

Public Document Pack



RUSHMOOR BOROUGH COUNCIL

CABINET

*at the Council Offices, Farnborough on
Tuesday, 27th June, 2017 at 7.00 pm
in Concorde Room, Council Offices, Farnborough*

To:

Councillor D.E. Clifford, Leader of the Council
Councillor K.H. Muschamp, Deputy Leader and Business, Safety and Regulation
Portfolio Holder

Councillor Barbara Hurst, Health and Housing Portfolio Holder
Councillor G.B. Lyon, Concessions and Community Support Portfolio Holder
Councillor M.L. Sheehan, Leisure and Youth Portfolio Holder
Councillor P.G. Taylor, Corporate Services Portfolio Holder
Councillor M.J. Tennant, Environment and Service Delivery Portfolio Holder

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

A G E N D A

1. **MINUTES** – (Pages 1 - 10)

To confirm the Minutes of the Meetings held on 30th May, 2017 and 13th June, 2017 (copies attached).

2. **TREASURY MANAGEMENT OPERATIONS FOR 2016/17 AND REVISIONS TO THE 2017/18 PRUDENTIAL INDICATORS** – (Pages 11 - 48)

(Councillor Paul Taylor, Corporate Services Portfolio Holder)

To consider Report No. FIN1724 (copy attached), which provides details of the main treasury management operations for 2016/17 and sets out revised prudential indicators for capital financing for 2017/18.

3. **REVIEW OF COMMUNITY WARD GRANTS SCHEME** – (Pages 49 - 58)
(Councillor Gareth Lyon, Concessions and Community Support Portfolio Holder)

To consider Report No. CD1703 (copy attached), which sets out a review of the Community Ward Grants Scheme, which had been introduced on 23rd August, 2016.

4. **CAR AND CYCLE PARKING STANDARDS - REVIEW OF SUPPLEMENTARY PLANNING DOCUMENT** – (Pages 59 - 90)
(Councillor Martin Tennant, Environment and Service Delivery Portfolio Holder)

To consider Report No. PLN1719 (copy attached), which seeks agreement to publish the draft Car and Cycle Parking Standards Supplementary Planning Document for consultation.

5. **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 items to avoid the disclosure of exempt information within the paragraphs of Schedule 12A to the Local Government Act, 1972 indicated against such items:

Item Nos.	Schedule 12A Para. Nos.	Category
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6 and 7	3	Information relating to financial or business affairs
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6. **PARTIAL DISPOSAL OF LAND SOUTH OF CRANMORE LANE, ALDERSHOT** – (Pages 91 - 94)
(Councillor Paul Taylor, Corporate Services Portfolio Holder)

To consider Exempt Report No. LEG1712 (copy attached), which seeks authority to appropriate land to be held for planning purposes and to dispose of the land to one of the adjoining owners, to be used as garden land.

7. **LAND AND PROPERTY AT NO. 2A WINDSOR WAY, ALDERSHOT** – (Pages 95 - 98)
(Councillor Paul Taylor, Corporate Services Portfolio Holder)

To consider Exempt Report No. LEG1711 (copy attached), which seeks authority to dispose of the property known as No. 2A Windsor Way, Aldershot.



RUSHMOOR BOROUGH COUNCIL

CABINET

Tuesday, 30th May, 2017 at 7.00 pm
at the Council Offices, Farnborough

Councillor D.E. Clifford, Leader of the Council
Councillor K.H. Muschamp, Deputy Leader and Business, Safety and Regulation
Portfolio Holder

Councillor Barbara Hurst, Health and Housing Portfolio Holder
Councillor G.B. Lyon, Concessions and Community Support Portfolio Holder
Councillor M.L. Sheehan, Leisure and Youth Portfolio Holder
a Councillor P.G. Taylor, Corporate Services Portfolio Holder
Councillor M.J. Tennant, Environment and Service Delivery Portfolio Holder

An apology for absence was submitted on behalf of Councillor P.G. Taylor.

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 **13th June, 2017**.

1. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 2nd May, 2017 were confirmed and signed by the Chairman.

2. **GENERAL FUND PROVISIONAL OUTTURN 2016/17 –**
(Councillor Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1721, which set out the provisional outturn position on the General Fund (revenue and capital) for 2016/17, subject to audit. The Report set out the General Fund Revenue Summary and Revenue Balances, with the principal individual variations between the current approved estimates and actual expenditure.

The Cabinet was advised that, in its original budget for 2016/17, the Council had set a savings figure of £860,000 to be achieved through reductions in service costs and

additional income generation, in addition to £315,000 of expected staff turnover savings. It was reported that these savings had been achieved during the first half of 2016/17 and the efficiencies identified had been built into the Council's revised budget, as set out in Appendix A to the Report. The revised budget figure had been further adjusted to reflect any subsequent virements, supplementary estimates and use of the Service Improvement Fund, to form the current approved budget, with estimated year-end balances of £1.88 million.

The provisional outturn showed an improvement in the Council's financial position, with a favourable variance of approximately £1,371,000 against the current approved budget and £568,000 compared with the last budget monitoring position, before accounting for any transfers between the General Fund, the Service Improvement Fund and the Stability and Resilience Reserve. A list of the principal variations between the provisional outturn position and the current approved budget was set out in Appendix B to the Report. The net effect of the variances was to increase the General Fund revenue balance to approximately £3.25 million, which exceeded the top of the range of balances set out in the Medium Term Financial Strategy (£1 million - £2 million).

Appendix C of the Report set out the Capital Outturn Summary and showed a total net underspend of £6,188,000 against the current approved budget. This underspend was due mainly to the re-scheduling of work on a number of projects with a consequent slippage of expenditure of £6,432,000 into 2017/18. The most significant variations in expenditure were listed in Appendix D to the Report.

The Cabinet discussed many aspects of the Report, including the Council's approach to borrowing. Members expressed appreciation for the work carried out by the Financial Services Team.

The Cabinet RESOLVED that

- (i) the latest revenue and capital budget monitoring position be noted; and
- (ii) subject to the final outturn position, the transfers between the General Fund, the Stability and Resilience Reserve and the Service Improvement Fund, as set out in Report No. FIN1721, be approved.

3. **COUNCIL PROGRESS MONITORING REPORT - END OF YEAR 2016/17 –**
(Councillor David Clifford, Leader of the Council)

The Cabinet received Report No. DMB1702, which set out the Council's performance management monitoring information for the second half of the 2016/17 municipal year.

The Cabinet NOTED the performance achieved in delivering against the Council's priorities for the 2016/17 municipal year, as set out in Report No. DMB1702.

4. **PREVENTION OF SOCIAL HOUSING FRAUD ACT 2013 –**
(Councillor Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1722, which set out a proposed procedure to allow the Council to exercise investigatory and enforcement powers on behalf of registered providers under the Prevention of Social Housing Fraud Act 2013.

Members heard that the Council already worked in close partnership with local housing associations to reduce fraud. It was confirmed that local authorities had a discretionary power to prosecute offenders under the Prevention of Social Housing Fraud Act 2013. Registered providers did not have the power to prosecute. The Solicitor to the Council would seek an agreement with the registered provider to recover the Council's reasonable legal and investigation costs. The Council would also seek to have nomination rights to any returned properties.

The Cabinet RESOLVED that the Solicitor to the Council be authorised to

- (i) agree the terms for undertaking investigative and enforcement work with registered providers, to enable the powers to be used under the Prevention of Social Housing Fraud Act 2013; and
- (ii) prosecute offenders under the Act and, where appropriate, apply for Unlawful Profit Orders on behalf of registered providers.

5. **PROPOSED VARIATION TO THE SCHEME OF HACKNEY CARRIAGE FARES –**
(Councillor Ken Muschamp, Business, Safety and Regulation Portfolio Holder)

The Cabinet considered Report No. EHH1720, which outlined proposals to vary the current scheme of hackney carriage fares, which had been last amended on 29th November, 2013. Members were asked to consider whether to approve the uplift for public consultation.

Members were reminded that the Cabinet had set up the Hackney Carriage Fares Review Task and Finish Group to work collaboratively with the taxi trade to produce a simplified fare structure. To date, the Group had not been able to reach agreement with the taxi trade. As it was now over three years since the fare scheme was last uplifted, it was felt to be unfair to delay this any further. It was, therefore, proposed that an interim increase of 4% should be applied at this time. This would allow time for further negotiation with the taxi trade over a reworking of the scheme in due course.

The Cabinet RESOLVED that the proposed scheme of fares reflecting a 4% uplift, as set out in Report No. EHH1720, be approved for public consultation as may be appropriate.

6. **DRAFT HART LOCAL PLAN STRATEGY AND SITES DOCUMENT 2011 - 2032 - CONSULTATION RESPONSE –**
(Councillor Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered the Head of Planning's Report No. PLN1713, which sought agreement to submit comments in response to the Draft Hart Local Plan: Strategy and Sites document 2011 - 2032.

The Report set out the context of this consultation in terms of National Planning Policy and explained how Hart, Rushmoor and Surrey Heath Councils together formed a Housing Market Area. It was predicted in the document that Hart District Council would exceed its objectively assessed housing need within its administrative area. The document also expressed a commitment to ensuring appropriate provision of infrastructure in areas of new housing development.

