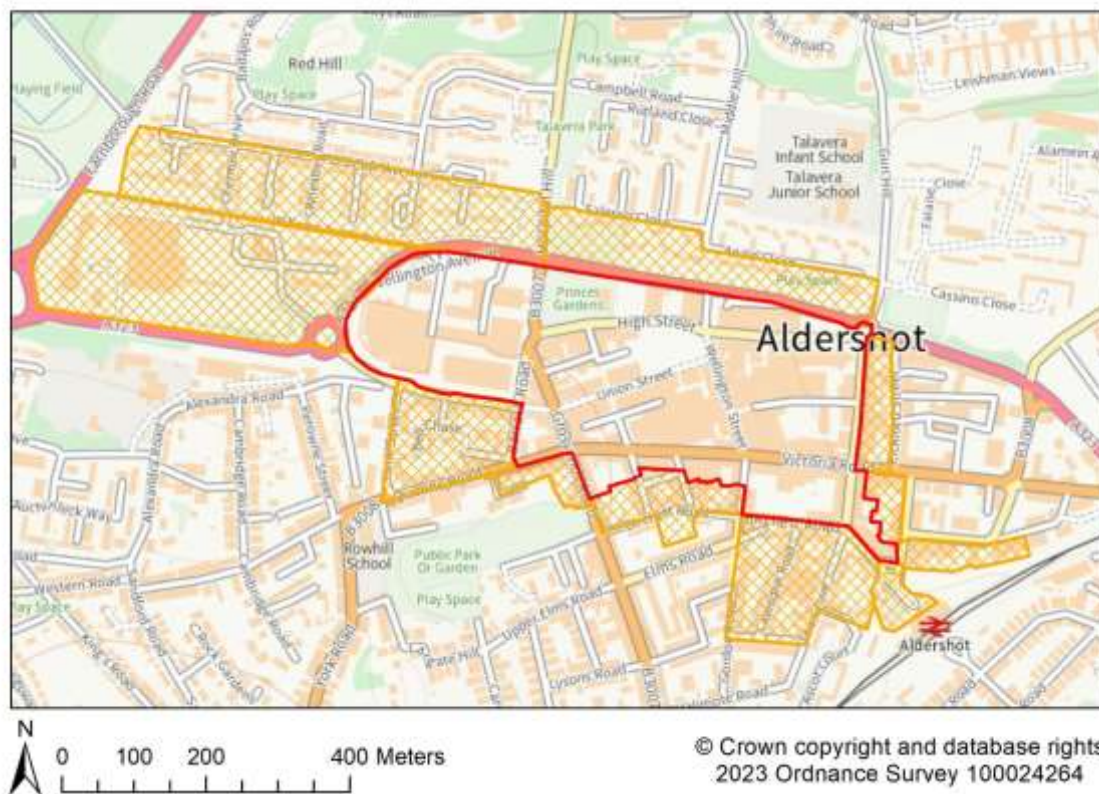
Methodology & Assessment Criteria for Zone A

C.7 The areas adjoining the town centre boundaries was split into parcels based on physical features such as roads and/or the use of the land. Each parcel was then considered against the following criteria:

- Is the parcel well-connected to the town centre? Is there a direct route? Are there physical barriers between the parcel and the town centre e.g. main roads which are difficult to cross?
- Is the parcel in close proximity (by walking) to public transport e.g. bus stops or train stations?
- Is the parcel in close proximity (by walking) to an existing public car park?
- Is the parcel in close proximity (by walking) to a range of day-to-day facilities e.g. convenience store, meeting places, cultural buildings, places of worship?
- Is there currently high-density/flatted residential development or would it potentially be suitable for such development in the future? Is there a planning application for such development?
- Are there on-street parking restrictions within the parcel? Are there existing parking issues?

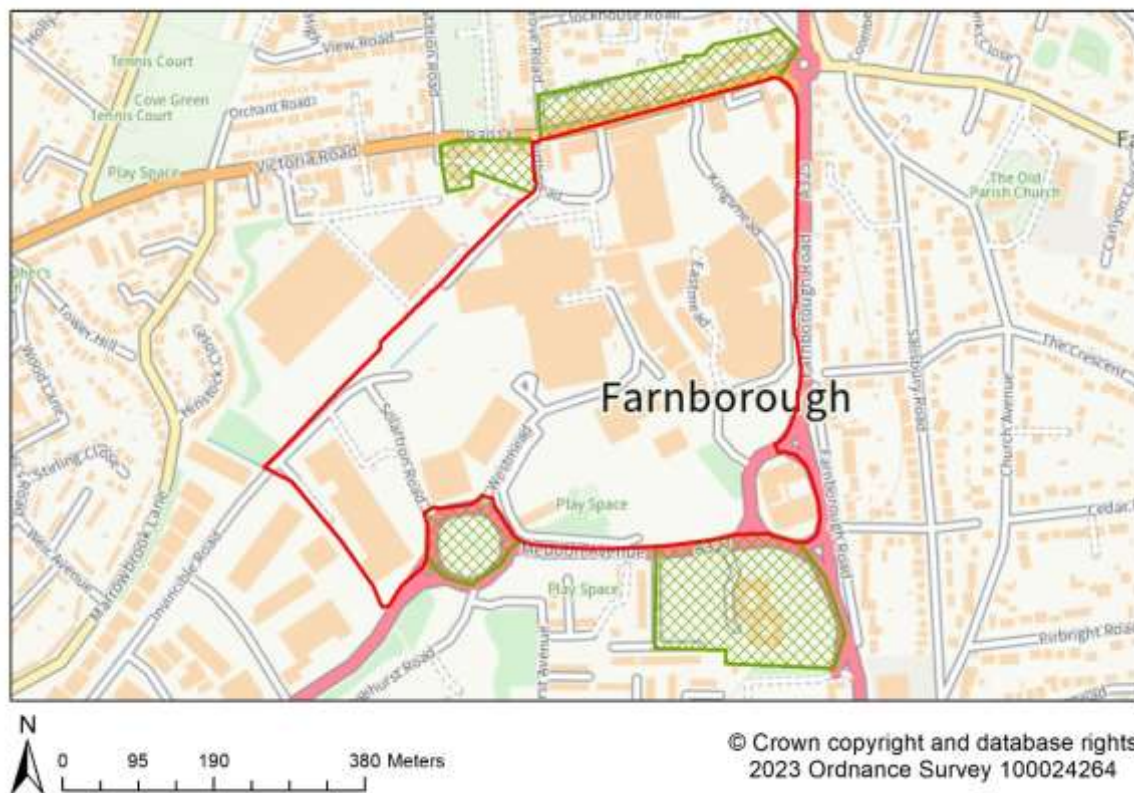


Map 6 – Farnborough town centre (red) and land parcels assessed (orange)

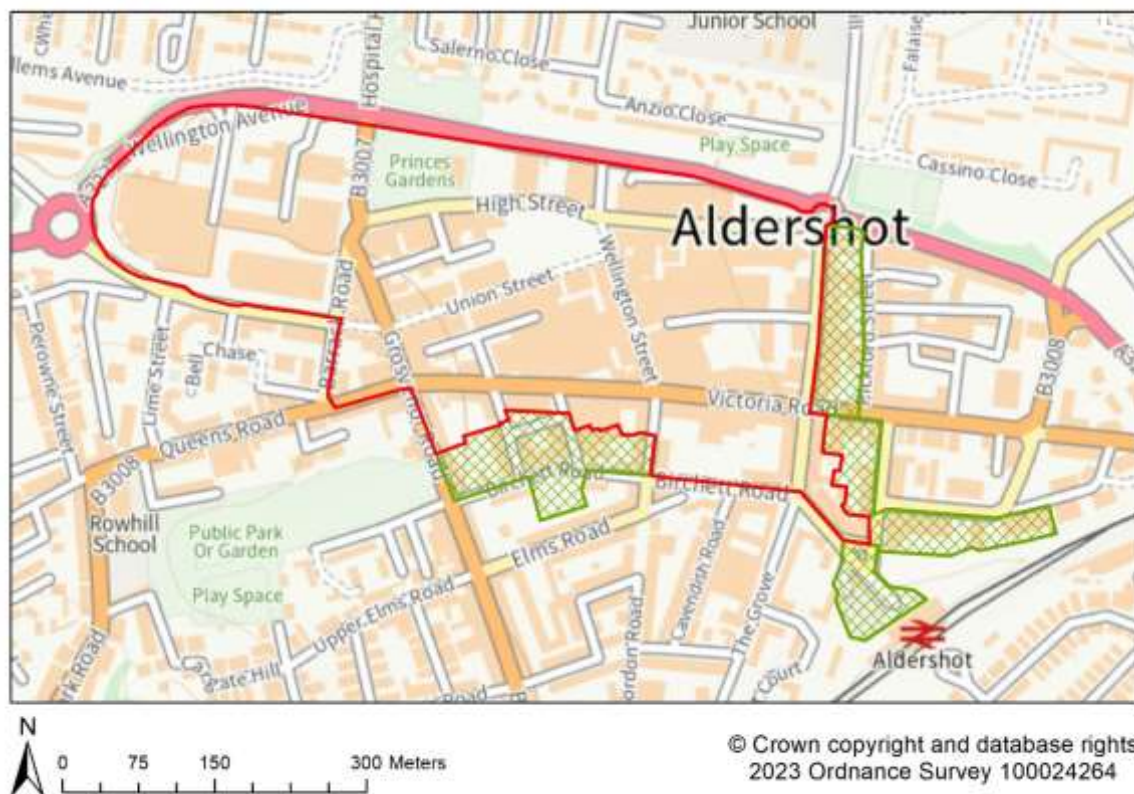


Map 7 – Aldershot town centre (red) and land parcels assessed (orange)

Parcels proposed for inclusion in Zone A



Map 8 – Farnborough town centre (red) and additional land parcels proposed for inclusion in Zone A (green)



Map 9 – Aldershot town centre (red) and additional land parcels proposed for inclusion in Zone A (green)

Appendix 2 – Car and Cycle Parking Standards SPD (Regulation 12) Consultation Statement



Car and Cycle Parking Standards Supplementary Planning Document (SPD)

Consultation Statement

Regulation 12 Town and Country Planning (Local Development) (England) Regulations 2012 (as amended)

Persons consulted when preparing the supplementary planning document

The Draft Car and Cycle Parking Standards SPD was subject to public consultation for a period of 7 weeks between 8 December 2023 and 26 January 2024. Copies of the draft SPD and supporting documents (namely a Strategic Environmental Assessment Screening Statement and Statement of Matters and Availability (see Appendix 1)) were made available to view at the following locations during opening hours:

- Rushmoor Borough Council Offices
- Aldershot Library
- Farnborough Library

The SPD and supporting information was also made available to view online at <https://www.rushmoor.gov.uk/planningpolicyconsultations> (see Appendix 2.)