The Cabinet discussed several elements of the consultation, including the need for improved infrastructure, the maintenance of the strategic gap between the Hart area and Farnborough, SANG provision and the protection of employment land.

The Cabinet RESOLVED that the Council makes representations on the Draft Hart Local Plan: Strategy and Sites document 2011 - 2032, based on the comments set out in Report No. PLN1713.

7. **NEW SPORTS PAVILION - IVY ROAD PLAYING FIELDS, NORTH TOWN, ALDERSHOT –**
(Councillor Maurice Sheehan, Leisure and Youth Portfolio Holder)

The Cabinet considered Report No. COMM1708, which set out a proposal to provide a new sports pavilion on the Ivy Road Playing Fields, North Town, Aldershot.

Members heard that the proposed new pavilion would be leased to the Aldershot Boys and Girls Football Club and that this lease would include a requirement to provide for a minimum of 20 hours of community use each week. It was reported that, given the lack of demand for a large community facility on the North Town redevelopment, Vivid Housing Association (formerly First Wessex) would seek, through the Development Management Committee, to vary their Section 106 agreement to provide an additional community space, which was both secure and well-lit, within the new sports pavilion, for which additional funds would be made available and to provide a meeting room in part of Alma House on the redevelopment.

The Cabinet RESOLVED that

- (i) the Head of Community and Environmental Services be authorised to apply for planning permission to build a new sports pavilion with a community room on the Ivy Road Playing Fields, North Town, Aldershot;
- (ii) the Solicitor to the Council:

- be authorised to agree a six year lease, contracted out under the Landlord and Tenant Act, on a full repairing and insuring basis, subject to a Deed of Variation having been completed releasing Vivid Housing Association from its obligations under the Stage 1 Section 106 agreement;
 - be required to ensure that the lease includes a requirement for 20 hours of community use per week, to be secured by a user agreement between the Council and the Aldershot Town Boys and Girls Football Club and a break clause, exercisable by the Council on twelve months' notice, with the Club for the new facility;
 - be required to recover from Vivid the Council's reasonable legal and estates costs in connection with the lease, the user agreement and the deed of variation; and
- (iii) the Solicitor to the Council be authorised to extend the length of the term of the lease in the event that the securing of any grant funding required a lease of more than six years, to include advertising the disposal of the public open space under Section 123 of the Local Government Act and to consider any objections to the disposal, in consultation with the Corporate Services Portfolio Holder.

8. **MANOR PARK, ALDERSHOT - FENCE REPLACEMENT –**
(Councillor Maurice Sheehan, Leisure and Youth Portfolio Holder)

The Cabinet considered Report No. COMM1710, which sought approval to vary the 2017/18 Capital Programme to replace an old chain link fence with metal railings, on the Church Hill side of Manor Park, Aldershot.

The Cabinet was informed that the estimated cost of the scheme was £23,000, which would be funded from accrued developers' contributions.

The Cabinet RECOMMENDED TO THE COUNCIL that approval be given to a variation to the 2017/18 Capital Programme of £23,000 to enable the replacement of the old chain link fencing with metal railings at Manor Park, Aldershot to be completed, as set out in Report No. COMM1710.

9. **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND –**
(Councillor Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Report No. COMM1713, which sought approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects.

The Environment and Service Delivery Portfolio Holder had considered four applications and had recommended that three awards should be made. It was noted that a further award to Limbcare had not been recommended as the environmental impact of the project had not been demonstrated.

The Cabinet RESOLVED that grants be awarded from the Farnborough Airport Community Environmental Fund to the following organisations:

Wellington Primary School	£5,122
South Farnborough Infant School	£12,000
Fleet and District Beekeeping Association	£5,800

NOTE: Crs. D.E. Clifford and M.J. Tennant declared prejudicial interests in this item, Cr. Clifford in respect of his membership of the Fleet and District Beekeeping Association and Cr. Tennant in respect of his child attending the South Farnborough Infant School and, in accordance with the Members' Code of Conduct, both left the meeting during the discussion and voting thereon for those specific items.

10. **APPOINTMENTS TO CABINET WORKING GROUPS –**

The Cabinet RESOLVED that appointments be made to Cabinet working groups for the 2017/18 Municipal Year as follows:-

i) Aldershot Regeneration

Environment and Service Delivery Portfolio Holder -	Cr. M.J. Tennant
Conservative Group -	Crs. P.I.C. Crerar, A.R. Newell and M.L. Sheehan
Labour Group -	Crs. A.H. Crawford and Sue Dibble

ii) Budget Strategy

Corporate Services Portfolio Holder -	Cr. P.G. Taylor
Chairman of the Corporate Services Policy and Review Panel -	To be appointed
Conservative Group -	Crs. Mrs. D.B. Bedford, A. Jackman, S.J. Masterson and A.R. Newell
Labour Group -	Crs. A.H. Crawford and B. Jones
UKIP Group -	Cr. D.M.T. Bell

iii) Community Cohesion

Leader of the Council -	Cr. D.E. Clifford
Conservative Group -	Crs. M.S. Choudhary, J.H. Marsh, S.J. Masterson and K.H. Muschamp

Labour Group - Crs. A.H. Crawford and B. Jones

UKIP Group - Cr. D.M.T. Bell

iv) Member Development

Corporate Services Portfolio Holder - Cr. P.G. Taylor

Cabinet Member - Cr. G.B. Lyon

Chairman of Corporate Services
Policy and Review Panel - To be appointed

Conservative Group - Cr. J.E. Woolley

Labour Group - Crs. B. Jones and L.A. Taylor

UKIP Group - Cr. D.M.T. Bell

v) Parking Strategy

Environment and Service Delivery
Portfolio Holder - Cr. M.J. Tennant

Chairman of Aldershot Regeneration
Group - Cr. M.L. Sheehan

Conservative Group - Crs. Marina Munro and B.A.
Thomas

Labour Group - Crs. K. Dibble and L.A. Taylor

UKIP Group - Cr. M. Staplehurst

11. 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
12	3	Information relating to financial or business affairs

**THE FOLLOWING ITEM WAS CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

12. **RENAULT GARAGE, NO. 252 ASH ROAD, ALDERSHOT –**
(Councillor Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Exempt Report No. LEG1708, which advised Members of an offer made, using urgency procedures, to acquire No. 252 Ash Road, Aldershot, subject to a survey and the resolution of title issues. The Report also sought authority to purchase this property and for the Cabinet to recommend to the Council to approve a variation in the Capital Programme to fund the acquisition.

Members were informed that the property was currently in use as a car dealership. Whilst the primary reason for acquisition was the generation of revenue, the site was in a strategic position should an alternative use be required in the future.

The Cabinet

- (i) **RESOLVED** that
 - (a) the urgency decision made in 12th April, 2017 to make an offer for the property, as set out in Exempt Report No. LEG1708, be noted;
 - (b) the acquisition of No. 252 Ash Road, on the terms set out in the Report, be approved; and
- (ii) **RECOMMENDED TO THE COUNCIL** that approval be given to a variation of the Capital Programme, as set out in the Report, to fund the acquisition.

The Meeting closed at 7.58 p.m.

D.E. CLIFFORD
LEADER OF THE COUNCIL



RUSHMOOR BOROUGH COUNCIL

CABINET

*Tuesday, 13th June, 2017 at 7.00 pm
at the Council Offices, Farnborough*

Councillor D.E. Clifford, Leader of the Council
Councillor K.H. Muschamp, Deputy Leader and Business, Safety and Regulation
Portfolio Holder

Councillor Barbara Hurst, Health and Housing Portfolio Holder
Councillor G.B. Lyon, Concessions and Community Support Portfolio Holder
Councillor M.L. Sheehan, Leisure and Youth Portfolio Holder
a Councillor P.G. Taylor, Corporate Services Portfolio Holder
Councillor M.J. Tennant, Environment and Service Delivery Portfolio Holder

An apology for absence was submitted on behalf of Councillor P.G. Taylor.

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 **27th June, 2017**.

13. **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
14	3	Information relating to financial or business affairs

THE FOLLOWING ITEM WAS CONSIDERED IN THE ABSENCE OF THE PUBLIC

14. DEPOT CONSTRUCTION –

(Councillor Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Report No. COMM1715, which set out the latest position in relation to a design and build contract for the construction of the Council's new depot in Lysons Avenue, Ash Vale.

The Report set out the process to date. It was confirmed that a design and build contract had been awarded to Kier Construction, under a Hampshire County Council Framework Agreement. That Agreement provided for the delivery of pre-construction services and contained a discretion to allow the Council to either proceed with the building of the depot with Kier Construction or to award the construction contract to another provider. Kier had submitted a revised budget in January 2017 which had been significantly above the Council's budget and this had prompted the Council to carry out a tendering exercise for the depot construction. It was now proposed to award the contract to Neilcott Construction Limited, who had submitted the lowest tender. It was confirmed that the figure quoted was within the Council's agreed budget and that the anticipated completion date for the operational depot was early March 2018.

The Cabinet RESOLVED that the Solicitor to the Council be authorised to

- (i) award a Joint Contracts Tribunal (JCT) Intermediate Building Contract for the construction of the depot to Neilcott Construction Limited and to advise Kier Construction of the alternative award of the contract; and
- (ii) take all other steps necessary, including the revision of the form of contract with Neilcott Construction Limited in the event of the novation of agreements between Kier Construction and their contractors was unachievable or was delayed.

The Meeting closed at 7.17 p.m.

D.E. CLIFFORD
LEADER OF THE COUNCIL

CABINET
27 JUNE 2017

CR. PAUL TAYLOR
CORPORATE SERVICES PORTFOLIO HOLDER
REPORT NO. FIN1724

**TREASURY MANAGEMENT OPERATIONS 2016/17 & REVISIONS TO THE
 2017/18 INDICATORS**

SUMMARY:

Treasury management operations for 2016/17 are presented in accordance with strategic requirements. All treasury management activity during 2016/17 was carried out in accordance with the Annual Treasury Management Strategy and complied with the treasury and prudential indicators set out in that report, and with the Treasury Management Code of Practice. A review of the treasury management practices and schedules has also been carried out.

This report also details a requirement for an increase in the Councils' capital programme for the year 2017/18 in order to facilitate the potential for revenue gains for the current and future years. The increase in capital budget allocation is significant requiring approval for changes to the prudential indicators in relation to the treasury management strategy for 2017/18.

RECOMMENDATIONS:

Members are requested to note the contents of this report in relation to the treasury management operations carried out during 2016/17 and recommend to Council:

- (i) The updated treasury management practices and schedules
- (ii) A variation to the capital programme of £15m with delegation to Cabinet to draw down for the purposes of investment property acquisition in 2017/18
- (iii) The updated 2017/18 prudential indicators contained in Appendix E

1 INTRODUCTION

- 1.1 There are three core elements within this report:
- (a) Presentation of the Treasury Management operations for 2016/17
 - (b) A review of the treasury management practices and schedules
 - (c) A proposal for an increase to the capital budget for 2017/18 requiring a revision to the prudential indicators for capital financing for 2017/18

2 TREASURY MANAGEMENT OPERATIONS FOR 2016/17

- 2.1 The Council's treasury management activity is underpinned by CIPFA's Code of Practice on Treasury Management ("the Code"), which includes the requirement for determining a treasury strategy on the likely financing and investment activity for the forthcoming financial year. The Code also recommends that members be informed of Treasury Management activities at least twice a year. This report therefore ensures this authority is embracing best practice in accordance with CIPFA's recommendations.

- 2.2 The Council has invested substantial sums of money and is therefore, exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. This section of the report covers treasury activity and the associated monitoring and control of risk.
- 2.3 Full Council originally approved the Annual Treasury Management Strategy for 2016/17 on 23 February 2016. However, subsequent substantial capital budget additions were approved during the financial year 2016/17, mainly in relation to the acquisition of income yielding investment properties. These additional capital budgets approved for 2016/17 had a fundamental effect on the Council's prudential indicators and Full Council on 23 February 2017 approved revisions to the 2016/17 prudential indicators within the Annual Treasury Management Strategy for 2017/18.
- 2.4 Appendix A shows the actual prudential indicators relating to treasury activities and capital financing for 2016/17 and compares these to the indicators set in the Annual Treasury Management Strategy for the year 2016/17.

Treasury Management Advice

- 2.5 The Council continued to engage the services of Arlingclose for independent treasury advice during the year 2016/17. Arlingclose provide specialist treasury support to 25% of UK local authorities. They provide a range of treasury management services including technical advice on debt and investment management and long-term capital financing. They advise on investment trends, developments and opportunities consistent with the Council's Treasury Management Strategy.
- 2.6 With the exception of pooled funds all investment activity is carried out by the Council's own treasury team with advice from Arlingclose, and having due regard to information from other sources such as the financial press and credit-rating agencies.
- 2.7 Pooled funds are managed at the discretion of the external fund managers associated with each fund. It should however be noted that whilst the funds are externally managed, the decision as to whether to invest lies solely with the Council in accordance with its Treasury Management Strategy.
- 2.8 The needs of the Council's treasury management staff for training in investment management are assessed on an ongoing basis and as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change. During 2016/17, staff attended relevant workshops provided by Arlingclose and other service providers.

Economic Background

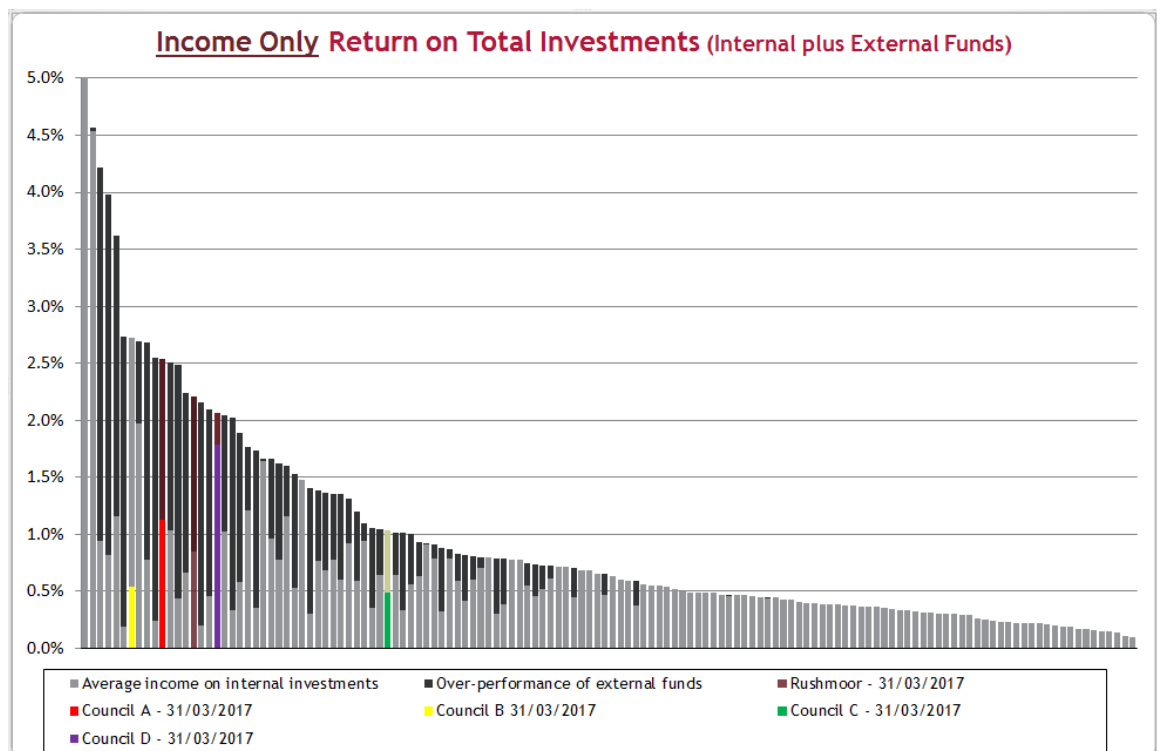
- 2.9 The Council's treasury management advisors have provided commentary on the economic background that prevailed during the year 2016/17. This commentary is provided at Appendix B.

Borrowing Activity in 2016/17

- 2.10 The Council commenced the financial year 2016/17 carrying £4.7m of borrowing obtained from the Enterprise M3 Local Enterprise Partnership (EM3). This sum was advanced in order to assist the temporary financing of some specific capital projects.
- 2.11 During 2016/17, an amount of £1.7 million was repaid to EM3 as capital expenditure related to an element of the total amount borrowed was considered unlikely to proceed. In addition, a further £0.4 million was also repaid to EM3 in accordance with the pre-agreed repayment schedule. The Council raised an additional £12 million short-term borrowing towards the end of the financial year. The need for this additional borrowing was in relation to an approved in-year increase in capital expenditure. Total borrowing therefore amounted to £14.6 million at 31st March 2017.