Representations were invited via email or via post.

Consultation emails

The Council notified all those registered on the Rushmoor Local Plan consultation database. The database covers a wide range of stakeholders including local residents, businesses, statutory bodies such as Natural England and the Environment Agency. In total, there are approximately 190 contacts on the database and all were contacted via email (see Appendix 3).

Documents available on the Council's website

Copies of the draft SPD, the Strategic Environmental Assessment Screening Statement and Statement of Matters and Availability were made available to view/download on the Council's website at <https://www.rushmoor.gov.uk/planningpolicyconsultations>

Summary of the main issues raised

Six responses to the consultation were received in total, including from Historic England and Hampshire County Council.

The main issues raised by respondents include:

- Zone A should cover a wider area around Aldershot and Farnborough town centres
- The one space per dwelling requirement in Zone A should be removed
- The approach to visitor parking in Zone A should apply to Zone B too

Appendix 2 – Car and Cycle Parking Standards SPD (Regulation 12) Consultation Statement

- The minimum of 100 units for car clubs is onerous
- The 10% cap for offsetting car parking spaces with car clubs is too low/should be removed
- 1 car club car offsetting 9 car parking spaces is too low
- Car parking standards are too high (Census data shows lower average ownership)
- Car clubs should also be encouraged in existing residential areas
- Request that methodology for defining Zone A is shared
- Request that research into impact of maximum parking standards is shared as per NPPF paragraph 112

The detailed comments received are set out in Appendix 4.

How those issues have been addressed in the supplementary planning document

The Officer responses relating to the detailed comments and how they have been addressed in the final version of the SPD can be found in Appendix 4. Where changes to the SPD have been made in response to comments received, these are flagged in bold within the officer response.

Appendix 1 Statement of SPD Matters and Availability



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

Statement of SPD Matters and Availability

Regulation 12 Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

Title: Draft Car and Cycle Parking Standards Supplementary Planning Document (SPD)

Area Covered: Rushmoor Borough

Subject Matter: 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 for both residential and non-residential development to meet the requirements of the policy. The parking standards apply to all development, including changes of use, residential sub-divisions, and extensions.

Representation Period: 8th December 2023 – 26th January 2024 (5pm)

Copies of the draft documents and the supporting information are available to view at:

- **Rushmoor Borough Council Offices** between 9am and 2pm Monday to Friday
- **Aldershot Library**, 109 High Street, Aldershot, Hampshire, GU11 1DQ at the following times:
 - Monday 9.30am – 1.30pm
 - Tuesday, Wednesday, Friday and Saturday 9.30am - 5pm
- **Farnborough Library**, Pinehurst, Farnborough, Hampshire GU14 7JZ at the following times:
 - Monday, Wednesday, Thursday, Friday, Saturday 9.30am – 5pm
 - Tuesday 9.30am – 1.30pm
- **Online** at www.rushmoor.gov.uk/planningpolicyconsultations

Representations to be sent:

By **email** to planningpolicy@rushmoor.gov.uk

Or **in writing** to: Planning Policy, Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, Hampshire, GU14 7JU

Adoption Notification: If you wish to be notified of the adoption of this SPD, please request this as part of your submissions.

Appendix 2 Planning Policy webpages

RUSHMOOR BOROUGH COUNCIL

Search Rushmoor Borough Council

Open Menu

Car and cycle parking SPD

Planning and building control > Planning policies > Supplementary planning documents and advice notes > Car and cycle parking

Supplementary planning documents and advice notes

- Aldershot town centre prospectus SPD
- Locally Listed Heritage Assets SPD
- Car and cycle parking SPD**
- Development affecting public houses SPD
- Farnborough civic quarter masterplan SPD
- Farnborough town centre SPD
- Home improvements and extensions SPD
- Shop front design guide SPD
- Transport contributions SPD
- Financial contributions for open space
- Draft biodiversity SPD

A Supplementary Planning Document (SPD) that sets out the approach to car and cycle parking in Aldershot and Farnborough.

Consultation on the draft Car and Cycle Parking Standards SPD (2023)

We are currently consulting on a [draft Car and Cycle Parking Standards SPD \(2023\)](#) which will replace the current [Car and Cycle Parking Standards SPD \(2017\)](#).

The purpose of the Car and Cycle Parking Standards SPD is to build upon [Rushmoor 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.

Draft SPD and supporting documents

You can read the draft Car and Cycle Parking Standards SPD (2023) and supporting documents below. The documents are also available to view at the Council Offices and at Aldershot Library and Farnborough Library during opening hours.

- [Draft Car and Cycle Parking Standards SPD \(2023\)](#)
- [SEA/HEA Screening Statement](#)
- [Statement of Matters and Availability](#)

Have your say

You can send us your comments and feedback by emailing planningpolicy@rushmoor.gov.uk or by post to the following address:

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

This consultation closes on Friday 26 January 2024.

Car and Cycle Parking Standards SPD (2017)

The [Car and Cycle Parking Standards SPD \(2017\)](#) sets out our approach to car and cycle parking in new development.

Documents relating to the adoption of the car and cycle parking SPD

- [Car and cycle parking standards \(2017\) - Consultation statement](#)
- [Car and cycle parking standards \(2017\) - Adoption Statement](#)

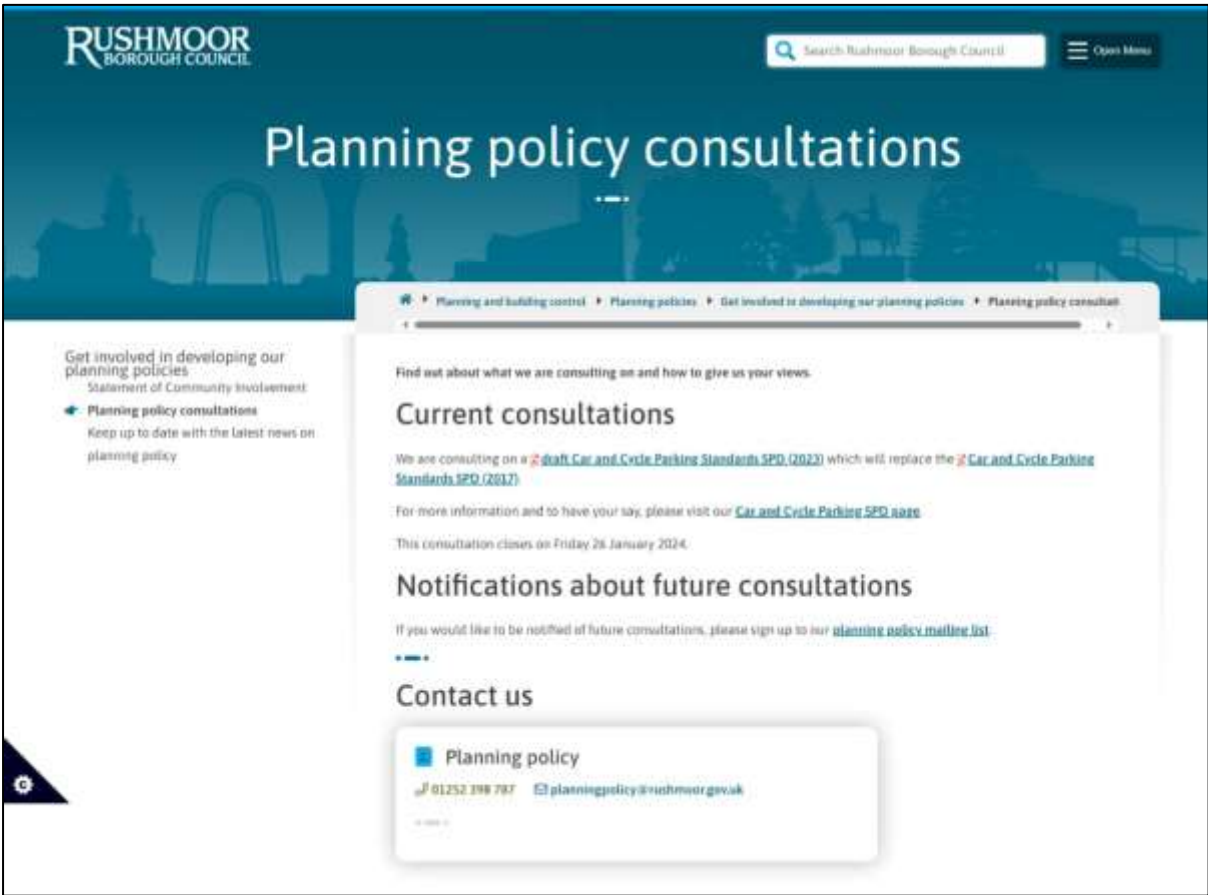
Car and cycle parking standards for schools

Hampshire County Council is the planning authority for most education establishments. It has adopted a set of guidelines called the [On-site school parking guidelines \(April 2013\)](#). These guidelines provide a more up-to-date parking standard for schools and replace this element in our Car and Cycle Parking Standards SPD (2017).

Contact us

Planning policy

01252 398 787 | planningpolicy@rushmoor.gov.uk



Appendix 2 – Car and Cycle Parking Standards SPD (Regulation 12) Consultation Statement

Appendix 3 Email to Consultees

From: Rushmoor Council Planning Policy
Sent: 08 December 2023 09:46
To: Rushmoor Council Planning Policy
Subject: Rushmoor Draft Car and Cycle Parking Standards Supplementary Planning Document (SPD) Consultation

Dear Sir/Madam,

The Council is currently consulting on the following document for a period of six weeks:

- Draft Car and Cycle Parking Standards Supplementary Planning Document (SPD)

You can view the SPD and supporting documents online at www.rushmoor.gov.uk/planningpolicyconsultations.

The closing date for comments is 5pm on Friday 26th January 2024. Comments can be submitted:


- by email to planningpolicy@rushmoor.gov.uk or
- in writing to: Planning Policy, Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, Hampshire GU14 7JU.

Hard copies of the draft SPD and the supporting information are available to view at:

- Rushmoor Borough Council Offices between 9am and 2pm Monday to Friday
- Aldershot Library, 109 High Street, Aldershot, Hampshire, GU11 1DQ at the following times:
 - Monday 9.30am – 1.30pm
 - Tuesday, Wednesday, Friday and Saturday 9.30am - 5pm
- Farnborough Library, Pinehurst, Farnborough, Hampshire GU14 7JZ at the following times:
 - Monday, Wednesday, Thursday, Friday, Saturday 9.30am – 5pm
 - Tuesday 9.30am – 1.30pm

If you wish to be notified of the adoption of the Car and Cycle Parking Standards SPD, please request this as part of your submissions.

Yours faithfully,

Planning Policy and Conservation Team
Planning Policy and Conservation Team | Rushmoor Borough Council | Council Offices | Farnborough Road | Farnborough | Hampshire | GU14 7JU
DDi: 01252 398787 | e:planningpolicy@rushmoor.gov.uk | w:www.rushmoor.gov.uk
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Appendix 4 Detailed Consultation Responses and Officer Comments

Respondent	Section	Comment	Officer response
David Mowbray (Resident)	General	There is no consideration given to charging vehicles on-street where there are no front gardens or garages.	Hampshire County Council is the local highways authority for Rushmoor and further information on on-street charging for electric vehicles is available on their website: Electric vehicle charging guidance for residents Hampshire County Council (hants.gov.uk)
Historic England	SEA Screening	Concur with the assessment that the SPD is unlikely to result in significant environmental effects and therefore endorse the conclusion that it is not necessary to undertake SEA of this SPD.	Comments noted.
Savills obo Wates Developments	General	General support for improved residential parking arrangements in the borough.	Comments noted.
	Aldershot SPZ (Zone A)	Object to the proposed red line around the Sustainable Parking Zone in Aldershot as it does not go far enough or take account of sites that could come forward for development close to the town centre in highly accessible locations. Consider that land promoted for residential development adjacent to Aldershot Town Football Club (ATFC) stadium has the same sustainability credentials as the Town Centre due to proximity of public transport & LCWIP route 170.	The extent of the Sustainable Parking Zones (SPZs) was determined through a process which looked at a number of criteria which define highly accessible locations. This included distance to public transport and day-to-day facilities. The process also considered the suitability of the area for high-density development, as data shows that this type of development has the lowest car ownership in Rushmoor. The starting point for the assessment was the town centres as the 2017 SPD already provided for a different consideration to parking within these locations. Parcels of land adjoining the town centre were then considered for their suitability for inclusion within the SPD. The Council will monitor the implementation of the SPZs and consider their expansion in the future if appropriate.
	Zone B	High parking requirement would severely impact on sites such as ATFC site, make them have limited viability and impact on provision of tree planting, landscaping and greenspaces due to less efficient use of land and less sustainable layout.	The parking requirement in Zone B remains as set out in the SPD adopted in 2017. The Local Plan policies as a whole have been tested for viability, although we recognise that this does not mean that there will not be sites which come forward where viability will need to be tested on an individual basis. We consider that the parking requirement

Appendix 2 – Car and Cycle Parking Standards SPD (Regulation 12) Consultation Statement

Hampshire & Isle of Wight Constabulary			does not preclude the provision of adequate tree planting, landscaping and provision of greenspaces.
	Zone A	Requirement for minimum of one space per dwelling is onerous and there should be a section on 'car free development' subject to certain criteria being met. Alternatively, the list of 'exceptional circumstances' in para 5.12 should be expanded.	The 2021 Census data shows that average car ownership for flats in Rushmoor is 0.84 cars per unit. We wish to avoid setting standards for parts of parking spaces and therefore this has been rounded to the nearest whole number of one space per dwelling.
	Visitor parking	Supports approach in Zone A but considers this should be expanded to include any residential development within close proximity of an existing car park.	The approach to visitor parking in Zone A will only work where there is no option for visitors other than to use existing car parks because parking is restricted both on the development and between the development and the existing car park. Otherwise visitors will likely park on-street if it is closer to the development than the existing car park. Parking restrictions within Zone A ensure this approach is possible but parking restrictions vary across Zone B therefore it would not be appropriate to apply the approach to Zone B.
	Car clubs	Support offsetting car parking requirement through use of car clubs but consider that the minimum of 100 units is onerous and suggests that 10% cap should be removed.	The minimum of 100 units reflects that there are not currently any established car clubs in Rushmoor and therefore any development making use of the principle would need to establish the car club and provide at least one car. This is unlikely to be feasible for smaller developments. Once car clubs are established and proven viable in Rushmoor, the SPD will be reviewed, and consideration given to smaller developments offsetting car parking requirements by contributing to these car clubs. Data shows that although it is growing, national uptake of car club membership is still very low, particularly outside of London. The 10% cap is to ensure that car clubs are not used to justify indiscriminately reduced parking which will not meet the needs of future residents of development. The Council will monitor the evidence on the uptake of car club membership and review the SPD if necessary.
Hampshire & Isle of Wight Constabulary	Para 8.4	Ask that the requirement for all cycle stores to have a Sold Secure Silver Standard cycle anchor point is included.	ADD REQUIREMENT FOR SOLD SECURE SILVER STANDARD (OR EQUIVALENT) CYCLE ANCHOR POINT

Appendix 2 – Car and Cycle Parking Standards SPD (Regulation 12) Consultation Statement

Surrey County Council	Para 8.8	Facilities for secure staff cycle parking should be separate to those provided for use by the general public and ask that this requirement is included.	The SPD does not differentiate between the level of parking required for staff and members of the public for commercial uses but sets one overall level, therefore it would not be appropriate to require that these are separated.
	Car clubs	10% parking space requirement cap for offsetting by car club cars means the parking ratio would still be no less than 0.9 spaces per dwelling. Greater flexibility for reduced parking should be considered to encourage use of car clubs.	Data shows that although it is growing, national uptake of car club membership is still very low, particularly outside of London. The 10% cap is to ensure that car clubs are not used to justify indiscriminately reduced parking which will not meet the needs of future residents of development. The Council will monitor the evidence on the uptake of car club membership and review the SPD if necessary.
Hampshire County Council	Background, context & principles	Little or no reference made to several key documents: LTN 1/20, Manual for Streets, Building for Healthy Life and Streets for Healthy Life. Also minimal reference to benefits and impact on health and wellbeing.	ADD ADDITIONAL REFERENCES/TEXT TO CHAPTER 2
	National & local policy context	Update to reflect latest version of LTP4. Recommend that air quality should also be a key consideration when setting parking standards.	UPDATE TO REFLECT LATEST VERSION OF LTP4
	Para 3.7	Query the statement that the parking standard is sufficient to provide the right number of parking spaces as Table 2 shows average car ownership levels are lower than requirement.	The 2021 Census shows that average car ownership per household in Rushmoor has not changed significantly since the 2011, therefore the existing parking standards are still considered appropriate for Zone B (outside of the SPZs). The Council intends to undertake an in-depth review of these parking standards as part of work on either a new local plan or design code for Rushmoor.
	Para 3.8	Request that the methodology for defining the zones is shared. Consider that there is an opportunity to extend and review the SPZs using routes in minutes and walking distanced ped shed analysis to include other areas of high connectivity e.g. train stations.	PROVIDE METHODOLOGY AS APPENDIX TO SPD
	Para 3.9	Request research into impact of maximum parking standards on the local highway network from additional informal parking as per NPPF para 112.	The principle of maximum parking standards for commercial uses has been long established in Rushmoor through the Car and Cycle Parking SPD and this update to the SPD does not seek to change that approach.

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Pack Page 89	Para 3.10	It would be more appropriate to consider a lower parking standard in the most accessible areas. There is a possible text error in the last sentence and incorrect term for non-residential development.	The use of maximum parking standards allows for provision below the standard to be sought and provided where it would be appropriate and not result in problem parking or highway safety issues. An example of this would be in the most accessible locations. ADD REFERENCE TO ACCESSIBLE LOCATIONS & CORRECT TYPOGRAPHICAL ERROR
	Para 4.8	Any development will need to consider wider impact on highway network, therefore existing demand for parking in the area must be considered.	The impact of para 4.8 is not that the existing demand for parking in the area should not be considered when considering the level of parking appropriate for the development, but that new development should not have to ameliorate an existing situation.
	Table 4	Suggest parking bays in front of garage should be 6m long.	No evidence has been provided to support the change to the size of parking bays in front of garages.
	Para 4.11	Suggest change of words from 'may need to' to 'must'. Where car parking space is constrained on one side 0.3 must be added to width and if constrained on both sides then 0.6m. Shrubbery and grass are other reasons to widen adjacent parking spaces.	AMEND 'MAY' TO 'WILL' AND ADD REFERENCE TO SHRUBBERY AND GRASS TO PARAGRAPH 4.11
	Para 4.14	Urge caution with excessive use of tandem parking. Principle 4 reads as though tandem parking is acceptable anywhere within the development however para 4.14 only refers to provision on-plot.	Para 4.14 provides the explanatory text to Principle 4 and the two should be read together. We consider it is therefore clear in which situations tandem parking spaces are appropriate.
	Principle 5	Request addition of "subject to consultation with the Highway Authority".	ADD SUGGESTED ADDITION TO PRINCIPLE 5
	Para 4.16	Discussions around loss and re-provision of parking will be considered on a site-by-site basis and should be discussed with HCC.	The above amendment will clarify this position.
	Part 5.1	Are there any instances where the presumption to provide the parking standard in full would not be met and what evidence would be required to consider a deviation from standard?	These are set out in Para 5.12.