Investment Activity in 2016/17

- 2.12 The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles. The total income yield return on the Council's investments amounted to 2.2% for the financial year 2016/17 excluding capital gains and losses.
- 2.13 The following graph has been produced by Arlingclose and shows the Council's 2016/17 return on its total investment portfolio excluding capital gains and losses. The Council ranks well when benchmarked against their other local authority clients. Highlighted on the graph are four other non-metropolitan districts with a similar size portfolio to Rushmoor showing returns for two authorities marginally higher and two authorities lower (one of which is at or just below 1%):

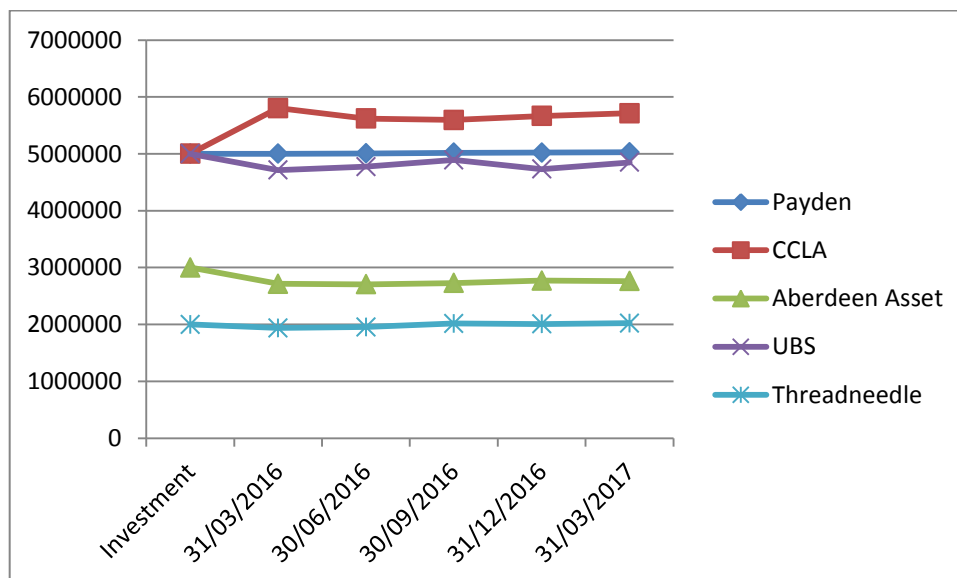


2.14 The rate of return has been calculated as (1) External pooled funds (income return for the past year, (2) Other investments (effective rate of investments held at the end of the financial year. It should be noted that it is a “snapshot” of returns for the year. For 2016/17 the Council continued to use secured investment options or diversified alternatives such as covered bonds, non-bank investments and pooled funds over unsecured bank and building society deposits. Details of the Council’s investment activity together with returns generated during 2016/17 are outlined as follows:

2.15 **Pooled Funds** – the Council’s pooled funds have continued to experience some variations in performance during the year 2016/17.

Pooled Funds Capital Growth/Losses – Aggregation of the Council’s pooled funds resulted in an overall net increase in fair value for the year 2016/17 of around £274,000, although this net increase is relatively modest compared to the overall investment sum (an aggregate increase of 1.4%). The significant exceptions within this group are CCLA showing exceptional growth of 14% since acquisition, but offset by a capital reductions for the UBS Multi Asset Fund which has declined by 3% since acquisition and Aberdeen which has declined by 7% since acquisition. This group of investments are long term (3-5 year window) and monitoring of the capital value continues to be made on a monthly basis.

Movement in capital value of pooled funds during 2016/17



Pooled Fund Income Returns – The income returned by fund for the period to 31st March 2017 is analysed below:

- Payden & Rygel’s Sterling Reserve Fund - £5 million investment. The Fund seeks to provide capital security, liquidity and income through investment in Sterling denominated investment-grade debt securities.

The fund's performance for the 12 months to 31st March 2017 is 0.84% income return.

- CCLA's Local Authorities' Mutual Investment Trust - £5 million investment. The Property Fund is designed to achieve long term capital growth and income from investments in the commercial property sector. The Council's total investment in this UK property fund is £5 million. The fund has returned 4.86% income during 2016/17.
- Aberdeen Absolute Return Bond Fund - £3 million investment. This fund aims for a target total return of 3-5% from a combination of investment income or capital appreciation. The fund's performance for 2016/17 is a 2.23% income return.
- UBS Multi-Asset Income Fund - £5 million investment. This Fund follows a strategy of reducing volatility exposure levels by spreading investments across a diversified range of asset classes. This fund has generated a 3.72% income return for the year.
- Threadneedle Strategic Bond Fund - £2 million investment. . The fund aims to provide income and capital appreciation through investment grade and high yield bonds. This fund has generated a 4.32% income return during the period to 31st March 2017

2.16 **Bonds** - debt instruments in which an investor lends money for a specified period of time at a fixed rate of interest. **Covered bonds** are conventional bonds that are backed by a separate group of loans (usually prime residential mortgages). When the covered bond is issued, it is over collateralised, with the pool of assets being greater than the value of the bond. During the year a number of covered bonds were redeemed. The Council invested in one additional covered bond (detail provided as follows):

- £1 million Lloyds Bank at a fixed rate of 1.05% Bond

2.17 **Other Investments** – During the year a number of other investments matured and were redeemed and the Council made no new investments:

2.18 The following table summarises deposit/investment activity during the year to 31st March 2017. Overall, there was a net decrease of £5.3m invested during the period.

Investment Counterparty	Balance on 31/03/16 £m	Investments Made £m	Maturities/ Investments Sold £m	Balance on 31/03/17 £m	Avg Rate % and Avg Life (yrs)
<i>UK Local Authorities</i>	2.0	-	-	2.0	1.0% - 2 years
<i>UK Banks and Building Societies:</i>					
<i>Short-term</i>	3.0	-	(3.0)	-	-
<i>Long-term</i>	-	-	-	-	-
<i>Foreign Banks</i>	2.0	-	(2.0)	-	-
<i>Covered Bonds/Floating Rate Notes</i>	6.6	1.0	(1.1)	6.5	(1.05%-1.47%)& LIBOR+0.27bp - 1.3 Yrs
<i>AAA-rated Money Market Funds</i>	5.2	-	(0.2)	5.0	Varies daily – average 0.42%
<i>Pooled Funds:</i>					
• <i>Payden</i>	5.0	-	-	5.0	0.84
• <i>CCLA</i>	5.0	-	-	5.0	4.86
• <i>Aberdeen Absolute</i>	3.0	-	-	3.0	2.23
• <i>UBS</i>	5.0	-	-	5.0	3.72
• <i>Threadneedle</i>	2.0	-	-	2.0	4.32
TOTAL INVESTMENTS	38.8	1.0	(6.3)	33.5	
<i>Increase/ (Decrease) in Investments £m</i>				(5.3)	

Additional information in relation to the above investments is contained in Appendix C.

2.19 The following charts illustrate the spread of investments by counterparty and maturity analysis. These illustrate continued diversity within the Council's portfolio:

Maturity Analysis as at 31st March 2017	Amount invested £m	%
Instant *	5.0	15
0-3 months	1.0	3
3-6 months	2.0	6
6-9 months	-	-
9-12 months	1.0	3
> 1 year	24.5	73
Total for all duration periods	33.5	100

* Instant refers to the use of Money Market Funds

3 TREASURY MANAGEMENT INDICATORS

- 3.1 The Treasury Management Code requires that local authorities set a number of indicators for treasury management performance. The Council has also adopted a voluntary measure for credit risk as set out in paragraphs 3.2 to 3.4.
- 3.2 Credit Risk (Credit Score Analysis): Counterparty credit quality is assessed and monitored by reference to credit ratings. Credit ratings are supplied by rating agencies Fitch, Standard & Poor's and Moody's. Arlingclose assign values between 1 and 26 to credit ratings in the range AAA to D, with AAA being the highest credit quality (1) and D being the lowest (26). Lower scores mean better credit quality and less risk.
- 3.3 The advice from Arlingclose is to aim for an A-, or higher, average credit rating, with an average score of 7 or lower. This reflects the current investment approach with its focus on security. The scores are weighted according to the size of our deposits (value-weighted average) and the maturity of the deposits (time-weighted average).
- 3.4 The table below summarises the Council's internal investment credit score for deposits during the year to 31st March 2017. The Council's scores fall comfortably within the suggested credit parameters. This represents good credit quality deposits on the grounds of both size and maturity. The improved credit risk scores during the year reflect the increasing diversity within the Council's investment portfolio.

Date	Value Weighted Average – Credit Risk Score	Value Weighted Average – Credit Rating	Time Weighted Average – Credit Risk Score	Time Weighted Average – Credit Rating
Q4 2015/16	3.02	AA-	1.50	AAA
Q1 2016/17	4.74	A+	5.45	A+
Q2 2016/17	2.88	AA	1.57	AA+
Q3 2016/17	2.91	AA	1.38	AAA
Q4 2016/17	2.97	AA	1.21	AAA

- 3.5 **Interest Rate Exposure:** This indicator is set to monitor the Council's exposure to the effects of changes in interest rates. The indicator calculates the relationship between the Council's net principal sum outstanding on its borrowing to the minimum amount it has available to invest. The upper limits on fixed and variable rate interest rate exposures expressed as the amount of net principal borrowed is:

	2016/17 Approved Limit	2016/17 Actual
Upper limit on fixed interest rate exposure	£6m	£6m
Upper limit on variable interest rate exposure	-£27m	-£25m

- 3.6 **Maturity Structure of Borrowing:** This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

	Upper	Lower	2016/17 Actual Performance
Under 12 months	100%	0%	85%
12 months and within 24 months	100%	0%	3%
24 months and within 5 years	100%	0%	9%
5 years and within 10 years	100%	0%	3%
10 years and above	100%	0%	-

The Council borrowed £4.7m from the Enterprise M3 Local Enterprise Partnership in the previous financial year (2015/16). During 2016/17 the EM3 LEP was repaid £2.129m of the original sum. Additionally, the Council raised an additional £12 million short-term borrowing towards the end of the financial year. The need for this additional borrowing was in relation to an approved increase in capital expenditure examined in a later section of this report. Total borrowing therefore amounted to £14.6 million at 31st March 2017. The above table demonstrates the elements of principal repayment that arise from the sum borrowed expressed as a percentage of the original amount borrowed.

- 3.7 **Principal Sums Invested for Periods Longer than 364 days:** The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. Performance against the limits on the total principal sum invested to final maturities beyond the period end is:

	2016/17 Approved Limit	2016/17 Actual Performance
Limit on principal invested beyond year end at any one time	£40m	£24m

- 3.8 The Council's revised estimates regarding investment yields and costs compared to the actual outturn for 2016/17 is shown in the table below.

Budgeted income and outturn	Revised Estimate 2016/17 £000	Actual 2016/17 £000	Variance £000
Interest receivable	(782)	(751)	31
Interest Payable	13	11	(2)
Net Amount	(769)	(740)	29

4 CONCLUSIONS ON THE TREASURY MANAGEMENT OPERATIONS 2016/17

- 4.1 The Council's treasury team continued to concentrate on the security of investments taking due regard for the returns available. Continued low interest rates throughout the financial year coupled with a lack of suitable counterparties with whom to invest continued to make the activity challenging. However, overall investment income still managed to produce a buoyant return to the General Fund revenue account.
- 4.2 All treasury management activity during 2016/17 was carried out in accordance with the Annual Treasury Management Strategy and complied with the treasury and prudential indicators set out in that report, and with the Treasury Management Code of Practice

5 TREASURY MANAGEMENT PRINCIPLES AND SCHEDULES

- 5.1 Full Council approved the Annual Treasury Management Strategy for 2017/18 on 23 February 2017. In addition to that approval the CIPFA code requires the setting out of responsibilities and duties of members and officers, allowing a framework for reporting and decision making on all aspects of treasury management.
- 5.2 One of the recommendations of the Code is for the creation and maintenance of Treasury Management Practices that incorporate the Principles & Schedules that achieve treasury management policies and objectives. These prescribe how the Council will manage and control those activities. A review of these Principles & Schedules has been recently undertaken and is attached as Appendix D.

6 INCREASE IN CAPITAL BUDGET ALLOCATION FOR THE YEAR 2017/18

- 6.1 The Council undertook a succession of approved capital acquisitions in relation to investment properties during the previous financial year 2016/17, driven by an aim to furnish revenue returns contained within Part 3 of the Council's 8 Point Plan. These approved 2016/17 investment property acquisitions amounted to around £17m. They generate significant revenue gains to the General Fund revenue account from the point of acquisition and into the future. In order to finance these acquisitions and some other capital expenditure in the year a significant proportion of the Council's capital receipts was utilised for the purposes of financing the capital programme for that year.
- 6.2 Additional acquisition of similar investment properties is feasible for the current year as market conditions continue to support this process. In order to provide a suitable framework for the Council's staff to assess and negotiate investment property acquisitions, it is considered appropriate for the Council to approve a supplementary capital budget of £15m for the current financial year (2017/18). Approval of this capital budget will enhance

the decision making process which needs to be undertaken with a degree of expediency when considering such matters.

- 6.3 The Council commenced the current financial year with £5.9m of capital receipts. However, all of this available capital receipt resource is held ready to finance the remainder of the approved capital loan to Farnborough International, the ongoing flexible capital receipts initiative and a range of shorter life non-current assets. Hence, the method of capital financing for the proposed additional capital budget of £15m in relation to the acquisition of investment properties can only be achieved by prudential code borrowing.
- 6.4 On the assumption that all acquisitions would have life duration of at least 50 years, then the Council would bear Minimum Revenue Provision (MRP) of 2% each year commencing in the following financial year (2018/19). Current short-term interest rates are around 0.5% and the Council could currently obtain 50 year long-term borrowing for around 2.4%. All tenant rentals would be on a “repairing lease” standing. The potential revenue returns to the Council in a full financial year (costed at 2017/18 price base) is provided in the following table.

Capital budget for potential investment properties	Potential income return(s)	MRP	Short-term interest	Long-term interest	Yearly gains applying short-term interest rate	Yearly gains applying long-term interest rate
15,000	(825)	300	75	360	(450)	(165)
All amounts are expressed in £000						

- 6.5 It is stressed that the above table of estimated revenue costs/gains in a full financial year is based on current short & long-term interest rate opportunities available to the Council. The table is therefore currently representative of the potential revenue effect.
- 6.6 A variation to the capital programme in 2017/18 of £15m is proposed, with delegation to Cabinet to draw down on this budget for suitable commercial property acquisitions. The significance of the proposed capital budget and use of borrowing therefore requires a reappraisal of the prudential and indicators contained within the treasury management strategy for 2017/18. These revised indicators are reported in Appendix E.

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PRUDENTIAL INDICATORS

Comparative information for 2017/18 and future years is provided in Appendix E

1.1 Prudential Indicators

Estimates of Capital Expenditure: The Council's planned capital expenditure and financing may be summarised as follows.

Capital Expenditure and Financing	2016/17 Revised £m	2016/17 Actual £m
General Fund	27.547	21.919
Total Expenditure	27.547	21.919
Capital Grants & Contributions	2.843	1.316
Revenue	0.728	0.550
Capital Receipts	11.447	13.505
Borrowing	12.507	6.548
Total Financing	27.547	21.919

Estimates of Capital Financing Requirement:

The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose.

Capital Financing Requirement	31.03.17 Revised £m	31.03.17 Actual £m
General Fund	3.000	1.387
Total CFR	3.000	1.387

During 2015/16, the Council made use of a revolving infrastructure fund from the Local Enterprise Partnership (EM3 LEP). This will not give rise to any minimum revenue provision charges into the General Fund as the annual instalments will be funded from capital receipts received from the developer.

The Council therefore now carried a capital financing requirement within the terms of the Prudential Code.

Gross Debt and the Capital Financing Requirement: In order to ensure that over the medium term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of

capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence.

Debt	31.03.17 Revised £m	31.03.17 Actual £m
Borrowing	0.000	4.700
Total Debt	0.000	4.700

The information above refers to the use of a revolving infrastructure fund from the Local Enterprise Partnership (EM3 LEP).

Operational Boundary for External Debt: The operational boundary is based on the Council's estimate of most likely, i.e. prudent, but not worst case scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease, Private Finance Initiative and other liabilities that are not borrowing but form part of the Council's debt.

Operational Boundary	2016/17 Revised £m	2016/17 Actual £m
Borrowing	20.0	14.6
Other long-term liabilities	-	-
Total Debt	20.0	14.6

Authorised Limit for External Debt: The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

Authorised Limit	2016/17 Revised £m	2016/17 Actual £m
Borrowing	10.0	4.7
Other long-term liabilities	0.0	0.0
Total Debt	10.0	4.7

Ratio of Financing Costs to Net Revenue Stream: This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2016/17 Revised %	2016/17 Actual %
General Fund	-7.5	-8.0

Incremental Impact of Capital Investment Decisions: This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax levels. The incremental impact is the difference between the total revenue budget requirement of the current approved capital programme and the revenue budget requirement arising from the capital programme proposed.

Incremental Impact of Capital Investment Decisions	2016/17 Revised £	2016/17 Actual £
General Fund - increase in annual band D Council Tax	-	-

Adoption of the CIPFA Treasury Management Code: The prudential indicator in respect of treasury management is that the Council adopt CIPFA's Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. The aim is to ensure that treasury management is led by a clear and integrated forward treasury management strategy, with recognition of the existing structure of the Council's borrowing and investment portfolios. The revised edition of the Code (November 2011) was adopted by the Council on 20th February 2014.

APPENDIX B

Market commentary regarding the year 2016/17 from the Council's treasury management advisors Arlingclose

External Context

Economic background: Politically, 2016/17 was an extraordinary twelve month period which defied expectations when the UK voted to leave the European Union and Donald Trump was elected the 45th President of the USA. Uncertainty over the outcome of the US presidential election, the UK's future relationship with the EU and the slowdown witnessed in the Chinese economy in early 2016 all resulted in significant market volatility during the year. Article 50 of the Lisbon Treaty, which sets in motion the 2-year exit period from the EU, was triggered on 29th March 2017. UK inflation had been subdued in the first half of 2016 as a consequence of weak global price pressures, past movements in sterling and restrained domestic price growth. However the sharp fall in the Sterling exchange rate following the referendum had an impact on import prices which, together with rising energy prices, resulted in CPI rising from 0.3% year/year in April 2016 to 2.3% year/year in March 2017.

In addition to the political fallout, the referendum's outcome also prompted a decline in household, business and investor sentiment. The repercussions on economic growth were judged by the Bank of England to be sufficiently severe to prompt its Monetary Policy Committee (MPC) to cut the Bank Rate to 0.25% in August and embark on further gilt and corporate bond purchases as well as provide cheap funding for banks via the Term Funding Scheme to maintain the supply of credit to the economy.

Despite growth forecasts being downgraded, economic activity was fairly buoyant and GDP grew 0.6%, 0.5% and 0.7% in the second, third and fourth calendar quarters of 2016. The labour market also proved resilient, with the ILO unemployment rate dropping to 4.7% in February, its lowest level in 11 years.