Back Page 90	Principle 7	Consider that this will need to specify that this only applies to development in Zone B.	Principle 7 will also apply to Zone A.
	Para 5.4	Suggest change of wording from 'may' to 'will'. HCC would be interested to understand the rationale for potentially excluding some communal parking areas.	UPDATE WORDING TO CLARIFY THAT ALLOCATED PARKING SPACES MAY NOT BE APPROPRIATE WHERE THE NUMBER OF SPACES IS LESS THAN THE NUMBER OF UNITS (E.G. SOME OLDER PERSONS HOUSING TYPES)
	Para 5.5	Not clear on in what circumstance this would apply if even in Zone A there is a requirement for 1 space per dwelling.	Examples would be where car club cars are used to offset part of the parking requirement for the site in line with Principle 13 or where off-site parking is used in line with Principle 12.
	Table 5	Is the requirement for 2+ beds correct, or should this be lower than the requirement for 1 beds?	The requirement for 2+ beds is lower than the requirement for 1 beds – 1 beds must provide 1/3 of a visitor space per property and 2+ beds must provide 1/5 of a visitor space per property.
	Para 5.6	On what basis would the TA determine the visitor parking amount and what kind of evidence will be required?	Given the constrained nature of Rushmoor, applications for over 50 residential units outside of the Sustainable Parking Zones are likely to be rare. We therefore propose that these matters can be discussed with an applicant on a case-by-case basis through the pre-application process. However, matters such as the sustainability of the site, access to public transport and on-street parking restrictions within the site and the surrounding areas are likely to be relevant.
	Para 5.8	Suggest addition of "or similar indicator".	ADD SUGGESTED ADDITION TO PARA 5.8
	Principle 10	Inconsistent with commentary later in the document (Para 8.4).	Paragraph 8.4 is referring to cycle parking spaces being provided in older garages which are already being used for car parking.
	Para 5.9	This should read as displaced.	CORRECT TYPOGRAPHICAL ERROR
	Para 5.10	Reference should be made to Appendix B where the zones are mapped.	ADD REFERENCE TO APPENDIX B TO PARA 5.10
	Para 5.11	HCC are interested in the rationale for requiring at least one parking space per dwelling in Zone A.	The 2021 Census data shows that average car ownership for flats in Rushmoor is 0.84 cars per unit. We wish to avoid setting standards for parts of parking spaces and therefore this has been rounded to the nearest whole number of one space per dwelling.

Appendix 2 – Car and Cycle Parking Standards SPD (Regulation 12) Consultation Statement

Pack Page 91	Principle 11	Suggest removing this principle as it is contrary to the principle of identifying the SPZ.	For the reason set out above, we consider it appropriate to retain the baseline of one space per dwelling within Zone A.
	Para 5.12	Suggest this is worded more positively to reflect the comments on Principle 11.	As set out above in response to comments on Para 5.11 and Principle 11, we consider that retaining the requirement for one space per dwelling is appropriate and therefore the wording on Para 5.12 regarding 'exceptional circumstances' is considered appropriate.
	Principle 12	Suggest this is applied to all sites within Zone A.	Whilst there is capacity within existing public car parks to absorb small amounts of parking from new residential development, there is not capacity to absorb the amount of parking resulting from large-scale development and this would be detrimental to overall parking levels.
	Para 5.14	Suggest making reference to Principle 3.	The SPD should be read as a whole and it is not considered necessary to reference Principle 3 in this paragraph.
	Principle 13	Suggest that car clubs could also be encouraged in existing residential areas to reduce overall impact of parking numbers. Query the application of this principle only to development in Zone A.	There are currently no established car clubs in Rushmoor and we consider that the most feasible location for these to be established initially is within the town centres and wider SPZs. Paragraph 5.21 sets out that car club schemes should ideally be made available to the general public as well as those living with the development. It is likely that once car clubs are established within the town centres/SPZs, operators will want to expand into existing residential areas in order to grow their membership. The Council will monitor the success of car clubs in Rushmoor and in the future consider extending Principle 13 to Zone B if appropriate.
	Para 5.19	Query the provision of 1 car club vehicle only replacing only 9 parking spaces and the maximum 10% of total parking spaces.	Whilst the latest data shows that across the country as a whole, each car club car replaces 23.5 private vehicles, this is likely to be skewed by data from large cities such as London. The 2022 CoMoUK Annual Car Club Reports show that 667,440 out of 752,560 (88.6%) car club members in the UK were in London. The Council therefore expects this number to be significantly lower in Rushmoor in comparison. The precedent of 1 car club vehicle offsetting 9 car parking spaces is established in the Farnborough Civic Quarter development

Back Page 92			<p>which has a resolution to permit outline planning permission. The Council will monitor the uptake of car club membership and number of private cars they replace as car clubs are established in the borough and review the SPD if necessary.</p> <p>Data shows that although it is growing, national uptake of car club membership is still very low, particularly outside of London. The 10% cap is to ensure that car clubs are not used to justify indiscriminately reduced parking which will not meet the needs of future residents of development. The Council will monitor the evidence on the uptake of car club membership and review the SPD if necessary.</p>
	Para 5.20	Suggest the following addition to the text: “this should be outlined within the Travel Plan for the site.”	ADD SUGGESTED ADDITIONAL TEXT TO PARA 5.20
	Para 5.22	Suggest amending the suggested wording of the planning condition so that it is not limited to “for occupiers to use” which would bring the wording in line with para 5.21.	The condition only ensures that car clubs cars are available for residents of the development to use before the units are occupied but does not restrict car club cars to use only by residents in accordance with paragraph 5.21.
	Para 6.3	Did the Council mean “reasonably mitigated” or should it read “reasonably accommodated”?	The paragraph wording is correct in saying “reasonably mitigated”.
	Principle 16	HCC would like to be sure on whether this is a requirement to provide the drop-off spaces within the development or nearby on the highway. From a public health perspective, car parking for non-residential uses should be designed so it does not compromise pedestrian and cycle routes.	The intention of this policy is to require drop-off spaces within the development. Any car parking should be designed so that it does not compromise pedestrian and cycle routes in line with the sustainable transport hierarchy.
	Principle 19	Threshold is lower than HCC threshold so any travel plans submitted for fewer than 100 units will not be reviewed by HCC.	Comment noted.
	Para 1.2 (7.2)	Suggest SPD needs to specify that the Travel Plan will be secured via S106 agreement.	ADD SUGGESTED TEXT TO PARA 7.2
	Para 8.2	Standards for quantum of cycle parking spaces in LTN 1/20 are a minimum and the SPD should reflect this. SPD doesn’t currently reflect the priority matrix in Manual for Streets.	UPDATE PARA 8.2 TO CLARIFY THAT THE REFERENCE TO LTN 1/20 IS FOR THE DESIGN OF CYCLE PARKING NOT THE QUANTUM WHICH IS SET OUT IN APPENDIX A

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	Para 8.4	Do not recommend the inclusion of garden sheds as suitable location to store bikes – the SPD should refer to suitable locations in LTN 1/20.	REPLACE “GARDEN SHED” WITH “SECURE OUTBUILDING”
	Para 8.6	Recommend adding a requirement for cycle parking to be located within 10m of dropped kerb per Healthy Streets Design Check. In some instances two-tier cycle stands may be suitable (LTN1/20 pg 136).	ADD REFERENCE TO DROPPED KERBS AND TWO TIER CYCLE STANDS TO PARA 8.6
	Para 8.7	Recommend that ‘safe and well lit’ should also be added as a criteria.	ADD SUGGESTED TEXT TO PARA 8.4
	Para 9.2	Would be beneficial to include requirement for parking and charging of mobility vehicles within the residential parking standards section of the SPD as well.	Chapter 9 covers requirements for both residential and non-residential development and applicants will need to consider the requirements of the SPD as a whole. We wish to avoid duplication of information in different sections of the document.
	Chapter 10	Suggest changing heading to “Electric Vehicle”. The SPD should reference opportunities to charge electric vehicle for smaller infill or change of use where there isn’t sufficient capacity to provide on-plot infrastructure which could include a financial contribution towards EV charging infrastructure on the highway.	AMEND HEADING TO “ELECTRIC VEHICLE”
	Para 11.5	The meaning of “negative interface with the public realm” may be open to interpretation. Parking design could be used to enhance the street scene as well as other design aspects such as landscaping and planting. Excessive use of frontage parking is discouraged where there are identified walking and cycling routes and suggest additional wording.	Elements of design guidance may always be open to interpretation, however we consider that this paragraph could be re-worded more positively to encourage good parking design. AMEND WORDING OF PARA 11.5 TO BE POSITIVE AND ENCOURAGE GOOD DESIGN



**Car and Cycle Parking Standards Supplementary Planning
Document (SPD)**

**Strategic Environmental Assessment (SEA)
and Habitats Regulations Assessment (HRA)
Screening Determination Statement**

February 2024



Introduction

- 1.1 This statement sets out the Council's determination on whether the Car and Cycle Parking Standards Supplementary Planning Document (SPD) requires:
- A Strategic Environmental Assessment (SEA) in accordance with the European Directive 2001/42/EC and associated Environmental Assessment of Plans and Programmes Regulations 2004; and
 - An assessment to establish whether there would be any significant effects on European site(s) in accordance with Regulation 61 of the Conservation of Habitats and Species Regulations 2017 (as amended)
- 1.2 The purpose of the Car and Cycle Parking Standards SPD is:
- the effective implementation of Policy IN2: Transport in the [Rushmoor Local Plan 2019¹](#)
 - to support the effective implementation of Policy DE1: Design in the Built Environment, DE11: Development on Residential Gardens and Policy NE7: Areas at Risk of Surface Water Flooding in the Rushmoor Local Plan 2019
 - to provide guidance on appropriate parking provision in terms of amount, design and layout
- 1.3 The SPD contains:
- Policy context based upon the [Rushmoor Local Plan 2019](#)
 - Evidence on current car ownership in Rushmoor using data from the 2021 Census
 - Key principles for meeting the car and cycle parking requirements
 - Standards for car and cycle parking spaces for both residential and non-residential development
- 1.4 The SPD provides guidance on how the car parking standard can be met within Zone A: Sustainable Parking Zones and Zone B: Rest of the Borough, including through use of car clubs.

Strategic Environmental Assessment – Regulatory Requirements

- 1.5 The basis for Strategic Environmental Assessment legislation is the [Environmental Assessment of Plans and Programmes Regulations 2004 \(SEA Regulations\)²](#) which was transposed from European Directive 2001/42/EC. Detailed guidance of these regulations can be found in the Government publication '[A Practical Guide to the Strategic Environmental Assessment Directive³](#)' and Paragraph 11-008 (Strategic Environmental Assessment and Sustainability Appraisal) of the [Planning Practice Guidance \(PPG\)⁴](#). This states that:

¹ <https://www.rushmoor.gov.uk/planning-and-building-control/planning-policies/the-rushmoor-local-plan/>

² <https://www.legislation.gov.uk/ukxi/2004/1633/contents/made>

³

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7657/practicalguidesea.pdf

⁴ <https://www.gov.uk/guidance/strategic-environmental-assessment-and-sustainability-appraisal>

“supplementary planning documents do not require sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental effects that have not already been assessed during the preparation of the local plan”.

- 1.6 Under the requirements of the [Environmental Assessment of Plans and Programmes Regulations \(2004\)](#)⁵, certain types of plans that set the framework for the consent of future development projects, must be subject to an environmental assessment.
- 1.7 The objective of a Strategic Environmental Assessment is to provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development.

The Strategic Environmental Appraisal Process

- 1.8 The first stage of the process is for the Council to determine whether the SPD is likely to have significant effects on the environment. This screening process includes assessing the SPD against a set of criteria (as set out in [Schedule 1 of the SEA Regulations](#))⁶. The results of this are set out in Table 3 of Appendix 1 of this statement.
- 1.9 The Council prepared a Screening Statement, which provided sufficient information to ascertain whether the SPD is likely to have significant environmental effects. The Council consulted the Environment Agency, Historic England and Natural England on this screening statement. The responses received are set out in Table 1 below.
- 1.10 Where the Council determines that a SEA is not required, Regulation 9(3) of the SEA Regulations states that the Council must prepare a statement within 28 days of making its determination. If it determines that an SEA is not required, the statement must include the reasons for this.

Strategic Environmental Assessment Determination

- 1.11 Before making a determination under Regulation 9, the three statutory bodies were consulted between 8th December 2023 and 26th January 2024. The responses received are as set out in Table 1 below.

Table 1: Comments received by Statutory Consultation Bodies

Statutory Consultation Body	Comments
Natural England	No response received,
Environment Agency	No response received.
Historic England	In terms of our area of interest, given the nature of the SPD, we concur with your assessment that the document is unlikely to result in significant environmental effects and will simply provide additional guidance on existing policies contained within an adopted Development Plan Document which has already been subject to a Sustainability Appraisal/SEA. As a result, we endorse the Authority’s conclusions that it is not necessary to undertake SEA of this particular SPD.

⁵ <https://www.legislation.gov.uk/uksi/2004/1633/contents/made>

⁶ <https://www.legislation.gov.uk/uksi/2004/1633/schedule/1/made>

	The views of the other statutory consultation bodies should be taken into account before the overall decision on the need for an SEA is made.
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- 1.12 Having regard to the considerations above, the Council considers that the Car and Cycle Parking Standards SPD is unlikely to have any significant environmental effects and therefore does not require a Strategic Environmental Assessment. This determination was made on 22 February 2024.

Habitats Regulations Assessment

- 1.13 In addition to the SEA, the Council is required to consider a Habitats Regulations Assessment (HRA). HRA is the process used to determine whether the plan or project would have significant adverse effects on the integrity of any internationally designated sites of nature conservation importance, known as European sites. The need for an HRA is set out within the [Conservation of Habitats and Species Regulations 2017 \(as amended\)](#)⁷, which transposed EC Habitats Directive 92/43/EEC into UK law. The Rushmoor Local Plan 2019 was subject to a [comprehensive HRA](#).⁸
- 1.14 The HRA (Appendix 1)⁹ screened out the Local Plan Policies IN2, DE1 and NE7 at an early stage, based on the below conclusions. Policy DE11 was screened in for appropriate assessment based on the increase in dwellings that could result from the policy which, unmitigated, could lead to additional recreational pressure and disturbance on the Thames Basin Heaths SPA. Paragraph 12.1.6 of the HRA sets out that a number of policies in the Local Plan provide mitigation for the effects of increased recreational pressure on the Thames Basin Heaths SPA.

Table 2: Summary of Rushmoor Local Plan HRA Screening Decisions

Policy	Rushmoor Local Plan HRA Screening Decision
IN2: Transport	The policy encourages minimising the need to travel by promoting opportunities for sustainable transport modes. Criterion j) of the policy requires development proposals to take appropriate measures to avoid adverse impact on air quality, including on European Nature Conservation Sites. In addition, Criterion h) requires the provision of a Travel Plan where the appropriate threshold is met.
Policy DE1: Design in the Built Environment	No HRA implications. The policy is concerned with the approach to be taken to ensure that new development makes a positive contribution toward improving the quality of the built environment. There are no impact pathways present.
DE11: Development on Residential Gardens	Potential HRA implications. The policy relates to proposals that would result in development in residential gardens. The increase in dwellings that could result from this policy could lead to an increased demand on space for leisure and recreation activities within the Borough. Unmitigated, this could lead to additional recreational pressure and disturbance on the Thames Basin Heaths SPA, since the entire borough lies within 5km of the SPA, a zone in which the Thames Basin Heaths Avoidance Strategy requires mitigation to be applied to avoid such effects.

⁷ <https://www.legislation.gov.uk/uksi/2010/490/contents>

⁸ https://www.rushmoor.gov.uk/media/wrznaddk/habitats_reg_assessment_2017_-_final.pdf

⁹ https://www.rushmoor.gov.uk/media/wrznaddk/habitats_reg_assessment_2017_-_final.pdf

Policy NE7: Areas at Risk of Surface Water Flooding	No HRA implications. The policy is concerned with Areas at risk of Surface Water Flooding. There are no impact pathways present.
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- 1.15 On the basis of the above and having regard to the scope of the SPD, the Council considers that the Car and Cycle Parking Standards SPD will not have a significant adverse effect on any Natura 2000 sites and that a full appropriate assessment is therefore not required. The SPD will support the delivery of Rushmoor Local Plan (specifically Policy IN2: Transport, DE1: Design in the Built Environment, DE11: Development on Residential Gardens and NE7: Areas at Risk of Surface Water Flooding), which have been subject to a full Assessment, including any in-combination effects with other plans.

Conclusion

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

Appendix 1

Table 3: Establishing Whether There Is a Need for an SEA

Based on Figure 2 – Application of the SEA Directive to plans and programmes from '[A Practical Guide to the Strategic Environmental Assessment Directive](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7657/practicalguidesea.pdf)'¹⁰

Assessment Criteria	Yes/No	Assessment
1. Is the PP subject to preparation and/or adoption by a national, regional or local authority OR prepared by an authority for adoption through a legislative procedure by Parliament or Government? (Art. 2 (a)).	Yes. Proceed to Q2	Supplementary Planning Documents are prepared by local planning authorities under the provisions of Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
2. Is the PP required by legislative, regulatory or administrative provisions? (Art. 2 (a))	Yes. Proceed to Q3	The SPD is consistent with and expands upon the Rushmoor Local Plan 2019. It is therefore necessary to answer the following questions to determine further if an SEA is required.
3. Is the PP prepared for agriculture, forestry, fisheries, energy, industry, transport, water management, water management, telecommunications, tourism, town and country planning or land use, AND does it set a framework for future development consent of projects in Annexes I and II to the Environmental Impact Assessment Directive? (Art 3.2 (a))	No. Proceed to Q4	Although the SPD is prepared for car and cycle parking in relation to town and country planning purposes it does not set a framework for future development consent for projects that are required to undergo an Environmental Impact Assessment.
4. Will the PP, in view of its likely effect on sites, require an assessment for future development under Article 6 or 7 of the Habitats Directive? (Art. 3.2 (b)).	No. Proceed to Q6	The SPD will provide further guidance on policies in the adopted Local Plan. These policies have been subject to Habitats Regulations Assessment. See paragraph 1.11 and table 1 in this document.
6. Does the PP set the framework for future development consent of projects (not just projects in Annexes to the EIA Directive)? (Art 3.4).	Yes. Proceed to Q8	The SPD provides further guidance to supplement policies related to car and cycle parking. The SPD does not allocate land and it does not set policy or a framework for future development, but it does provide guidance in relation to policies in the Rushmoor Local Plan.