Following a strengthening labour market, in moves that were largely anticipated, the US Federal Reserve increased rates at its meetings in December 2016 and March 2017, taking the target range for official interest rates to between 0.75% and 1.00%.

Financial markets: Following the referendum result, gilt yields fell sharply across the maturity spectrum on the view that Bank Rate would remain extremely low for the foreseeable future. After September there was a reversal in longer-dated gilt yields which moved higher, largely due to the MPC revising its earlier forecast that Bank Rate would be dropping to near 0% by the end of 2016. The yield on the 10-year gilt rose from 0.75% at the end of September to 1.24% at the end of December, almost back at pre-referendum levels of 1.37% on 23rd June. 20- and 50-year gilt yields also rose in Q3 2017 to 1.76% and 1.70% respectively, however in Q4 yields remained flat at around 1.62% and 1.58% respectively.

After recovering from an initial sharp drop in Q2, equity markets rallied, although displaying some volatility at the beginning of November following the US presidential election result. The FTSE-100 and FTSE All Share indices closed at 7342 and 3996 respectively on 31st March, both up 18% over the year. Commercial property values fell around 5% after the referendum, but had mostly recovered by the end of March. Money market rates for overnight and one week periods remained low since Bank Rate was cut in August. 1- and 3-month LIBID rates averaged 0.36% and 0.47% respectively during 2016-17. Rates for 6- and 12-months increased between August and November, only to gradually fall back to August levels in March, they averaged 0.6% and 0.79% respectively during 2016-17.

Credit background: Various indicators of credit risk reacted negatively to the result of the referendum on the UK's membership of the European Union. UK bank credit default swaps saw a modest rise but bank share prices fell sharply, on average by 20%, with UK-focused banks experiencing the largest falls. Non-UK bank share prices were not immune, although the fall in their share prices was less pronounced. Fitch and Standard & Poor's downgraded the UK's sovereign rating to AA. Fitch, S&P and Moody's have a negative outlook on the UK. Moody's has a negative outlook on those banks and building societies that it perceives to be exposed to a more challenging operating environment arising from the 'leave' outcome. None of the banks on the Authority's lending list failed the stress tests conducted by the European Banking Authority in July and by the Bank of England in November, the latter being designed with more challenging stress scenarios, although Royal Bank of Scotland was one of the weaker banks in both tests. The tests were based on banks' financials as at 31st December 2015, 11 months out of date for most. As part of its creditworthiness research and advice, the Authority's treasury advisor Arlingclose regularly undertakes analysis of relevant ratios - "total loss absorbing capacity" (TLAC) or "minimum requirement for eligible liabilities" (MREL) - to determine whether there would be a bail-in of senior investors, such as local authority unsecured investments, in a stressed scenario.

						Appendix C					
RUSHMOOR BOROUGH COUNCIL - INVESTMENTS OPENING/CLOSING IN 2016/17											
<u>31 03 2016</u>						<u>31 03 2017</u>					
£m	£1m	£2m	£3m	£4m	£5m	£1m	£2m	£3m	£4m	£5m	£m
<u>UK Local Authorities</u>											
2.0											2.0
<u>UK Banks and Building Societies (Short Term)</u>											
1.0											
2.0											
<u>Foreign banks</u>											
1.0											
1.0											
<u>Covered Bonds/Floating Rate Notes</u>											
1.0											1.0
2.2											2.2
2.3											2.3
1.1											
<u>AAA-Rated Money Market Funds</u>											
0.1											0.1
1.0											1.5
2.0											1.6
2.1											1.8
<u>Pooled Funds</u>											
5.0											5.0
3.0											3.0
5.0											5.0
5.0											5.0
2.0											2.0
38.8											33.5

APPENDIX D

TREASURY MANAGEMENT PRACTICES PRINCIPLES AND SCHEDULES

Introduction:

The CIPFA Code of Practice on Treasury Management in the Public Services (the Code) was last revised in November 2011. The Code requires the setting out of the responsibilities and duties of members and officers, allowing a framework for reporting and decision making on all aspects of treasury management. This Council had adopted the original Code and has similarly adopted the revised 2011 Code in February 2017 within the body of the Treasury Management Strategy Statement 2017/18 approved by Full Council. The Code recommends the creation and maintenance of:

- A Treasury Management Policy Statement, stating the policies and objectives of its treasury management activities

- Suitable Treasury Management Practices setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The Treasury Management Practices (TMPs) comprise:

- TMP 1: Risk management
- TMP 2: Performance measurement
- TMP 3: Decision-making and analysis
- TMP 4: Approved instruments, methods and techniques
- TMP 5: Organisation, clarity and segregation of responsibilities and dealing arrangements
- TMP 6: Reporting requirements and management information arrangements
- TMP 7: Budgeting, accounting and audit arrangements
- TMP 8: Cash and cash flow management
- TMP 9: Money laundering
- TMP 10: Training and qualifications
- TMP 11: Use of external service providers
- TMP 12: Corporate governance

Schedules supporting these practices and other documents held at an operational level specify the systems and routines to be employed and the records to be maintained in fulfilling the Council's treasury functions.

TMP 1: RISK MANAGEMENT

All treasury management activities involve both risk and the pursuit of reward or gain for the Council. Decisions on borrowing, investment or financing are taken in accordance with the provisions in the Annual Treasury Management Strategy.

The Section 151 Officer will design, implement and monitor all arrangements for the identification, management and control of treasury management risk. In respect of each of the following risks, the arrangements which seek to ensure compliance with these objectives are set out as schedules below.

- 1) **Credit and Counterparty Risk Management:** Credit and counterparty risk is the risk of failure by a third party to meet its contractual obligations to the Council.

Principle: The Council regards a key objective of its treasury management activities to be the security of the principal sums it invests. Accordingly, it will ensure that its counterparty lists and limits reflect a prudent attitude towards organisations with whom funds may be deposited, and will limit its investment or borrowing methods and techniques. It also recognises the need to have, and will therefore maintain, a formal counterparty policy in respect of those organisations from which it may borrow, or with whom it may enter into other financing arrangements.

Schedule:

Criteria to be used for creating/managing approved counterparty lists/limits	<p>The Head of Finance is responsible for setting prudent criteria and additionally the Council's treasury advisors will provide guidance and assistance in setting the criteria.</p> <p>The Council's treasury management advisors will advise on credit policy and creditworthiness related issues. The Council will maintain a counterparty list based on its criteria and will monitor and update the credit standing of the institutions on a regular basis.</p>
Details of credit rating agencies' services and their application	<p>The Council considers the ratings of all 3 ratings agencies (Standard & Poor's, Moody's and Fitch) when making investment decisions. Credit rating agency information is just one of a range of instruments used to assess creditworthiness of institutions.</p>
Description of the general approach to collecting/using information other than credit ratings for counterparty risk assessment	<p>The Council's Treasury Advisor, Arlingclose, provides timely information on counterparties, in terms of credit rating updates and economic summaries. Credit default swap information is received monthly, as well as information on share price.</p> <p>In addition, the Head of Finance reads quality financial press for information on counterparties.</p>

- 2) **Liquidity Risk Management:** Liquidity risk is the risk that cash will not be available when it is needed, that ineffective management of liquidity creates additional unbudgeted costs, and that the Council's business/service objectives will be thereby compromised.

Principle: The Head of Finance will ensure the Council has adequate though not excessive cash resources, borrowing arrangements, overdraft or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives.

Schedule:

Cash flow and cash balances	<p>The Council will aim for effective cash flow forecasting and monitoring of cash balances and will maintain a monthly cash flow forecast.</p> <p>The Treasury Team shall seek to optimise the balance held in the Council's main bank accounts at the close of each working day in order to minimise the amount of bank overdraft interest payable or maximise the amount of interest that can be earned by investing surplus funds.</p>
Short term investments	<p>A balance in the region of £200k to deal with day to day cash flow fluctuations is maintained by investing money overnight with the Council's bankers.</p> <p>The Council also uses various Current and Call Accounts and Money Market Funds as outlined on the Council's approved counterparty list. The maximum balance on each of these accounts is outlined as part of the Council's investment strategy.</p>
Temporary borrowing	<p>Temporary borrowing up to 364 days through the money market is available should there be a cash flow deficit at any point during the year.</p> <p>At no time will the outstanding total of temporary and long-term borrowing together with any bank overdraft exceed the Prudential Indicator for the Authorised Borrowing Limit agreed by the Council before the start of each financial year.</p>
Bank overdraft and standby facilities	<p>The Council has no authorised overdraft limit with its bankers.</p>

- 3) **Interest Rate Risk Management:** Interest Rate risk is the risk that fluctuations in the levels of interest rates create an unexpected or unbudgeted burden on the Council's finances, against which the Council has failed to protect itself adequately.

Principle: The Council will manage its exposure to fluctuations in interest rates with a view to containing its interest costs, or securing its interest revenues, in accordance with the amounts provided in its budgetary arrangements as amended in accordance with TMP6 Reporting requirements and management information arrangements.

Schedule:

Minimum/maximum proportions of fixed/variable rate debt/interest	<p>Borrowing/investments may be at a fixed or variable rate.</p> <p>The Prudential Code requires the Council to determine each year the maximum proportion of interest payable on net borrowing which is subject to fixed and variable interest rates. This is set each year as part of the annual budget setting process.</p>
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<i>Managing changes to interest rate levels</i>	<i>The main impact of changes in interest rate levels is to monies borrowed and invested at variable rates of interest. The Council will consider matching borrowing at variable rates with investments similarly exposed to changes in interest rates as a way of mitigating any adverse budgetary impact.</i> <i>Interest rate forecasts are provided by Arlingclose and are closely monitored by the Head of Finance. Variations from original estimates and their impact on the Council's debt and investments are notified as part of the Council's budgetary management process.</i>
<i>Details of approved interest rate exposure limits</i>	<i>As per the Council's prudential indicators, The indicator calculates the relationship between the Council's net principal sum outstanding on its borrowing to the minimum amount it has available to invest (-£25m for 2017/18). The negative figure results because the Council has more funds available to invest than it intends to borrow for the year 2017/18.</i>
<i>Details of hedging tools used to manage risk</i>	<i>The Council will only use the following standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to.</i>

- 4) **Exchange Rate Risk Management:** The risk that fluctuations in foreign exchange rates create an unexpected or unbudgeted burden on the Council's finances against which the Council has failed to protect itself adequately.

Principle: *The Council will ensure that it protects itself adequately against the risk of fluctuations in foreign exchange rates creating an unexpected or unbudgeted burden on the Council's finances. It will manage any exposure to fluctuations in exchange rates so as to minimise any detrimental impact on its budgeted income/expenditure levels.*

Schedule:

<i>Exchange rate risk management</i>	<i>This Council does not, on a day to day basis, have foreign currency transactions or receipts, and does not intend to make any investments denominated in foreign currencies.</i>
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- 5) **Refinancing Risk Management:** *The risk that maturing borrowings, capital, project or partnership financings cannot be refinanced on terms that reflect the provisions made by the organisation for those refinancings, both capital and current (revenue), and/or that the terms are inconsistent with prevailing market conditions at the time.*

Principle: *The Council will ensure that its borrowing, private financing and partnership arrangements are negotiated, structured and documented, and the maturity profile of the monies so raised are managed, with a view to obtaining offer terms for renewal or refinancing, if required, which are competitive and as favourable to the organisation as can reasonably be achieved in the light of market conditions prevailing at the time.*

Schedule:

<i>Projected capital investment requirements</i>	<p><i>4 year projections are in place for capital expenditure and it's financing or funding. Financing will be from capital receipts, reserves and any grants or contributions awarded, revenue resources or reserves. Funding will be from internal or external borrowing, as decided.</i></p> <p><i>The Council's projected long-term borrowing requirement will be linked to the projected Capital Financing Requirement.</i></p>
<i>Debt profiling, policies and practices</i>	<p><i>Any longer term borrowing will be undertaken in accordance with the Prudential Code and will comply with the Council's Prudential Indicators and the Annual Treasury Management Strategy.</i></p> <p><i>Where the lender to the Council is a commercial body the Council will aim for diversification in order to spread risk and avoid over-reliance on a small number of counterparties.</i></p>
<i>Policy concerning limits on revenue consequences of capital financings</i>	<p><i>The revenue consequences of financing the capital programme are included in cash flow models, annual revenue estimates and medium term forecasts.</i></p>

- 6) Legal and Regulatory Risk Management:** *The risk that the Council itself, or a third party with which it is dealing in its treasury management activities, fails to act in accordance with its legal powers or regulatory requirements, and that the Council suffers losses accordingly.*

Principle: *The Council will ensure that all of its treasury management activities comply with its statutory powers and regulatory requirements. In framing its credit and counterparty policy under TMP1(1) Credit and counterparty risk management, it will ensure that there is evidence of counterparties' powers, authority and compliance in respect of the transactions they may effect with the Council, particularly with regard to duty of care and fees charged.*

Schedule:

<p>References to relevant statutes and regulations</p>	<p>The treasury management activities of the Council shall comply fully with legal statute and the regulations of the Council. These are:</p> <ul style="list-style-type: none"> ▪ CIPFA’s Treasury Management Code of Practice 2001 and subsequent amendments ▪ CIPFA Guide for Chief Financial Officers on Treasury Management in Local Authorities ▪ CIPFA Prudential Code for Capital Finance in Local Authorities and subsequent amendments ▪ CIPFA Standard of Professional Practice on Treasury Management ▪ The Local Government Act 2003 ▪ The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 SI 2003 No 3146, and subsequent amendments ▪ Pensions, England and Wales - The Local Government Pension Scheme Regulations 2009 - SI 2009 No 3093 ▪ The CLG’s statutory Guidance on Minimum Revenue Provision (MRP) ▪ The ODPM’s (now CLG’s) Guidance on Local Government Investments in England issued March 2004 and subsequent amendments ▪ The Local Authorities (Contracting out of Investment Functions) Order 1996 SI 1996 No 1883 ▪ LAAP Bulletins ▪ Code of Practice on Local Authority Accounting in the United Kingdom (from 2017/ 18 onwards) ▪ Accounts and Audit Regulations 2003, as amended together with CLG’s Guidance ▪ Council’s Constitution
<p>Required information from counterparties concerning their powers/ authorities</p>	<p>Lending shall only be made to institutions on the Council’s authorised lending list.</p> <p>The Council will only undertake borrowing from approved sources such as the PWLB and LEP, organisations such as the European Investment Bank and from commercial banks who are on the Council’s list of authorised institutions, and other local authorities.</p>
<p>Statement on political risks and management of the same</p>	<p>Political risk is managed by:</p> <ul style="list-style-type: none"> • adoption of the CIPFA Treasury Management Code of Practice • adherence to Corporate Governance (TMP 12 - Corporate Governance)

7) **Fraud, Error and Corruption, and Contingency Management:** This is the risk that the Council fails to identify the circumstances in which it may be exposed to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings, and fails to employ suitable systems and procedures and maintain effective contingency management arrangements to these ends. It includes the area of risk referred to as operational risk.

Principle: The Council will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements, to these ends.

Schedule:

<p><i>Details of systems and procedures to be followed, including Internet services</i></p>	<p><i>Segregation of duties minimises the possibility of fraud and loss due to error, and is detailed in TMP5 Organisation, clarity and segregation of responsibilities and dealing arrangements.</i></p> <p><i>1. <u>Electronic Banking and Dealing</u></i></p> <p><i>The Council's online banking service provided by HSBC is subject to separate log-on and password control allowing varying levels of access.</i></p> <p><i>Full procedure notes covering the day to day operation of the on-line banking system are documented and included in the Operations Manual.</i></p> <p><i>2. <u>Payment Authorisation</u></i></p> <ul style="list-style-type: none"> <i>• Payments can only be authorised by an agreed cheque signatory(ies) of the Council, the list of signatories having previously been agreed with the Council's bank.</i> <i>• Inflow and outflow of monies borrowed and invested will only be from the counterparty's bank accounts.</i> <i>• Separate officers process, check and authorise dealing transactions.</i>
<p><i>Internal Audit</i></p>	<p><i>Internal Audit carry out an annual regulatory review of the treasury management function including probity testing. See TMP7 Budgeting, accounting and audit arrangements.</i></p>
<p><i>Business Continuity</i></p>	<p><i>1. All treasury systems are retained on the Council's network. Daily back-ups are taken and maintained and network back-ups can be used by the IT department to restore files, if necessary.</i></p> <p><i>2. Electronic Banking System Failure: details of emergency arrangements are contained within the Council's Business Continuity Plan, which is maintained by the Director of Resources.</i></p>
<p><i>Insurance Cover details</i></p>	<p><i>The Council has Fidelity Guarantee cover. Cover details are held within the Finance Department.</i></p>

- 8) **Market Risk Management:** *This is the risk that, through adverse market fluctuations in the value of the principal sums the Council borrows and invests, its stated treasury management policies and objectives are compromised, against which effects it has failed to protect itself adequately.*

Principle: *This Council will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests, and will accordingly seek to protect itself from the effects of such fluctuations.*

Schedule:

<p><i>Details of approved procedures and limits for controlling exposure to investments whose capital value may fluctuate (gilts, CDs etc.)</i></p>	<p><i>Investment instruments used by the external fund managers are subject to fluctuation in capital movements and exposed to interest rate risk. In order to minimise these risks capital preservation is set as the primary objective and pursuit of investment performance should be commensurate with this objective.</i></p> <p><i>Pooled Funds with a Variable Net Asset Value (VNAV) - The Council currently uses pooled funds as per its Treasury Management Strategy, and on advice from its treasury advisors.</i></p>
<p><i>Accounting for unrealised gains/losses</i></p>	<p><i>The method of accounting for unrealised gains or losses on the valuation of financial assets will comply with the Accounting Code of Practice.</i></p>

TMP 2: PERFORMANCE MEASUREMENT

Principle: The Council is committed to the pursuit of value for money in its treasury management activities, and to the use of performance methodology in support of that aim, within the framework set out in its treasury management policy statement.