¹⁰

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7657/practicalguidesea.pdf

Appendix 3 – Car and Cycle Parking Standards SPD SEA HRA Screening Determination

8. Is it likely to have a significant effect on the environment? (Art. 3.5)	No	Directive does not require SEA.
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Table 4: Assessment of the Likelihood of the Car and Cycle Parking Standards SPD Having Significant Effects on the Environment

Significant Effect Criteria	Potential Effects of the SPD	Is There a Likely Significant Effect?
The characteristics of the plan having regard to:		
a) The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;	The SPD provides more detail on the policies and principles established in the Rushmoor Local Plan 2019, which has been subject to comprehensive SA incorporating SEA ¹¹ . The purpose of the SPD is to provide guidance on the effective and consistent implementation of the relevant policies in paragraph 1.2 above. The guidance in the SPD must not and does not conflict with the policies in the Local Plan and as such are subservient and supplement the Local Plan.	No
b) The degree to which the plan or programme influences other plans and programmes including those in a hierarchy;	The purpose of the SPD is to supplement the Local Plan policies and sits below the Local Plan in terms of the Development Plan hierarchy.	No
c) The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;	The adopted Local Plan and other higher-level policies set the context for achieving sustainable development in the borough. The SPD will not change the higher-level policy requirements which have, in themselves, been subject to SA (inc. SEA). The SPD will assist with meeting the SA (inc. SEA) objectives.	No
d) Environmental problems relevant to the plan or programme;	The Local Plan SA (inc. SEA) identified that Policy IN2 will help to minimise negative effects on air quality and has the potential for a long-term positive effect by helping to reduce greenhouse gas emissions. It also identified that Policy DE1 will make a positive contribution to improving the quality of the built environment and that Policies DE11 and NE7 are likely to have indirect long-term positive effects on biodiversity. The SPD will provide further guidance and reinforce relevant parts of the policies.	No

¹¹ https://www.rushmoor.gov.uk/media/rt5pdvto/sa_reg_19_final_report.pdf

e) The relevance of the plan or programme for implementation of Community legislation on the environment (e.g. plans and programmes linked to waste management or water protection)	The purpose of the SPD is to provide guidance on the effective and consistent implementation of policies relating to provision of car and cycle parking for development. The Rushmoor Local Plan contains other policies relating to these objectives.	No
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Table 5

SEA Directive Criteria	Response	Is There a Likely Significant Environmental Effect?
Characteristics of the effects likely having regard, in particular, to:		
a) The probability, duration, frequency and reversibility of the effects	The SPD is not expected to give rise to any significant environmental effects. The SPD seeks to ensure the effective and consistent implementation of policies relating to provision of car and cycle parking, which in themselves should ensure positive effects relating environmental impact.	No
b) The cumulative nature of the effects;	The SPD is not considered to have any significant cumulative effects. The SPD seeks to ensure the effective and consistent implementation of policies relating to provision of car and cycle parking, which in themselves should ensure positive effects relating environmental impact.	No
c) The transboundary nature if the effects;	The SPD is not expected to give rise to any significant transboundary environmental effects.	No
d) The risks to human health or the environment (e.g. due to accidents);	There are no anticipated effects of the SPD on human health or the environment. The SPD seeks to ensure the effective and consistent implementation of policies relating to provision of car and cycle parking, which in themselves should ensure positive effects.	No
e) The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected);	The effective and consistent implementation of policies relating to provision of car and cycle parking will have positive benefits for all Rushmoor residents and those who wish to move to Rushmoor.	No
f) The value and vulnerability of the area likely to be affected due to (i) Special natural characteristics or cultural heritage;	The SPD is not anticipated to adversely affect any special natural characteristic or cultural heritage. Nor would the SPD be expected to lead to the exceedance of environmental standards or promote intensive land use. Matters relating to	No

Appendix 3 – Car and Cycle Parking Standards SPD SEA HRA Screening Determination

(ii) Exceeded environmental quality standards or limit values; or (iii) Intensive land use;	environmental standards and land use are contained in the Rushmoor Local Plan.	
g) The effects on areas or landscapes which have a recognised national, Community or international protection status.	The SPD is not expected to have any adverse effect on areas with national, community or international protection.	No
Part 2 Overall Conclusion	No Likely Significant Environmental Effect	

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CABINET

COUNCILLOR JONATHAN CANTY
DEVELOPMENT AND ECONOMIC GROWTH
PORTFOLIO HOLDER
REPORT NO. PG2406

12 MARCH 2024

KEY DECISION? YES

RUSHMOOR LOCAL PLAN - LOCAL DEVELOPMENT SCHEME MARCH 2024**SUMMARY:**

In a Written Ministerial Statement published in December 2023, the Government have requested that all local authorities publish and submit an up-to-date timetable for preparing a Local Plan, in the form of a Local Development Scheme (LDS). This report presents an updated LDS, which sets out an indicative timetable for the preparation of a new Local Plan for the Borough.

RECOMMENDATIONS:

It is recommended that the Cabinet approves the publication and submission of an updated Local Development Scheme for the new Local Plan to the Department of Levelling Up, Housing and Communities.

1. INTRODUCTION

- 1.1. The purpose of this report is to present an updated Local Development Scheme (LDS), which sets out an indicative timetable for the preparation of a new Local Plan for the Borough. It seeks the Cabinet's approval to publish and submit the updated LDS to the Department of Levelling Up, Housing and Communities (DLUHC), as requested in a Written Ministerial Statement published in December 2023.
- 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 new Local Plan will be 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).
- 2.2. The Rushmoor Local Plan was adopted on 21 February 2019 and it was therefore required to make an assessment on whether the Local Plan needed updating before 21 February 2024. In November 2023, the Cabinet

agreed with the conclusions of this review and decided that an update of the Local Plan policies is required and that, as this is expected to affect one or more strategic policies, a full review of the plan would be necessary. The consequence of this decision is that a new Local Plan will need to be prepared for Rushmoor.

- 2.3. The Levelling Up and Regeneration Act (LURA) 2023 paves the way for reforms to the plan-making process and the form and content of local plans. In 2023, the Government 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 later this year.
- 2.4. As a result, the Council has been awaiting further clarity on this new system, prior to confirming the timetable for the preparation of the new Local Plan. However, in December 2023, a Written Ministerial Statement by Rt Hon Michael Gove MP (Secretary of State for Levelling Up, Housing and Communities) set an expectation that all authorities have a timetable for an up-to-date plan in place within 12 weeks (i.e. by 12th March 2024). The form of this timetable was not specified and the Council queried this with DLUHC given the lack of secondary regulations. DLUHC referred the Council to the advice of the Planning Advisory Service, a branch of the Local Government Association (LGA), which states that this should be in the form of an up-to-date Local Development Scheme (LDS)

3. DETAILS OF THE PROPOSAL

General

- 3.1. This LDS updates the existing LDS published in 2016, which set out the timescales for the Rushmoor Local Plan adopted in 2019. An LDS must specify the Development Plan Documents (DPDs) (such as its Local Plan) which, when prepared, will comprise part of the development plan for the area. The LURA 2023 requires that we prepare a single Local Plan.
- 3.2. The Council intends to prepare a new Local Plan under the new plan-making system. The Government have now set deadline for Local Plan's to be prepared under the current system. On this basis we would need to submit a Plan by 30th June 2025 and it would have to be adopted before 31st December 2026. The previous Rushmoor Local Plan took nearly 5 years to prepare, and the average time taken to prepare Local Plans is understood to be around 7 years. Therefore, it is not considered achievable to produce a Plan under the current system in just 16 months.
- 3.3. The LURA 2023 does not prescribe timescales for plan making and these are to be brought forward in regulations later this year. However, in July 2023, the government consulted on the likely stages we will need to follow to prepare a new Local Plan and indicates that we will be required to prepare and adopt a plan within 30 months. Figure 1 on page 8 of the draft Local Development Scheme, summarise the stages that were proposed as part of this consultation.

- 3.4. When preparing the new Local Plan, the Council will be required to carry out certain activities, including:
- Preparing a suite of evidence to support the New Local Plan
 - Formal stages of public consultation as we prepare the draft Plan.
 - Engagement with a wide range of public bodies and infrastructure providers
 - Demonstrating that the new Local Plan is sustainable and protected species and habitats, including the TBHSPA.
 - Demonstrating we have complied with our public sector equality duty under the Equality Act 2010 and the Human Rights Act 1998
- 3.5. The requirements for the above activities have been changed through the LURA 2023 or are expected to change as part of the wider planning reforms, for example:
- The streamlining of the evidence requirements for new Local Plans
 - The LURA 2023 removes the current Duty to Cooperate requirement and replaces it with a new 'alignment policy' (more detail is expected through amendments to the National Planning Policy Framework (NPPF)).
 - The LURA 2023 secures powers to replace the existing system of environment assessment (including sustainability appraisals) with a new form of environment assessment known as Environment Outcome Reports (EOR). More detail is expected through regulations and guidance later this year.
 - Two formal mandatory public consultations at particular stages of the Local Plan process.
 - The introduction of mandatory gateway assessments ('gateways') throughout the plan preparation process. The first two gateways would be advisory, and the final gateway would be binding and determine whether a plan can be submitted for examination.
- 3.6. Therefore, we have based this Local Development Scheme on these proposals, but this will need to be reviewed once final details are set out in policy, guidance and regulations (expected in Autumn 2024).
- 3.7. Table 2 (page 10 of the draft LDS) provides an indicative timetable for the new Local Plan. This represents a best-case scenario and is subject to the required information being published. On this basis, we are expecting to prepare a new Local Plan under the following broad timescales:

Stage	Timescale
Scoping and Early Participation	Autumn - Winter 2024
Plan Visioning and Strategy Development	Winter 2024 – Summer 2025
Evidence Gathering and Drafting the Plan	Summer 2025 - Summer 2026
Engagement, proposing changes and submission	Summer 2026 – Winter 2026
Examination	Winter 2026 – Summer 2027
Adoption	Summer 2027

- 3.8. Whilst our ambition is to progress a new Local Plan under the new plan-making system, as soon as possible, the Government have suggested there would be transitional arrangements, including a 'front-runner' scheme. Other Local Planning Authorities would then be able to prepare Local Plans under the new system in 'waves'. Therefore, our ability to follow this timetable, will be subject to these potential transitional arrangements and/or our potential eligibility to become a 'front runner'. It will also be dependent on there being no further delays in the publication of policy, guidance and regulations.
- 3.9. The LURA 2023 also sets a requirement for us to prepare a borough wide Design Code. The Council intend to prepare this alongside the Local Plan, either by incorporating a 'code' within the Plan or by adopting the Design Code as a Supplementary Plan (see paragraph 1.18 of the LDS for more information on Supplementary Plans). A decision on where the design code will sit will be made once further detail on planning reforms is available.
- 3.10. Once further clarity and detail on the reforms to the plan-making system is published by the Government, a revised timetable (if required) and report setting out the potential scope of the new Local Plan will be brought to Cabinet.

Alternative Options

- 3.11. The Council could delay preparing an updated Local Development Scheme until further clarity is provided by the Government on the reforms to the plan-making system. However, this would not meet the request made by the Secretary of State for Levelling Up, Housing and Communities in the Written Ministerial Statement published in December 2023 to publish and submit an updated LDS.

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. The conclusion of this review is that a new Local Plan is required. It is not achievable to prepare this under a current system before the government set deadline for submission by 30th June 2025.
- 4.2. The adopted 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. The Council also has a very substantial five year land supply. It is therefore considered that there are no direct risks associated with preparing a Local Plan under the new system and the recommendation to publish the proposed indicative timetable set out in the draft LDS.

Legal Implications

- 4.3. 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

- 4.4. Prior to further clarity and detail being provided on the new requirements for plan-making, including the requirements for evidence to support the new Plan, it is difficult to accurately estimate the financial and resource implications. Therefore, 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

- 4.5. There are no equalities impact implications arising from the recommendation to publish an updated Local Development Scheme. As part of the preparation of the new Local Plan, the Council will be required to demonstrate that we have complied with our public sector equality duty under the Equality Act 2010 and the Human Rights Act 1998.

Other

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

5. CONCLUSIONS

- 5.1. In a Written Ministerial Statement published in December 2023, the Government have requested that all local authorities publish and submit an up-to-date timetable for preparing a Local Plan, in the form of a Local Development Scheme (LDS). This report presents an updated LDS, which sets out an indicative timetable for the preparation of a new Local Plan for the Borough. It seeks the Cabinet's approval to publish and submit the updated LDS to the Department of Levelling Up, Housing and Communities (DLUHC).
- 5.2. The Levelling Up and Regeneration Act (LURA) 2023 paves the way for reforms to the plan-making process and the form and content of local plans. In 2023, the Government 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 later this year.
- 5.3. The LDS presented alongside this report provides indicative timescales for preparing a Local Plan under the new system, based on the information and proposed reforms that is currently available. Once further clarity and detail on the reforms to the plan-making system is published by the Government (expected in Autumn 2024), a revised timetable (if required) and report

setting out the potential scope of the new Local Plan will be brought to a future Cabinet meeting.

APPENDICES

- Appendix 1 – Draft Local Development Scheme March 2024

BACKGROUND DOCUMENTS:

There are no background documents.

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APPENDIX 1

Timetable for a New Local Plan

Local Development Scheme

March 2024

Contents

1. Introduction	3
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1. Introduction

- 1.1. By law, Rushmoor Borough Council must keep under review matters that affect the development of the borough and the planning of its development.¹ It is also obliged to review any Local Plan that it has adopted within five years from the date of its adoption, that is, by 21st February 2024.²
- 1.2. The Council undertook a review of the adopted Local Plan in 2023 and decided that an update of the Local Plan policies is required and that this is expected to affect one or more strategic policy, which would require a full review of the Plan.³ The consequence of this decision is that a new Local Plan will need to be prepared for Rushmoor.
- 1.3. The Levelling Up and Regeneration Act 2023⁴ paves the way for reforms to the plan-making process and the form and content of local plans. In 2023, the Government 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 later in 2024.
- 1.4. As a result, the Council is awaiting further clarity on this system prior to confirming the timetable for the preparation of the new Local Plan. However, in December 2023, a Written Ministerial Statement⁵ by the Rt Hon Michael Gove MP (Secretary of State for Levelling Up, Housing and Communities) set an expectation that all authorities have a timetable for an up-to-date plan in place within 12 weeks (i.e., by 12th March 2024). The Planning Advisory Service, a branch of the Local Government Association (LGA), has advised that this should be in the form of an up-to-date Local Development Scheme (LDS).⁶
- 1.5. In his Written Ministerial Statement, Mr Gove also requested that local planning authorities provide updated timetables to the Department of Levelling Up, Housing and Communities (DLUHC) by 12th March 2024. However, it is important to note that, as further details on the planned reforms to plan-making are published by the Government, this LDS will need be reviewed.

What is the Local Development Scheme and what must it include?

- 1.6. An LDS must specify⁷ the Development Plan Documents (DPDs) (such as the Local Plan) which, when prepared, will comprise part of the development plan for the area. The LURA 2023 requires that the Council prepares a single Local Plan.
- 1.7. An LDS must also set out a council's timetable for producing DPDs, including key production and public consultation stages. This enables the community, businesses, landowners/developers, service and infrastructure providers and other interested

¹ s13 Planning and Compulsory Purchase Act 2004.

² Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012.

³ <https://democracy.rushmoor.gov.uk/documents/s13477/Review%20of%20the%20Rushmoor%20Local%20Plan%202014-2032%20-%20Report%20No.%20PG2334.pdf>

⁴ <https://www.legislation.gov.uk/ukpga/2023/55/enacted>.

⁵ <https://questions-statements.parliament.uk/written-statements/detail/2023-12-19/hcws161>

⁶ s15 Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

⁷ s15 Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

organisations to know which DPDs are to be prepared for the area and when they will be able to participate.

- 1.8. However, as noted above, the Council intends to prepare a new Local Plan under the new plan-making system. The LURA 2023 does not prescribe timescales for plan making and these are to be brought forward in regulations later this year. However, in July 2023,⁸ the Government consulted on the likely stages that we will need to follow to prepare a new Local Plan and indicates that we will be required to prepare and adopt a plan within 30 months.
- 1.9. We have based this Local Development Scheme on these proposals, but this will need to be reviewed once final details are set out in policy, guidance and regulations (expected in Autumn 2024).
- 1.10. Councils are encouraged to include details of other documents which form (or will form) part of the development plan for the area, such as Neighbourhood Plans. The LDS must be made available publicly and kept up to date so that that local communities and interested parties can keep track of progress. The Council must publish its LDS on its website.
- 1.11. The LURA 2023 also sets a requirement for us to prepare a Borough-wide Design Code. The Council intends to prepare this alongside the Local Plan, either by incorporating a 'code' within the Plan or by adopting the Code as a Supplementary Plan (see paragraph 1.19 below for more information on Supplementary Plans). A decision on where the Design Code will sit will be made once further detail on planning reforms is available.

What period does this LDS cover?

- 1.12. This LDS covers the period from 2024 to 2027. It updates the previous LDS published in 2016.

What is the existing development plan for Rushmoor?

- 1.13. The Rushmoor Local Plan 2014 to 2032 (the Local Plan)⁹ is the adopted DPD for Rushmoor Borough.
- 1.14. The Borough is also covered by the Hampshire Minerals and Waste Plan 2013 (HMWP)¹⁰ which Hampshire County Council has produced. This also forms part of the development plan for Rushmoor. Hampshire County Council is currently preparing a Partial Update of the HMWP. A Proposed Submission Plan was published for consultation in January 2024.¹¹
- 1.15. There are currently no Neighbourhood Plans in Rushmoor. The former South East Plan (2009) Policy NRM6 specifically covers development in the Thames Basin Heaths Special Protection Area and is also part of the development plan for Rushmoor.

⁸ <https://www.gov.uk/government/consultations/plan-making-reforms-consultation-on-implementation>

⁹ <https://www.rushmoor.gov.uk/planning-and-building-control/planning-policies/the-rushmoor-local-plan/>

¹⁰ <https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED>

¹¹ <https://www.hants.gov.uk/landplanningandenvironment/strategic-planning/hampshire-minerals-waste-plan/minerals-waste-plan-partial-update-consultation/hmwp-partial-update>

What other documents has the council produced to support decision-making?

- 1.16. Rushmoor Borough Council has prepared a number of Supplementary Planning Documents (SPDs) which explain how the Council will apply Local Plan policies. At the time of drafting this LDS (March 2024), the following SPDs have been adopted. These are all available online at www.rushmoor.gov.uk/spds.

Table 1 – Adopted Supplementary Planning Documents (SPDs)

Title of SPD	Date adopted
Affordable Housing	2019
Aldershot Town Centre Prospectus	2016
Locally Listed Heritage Assets	2020
Car and Cycle Parking Standards (see note in paragraph 1.18 below)	2017
Development Affecting Public Houses	2015
Farnborough Civic Quarter Masterplan	2015
Farnborough Town Centre	2007
Home Improvements and Extensions	2020
Shop Front Design Guide	2015
Transport Contributions	2008
Biodiversity	2024

- 1.17. In addition, the Council has adopted the following documents:
- [First Homes Interim Policy Statement \(2022\)](#)¹²
 - [Financial Contributions for Open Space Interim Advice Note](#)¹³
 - [Rushmoor Green Infrastructure Strategy \(2022\)](#)¹⁴
- 1.18. The Council periodically reviews and updates these documents in response to changes in legislation and national policy. A review of the Car and Cycle Parking Standards SPD¹⁵ is underway, and we expect to have adopted the new SPD in March 2024.
- 1.19. The LURA 2023 introduces a new style of plan, named Supplementary Plans, which will effectively replace SPDs and have the same weight in decision-making as Local Plans.

¹² https://www.rushmoor.gov.uk/media/1tznhy0/adopted_first_homes_interim_policy_statement_-_january_2022.pdf

¹³ <https://www.rushmoor.gov.uk/media/lunhmbze/financial-contributions-for-open-space-interim-advice-note-accessible.pdf>

¹⁴ <https://www.rushmoor.gov.uk/planning-and-building-control/planning-policies/green-infrastructure-strategy/>

¹⁵ <https://www.rushmoor.gov.uk/planning-and-building-control/planning-policies/supplementary-planning-documents-and-advice-notes/car-and-cycle-parking-spd/>

However, the new Supplementary Plans will be of limited scope and not intended to be used routinely (i.e., to create area-wide design codes and/or to set out site-specific policies on affordable housing or infrastructure).

- 1.20. Our existing SPDs can remain in place until we have adopted a Local Plan under the new plan-making system. Therefore, during the preparation of the Local Plan and Design Code, we will review the content of our existing SPDs and consider whether they will be incorporated within the new Local Plan or the Design Code.

2. The New Local Plan for Rushmoor

- 2.1. In accordance with the requirements set out in the LURA 2023, the Council will produce a single Local Plan for Rushmoor. This new Local Plan will cover the whole of the Borough. The LURA 2023 introduces the legislative basis for the Government to produce National Development Management Policies (NDMP) which will contain nationally set and general policies on issues that apply in most areas (such as general heritage policies). Local Plans will not be able to repeat or conflict with the NDMPs.
- 2.2. On this basis, the scope of local plans will be limited to 'locally specific' matters. The LURA 2023 sets out the following requirements for local plans. Local Plans must:
 - Be designed to secure that the use and development of land in the LPA's area contributes to the mitigation of, and adaptation to, climate change;
 - Take account of any local nature recovery strategy;
 - Take account of an assessment of the amount, and type, of housing that is needed in the LPA's area, including affordable housing.
- 2.3. The Government may prescribe further matters for Local Plans through regulations. Therefore, until further detail on the proposed reforms is published, the Council is unable to confirm the scope and contents of the new Local Plan.
- 2.4. When preparing the new Local Plan, the Council will be required to carry out certain activities, including:
 - Preparing a suite of research and evidence to support the new Local Plan.
 - Formal stages of public consultation as we prepare the draft Plan.
 - Engagement with a wide range of public bodies and infrastructure providers.
 - Demonstrating that the new Local Plan is sustainable and protected species and habitats, including the TBHSPA.
 - Demonstrating that we have complied with our public sector equality duty under the Equality Act 2010 and the Human Rights Act 1998.
- 2.5. The requirements for the above activities have been changed through the LURA 2023 or are expected to change as part of the wider planning reforms, for example:
 - The streamlining of the evidence requirements for new Local Plans

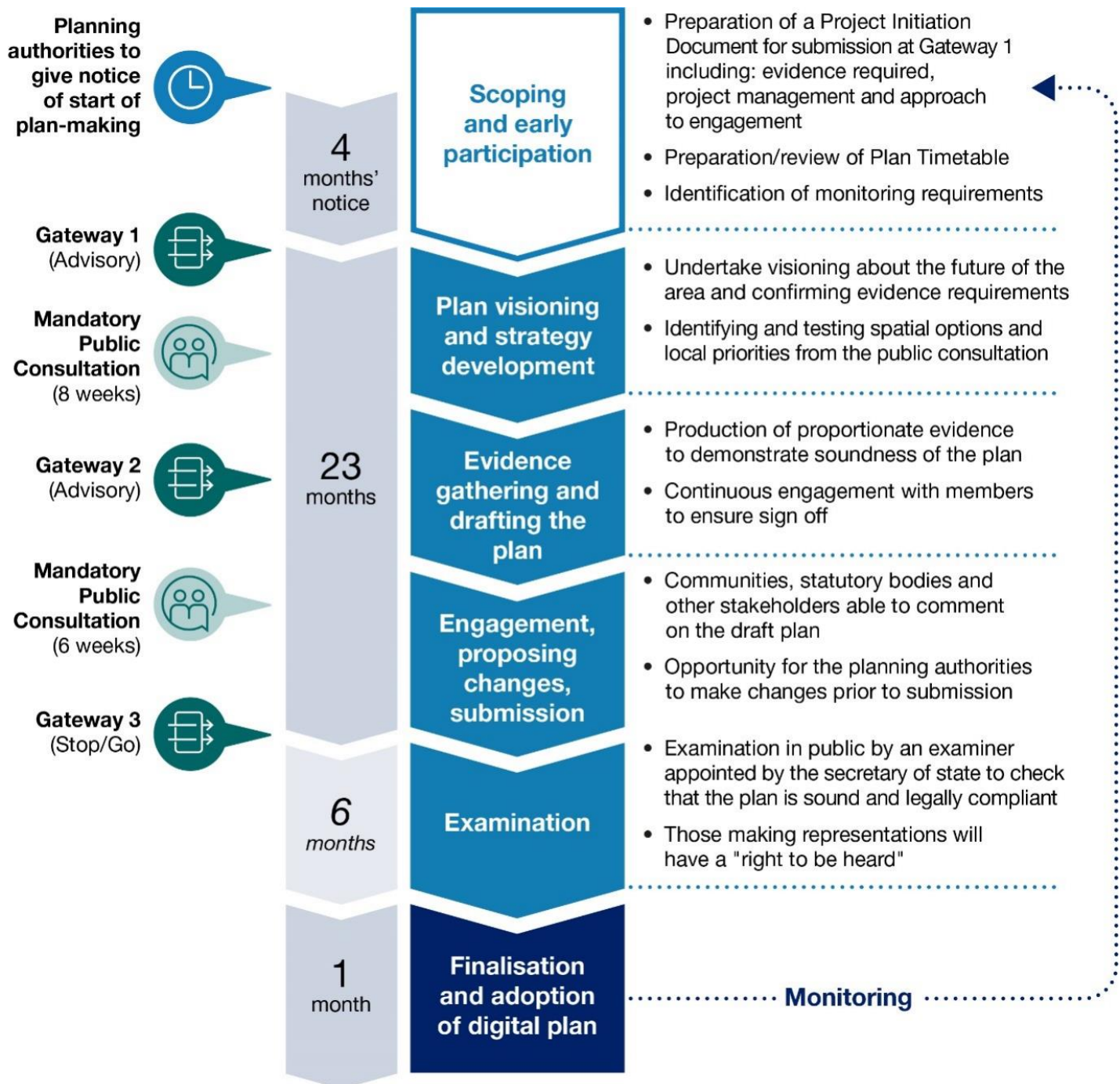
- The LURA removes the current Duty to Cooperate requirement¹⁶ and replaces it with a new 'alignment policy' (more detail is expected through amendments to the National Planning Policy Framework (NPPF)).
- The LURA secures powers to replace the existing system of environment assessment (including sustainability appraisals) with a new form of environment assessment known as Environment Outcome Reports (EOR). More detail is expected through regulations and guidance later in 2024.
- Two formal mandatory public consultations at particular stages of the Local Plan process (see more information below).
- The introduction of mandatory gateway assessments ('gateways') throughout the plan-preparation process. The first two gateways would be advisory, and the final gateway would be binding ('Stop/Go') and determine whether a plan can be submitted for examination.

2.6. The expected procedure for developing and adopting the new Local Plan is set out below. This is based on the stages of Local Plan preparation set out in the Government's consultation in July 2023¹⁷ and is therefore subject to change. The following flow diagram (taken from the government consultation) summarises the key stages being proposed as part of the new 30-month plan timeframe.

¹⁶ Where plans are being prepared under the old system (i.e. within neighbouring local authorities), the duty to cooperate will still apply.

¹⁷ <https://www.gov.uk/government/consultations/plan-making-reforms-consultation-on-implementation>

Figure 1 – The proposed 30-month plan preparation timeframe (Source: Levelling-up and Regeneration Bill: consultation on implementation of plan-making reforms (July 2023))¹⁸



¹⁸ <https://www.gov.uk/government/consultations/plan-making-reforms-consultation-on-implementation/levelling-up-and-regeneration-bill-consultation-on-implementation-of-plan-making-reforms#chapter2>

3. Timetable for the Preparation of the New Local Plan for Rushmoor

- 3.1. We have set out an indicative timetable in order to meet the requirement to publish an up-to-date Local Plan timetable in the Written Ministerial Statement published in December 2023.¹⁹ This is based on the stages of Local Plan preparation set out in the Government's consultation in July 2023 (see Figure 1 above). However, as noted in the introduction to this LDS, we require further clarity on the new plan-making system prior to confirming this timetable. This timetable reflects our ambition to prepare a new Local Plan under the new plan-making system as soon as we can. However, for reasons beyond our control (e.g., delays to the regulations), this may not be possible, and this LDS will need to be revised. As soon it becomes clear that the LDS needs to be revised, the Council will publish an amended timetable on its website at www.rushmoor.gov.uk/lps.

¹⁹ <https://questions-statements.parliament.uk/written-statements/detail/2023-12-19/hcws161>

Table 2 – Indicative Timetable for preparing a new Local Plan for Rushmoor

	2024		2025				2026				2027		
Stage	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Scoping and Early Participation													
Plan Visioning and Strategy Development													
Evidence Gathering and Drafting the Plan													
Engagement, Proposing Changes and Submission													
Examination													
Finalisation and Adoption of Plan													
Maximum Timescale ²⁰	4 months ²¹		23 months								6 months		1 month
Expected Gateways			1 Advisory			2 Advisory				3 Stop/Go			
Consultations (Mandatory)			8-week consultation						6-week consultation				

²⁰ See Figure 1 above.

²¹ The Council will be required to give 4 months' notice before starting the formal 30-month plan preparation timetable.

4. Finding Out More

- 4.1. You can find out more about the documents we produce online at www.rushmoor.gov.uk/planning-and-building-control/planning-policies. If you have any questions or would like further information, you can contact the Council's Planning Policy team in the following ways:

Telephone: 01252 398789

Email: planningpolicy@rushmoor.gov.uk

Address:

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

- 4.2. You will be able to get copies of any documents that we publish from our website at www.rushmoor.gov.uk, or they will be available on deposit at our offices in Farnborough. During consultation periods, you will be able to view documents at the libraries in Aldershot and Farnborough.

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

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