Schedule:

<p><i>Policy concerning methods for testing value for money</i></p>	<p><i>Best value reviews will include the production of plans to review the way services are provided by</i></p> <ul style="list-style-type: none"> ▪ <i>Challenging</i> ▪ <i>Comparing performance</i> ▪ <i>Consulting with other users and interested parties</i> ▪ <i>Applying competition principles</i> <p><i>in order to pursue continuous improvement in the way the Council's functions are exercised, having regard to a combination of value for money, efficiency and effectiveness.</i></p>
<p><i>Policy concerning methods for performance measurement</i></p>	<p><i>Performance measurement at this Council is intended to calculate the effectiveness of treasury activity in delivering the strategic objectives set through the Treasury Management Strategy and the Council's Prudential Indicators and to enhance accountability.</i></p> <p><i>In drawing any conclusions the Council will bear in mind that the characteristics of its treasury operations may differ from those of other councils, particularly with regard to the position on risk.</i></p>
<p><i>Methodology to be applied for evaluating the impact of treasury management decisions</i></p>	<p><i>Monitoring of the outcome of treasury management activity against Prudential Indicators approved by the Council will be included with mid-year and year-end Treasury Reports.</i></p> <p><i>The year-end Annual Treasury Report will also include, as a matter of course, the outturn against the Pls set prior to the commencement of the financial year and any in-year amendments. The Council's Treasury Management advisors benchmark the performance, risk and returns of the Council's in-house funds with funds managed on a similar basis by other local authorities.</i></p>
<p><i>Methodology to be employed for measuring the performance of the Council's treasury management activities</i></p>	<p><i>Treasury management activity is reported twice yearly against strategy and prevailing economic and market conditions. The report will include:</i></p> <ol style="list-style-type: none"> <i>a) Total debt including average rate and maturity profile (where appropriate)</i> <i>b) The effect of new borrowing and/or maturities on the above</i> <i>c) The effect of any debt restructuring on the debt portfolio</i> <i>d) Total investments including average rate, credit and maturity profile</i> <i>e) The effect of new investments/redemptions/maturities on the above</i> <i>f) The rate of return on investments against their indices for internally and externally managed funds</i> <i>g) An analysis of any risks inherent within the investment portfolio (e.g. exposure to market movements in the value of CDs, gilts/bonds, callable deposits in their call period)</i> <i>h) A statement whether the treasury management activity resulted in a breach of the Prudential Indicators and other limits set within treasury strategy.</i>
<p><i>Best value</i></p>	<p><i>When tendering for treasury-related or banking services, the Council adheres to its Financial Regulations.</i></p>

TMP 3: DECISION-MAKING AND ANALYSIS

Principle: The Council will maintain records of its treasury management decision. The issues to be addressed and processes and practices to be pursued in reaching decisions are detailed below.

Schedule:

<p><i>Major treasury decisions</i></p>	<p><i>As a public service organisation, there is a requirement to demonstrate openness and accountability in treasury management activities. Accordingly, the Council will create and maintain an audit trail of major treasury management decisions which comprise either:</i></p> <ul style="list-style-type: none"> <i>a) changes to Prudential Indicator(s) during the course of the financial year</i> <i>b) raising a new long-term loan / long-term source of finance</i> <i>c) prematurely restructuring/redeeming an existing long-term loan(s)</i> <i>d) investing longer-term (i.e. in excess of 1 year)</i> <i>e) utilisation of investment instruments which constitute capital expenditure (i.e. loan capital/share capital)</i> <i>f) leasing</i> <i>g) change in banking arrangements</i> <i>h) appointing/replacing a treasury advisor</i> <i>i) appointing/replacing a fund manager</i>
<p><i>Process</i></p>	<p><i>The Council's strategy for the application of its treasury policy is set out in the annual Treasury Management Strategy.</i></p>
<p><i>Delegated powers for treasury management</i></p>	<p><i>The Section 151 Officer has delegated powers to carry out the Council's strategy for debt management, capital finance and borrowing, depositing surplus funds and managing the cash flows of the Council.</i></p>
<p><i>Processes to be followed</i></p>	<p><i>The processes to be followed will be in keeping with TMP 4: Approved, Instruments, Methods and Techniques.</i></p>
<p><i>Evidence and records to be kept</i></p>	<p><i>The Council will maintain a record of all major treasury management decisions.</i></p>

TMP 4: APPROVED INSTRUMENTS, METHODS AND TECHNIQUES

Principle: The Council will undertake its treasury management activities by employing only those instruments, methods and techniques detailed in the schedule to this document, and within the limits and parameters defined in TMP1 Risk Management.

Schedule:

<p><i>Approved treasury management activities</i></p> <p><i>The Council is permitted to undertake the following activities:</i></p> <ul style="list-style-type: none"> ▪ <i>Managing cashflow</i> ▪ <i>Capital financing</i> ▪ <i>Borrowing including debt restructuring and debt repayment</i> ▪ <i>Lending including redemption of investments</i> ▪ <i>Banking</i> ▪ <i>Leasing</i> ▪ <i>Managing the underlying risk associated with the Council's capital financing and surplus funds activities.</i> <p><i>The above list is not finite and the Council would, from time to time, consider and determine new financial instruments and treasury management techniques.</i></p>	
<p><i>Approved capital financing methods and types/sources of funding</i></p>	<p><u><i>On balance sheet</i></u></p> <ul style="list-style-type: none"> • <i>Public Works Loans Board (PWLB) loans</i> • <i>long term money market loans including LOBOs</i> • <i>temporary money market loans (up to 364 days).</i> • <i>bank overdraft</i> • <i>loans from UK banks or building societies</i> • <i>loans from bodies such as the European Investment Bank (EIB)</i> • <i>loans from UK local authorities</i> • <i>UK public and private sector pension funds (except the Local Government Pension Scheme administered by Hampshire County Council)</i> • <i>Local Capital Finance Company and other special purpose companies created to enable local authority bond issues</i> • <i>Capital market bond investors</i> • <i>Finance Leases</i> • <i>Deferred Purchase</i> • <i>Government and EU Capital Grants</i> • <i>Other Capital Grants and Contributions</i> • <i>PFI/PPP</i> <p><u><i>Internal Resources</i></u></p> <ul style="list-style-type: none"> • <i>Capital Receipts</i> • <i>Revenue Balances</i> • <i>Use of Reserves</i> <p><u><i>Off balance sheet</i></u></p> <ul style="list-style-type: none"> • <i>Operating Leases</i> • <i>Structured Finance</i> <p><i>The level of debt will be consistent with the Treasury Management Strategy and the Prudential Indicators.</i></p>

<p><i>Approved investment instruments</i></p>	<p><i>The Council will determine approved investment instruments through its Annual Investment Strategy. The approved instruments are summarised as follows:</i></p> <ul style="list-style-type: none"> ▪ <i>Deposits with the UK government, the Debt Management Agency Deposit Facility (DMADF), and UK local authorities</i> ▪ <i>Term deposits with banks and building societies</i> ▪ <i>Certificates of deposit</i> ▪ <i>Callable deposits</i> ▪ <i>Investments in Money Market Funds</i> ▪ <i>Treasury Bills</i> ▪ <i>Gilts</i> ▪ <i>Bonds issued by multilateral development banks</i> ▪ <i>Sterling denominated bonds by non-UK sovereign governments</i> ▪ <i>Pooled funds</i> ▪ <i>Investments with Registered Providers of Social Housing</i> ▪ <i>Commercial paper</i> ▪ <i>Corporate Bonds</i> ▪ <i>Floating Rate Notes</i> ▪ <i>Reverse repurchase agreements (repos)</i> <p><i>The use of the above instruments by the Council's fund manager(s) (if appointed) will be by reference to the fund guidelines contained in the agreement between the Council and the manager</i></p>
<p><i>Use of Derivatives</i></p>	<p><i>The Council will only use the following standalone financial derivatives: e.g. swaps, forwards, futures and options where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to.</i></p>

TMP 5: ORGANISATION, CLARITY AND SEGREGATION OF RESPONSIBILITIES, AND DEALING ARRANGEMENTS

Principle: The Council considers it essential, for the purposes of the effective control and monitoring of its treasury management activities, for the reduction of the risk of fraud or error, and for the pursuit of optimum performance, that these activities are structured and managed in a fully integrated manner, and that there is at all times a clarity of treasury management responsibilities.

The principle on which this will be based is a clear distinction between those charged with setting treasury management policies and those charged with implementing and controlling these policies, particularly with regard to the execution and transmission of funds, the recording and administering of treasury management decisions.

Schedule:

<p><i>Limits to responsibilities at Executive levels</i></p>	<p><i>Full Council:</i></p> <ul style="list-style-type: none"> • <i>receiving and reviewing Prudential Indicators as part of the budget setting process (following receipt by Cabinet)</i> • <i>receiving and reviewing reports on treasury management policies and activities (following receipt by Cabinet)</i> <p><i>Cabinet/Council:</i></p> <ul style="list-style-type: none"> • <i>approval of amendments to adopted clauses, treasury management policy statement</i> • <i>budget consideration and approval</i>
<p><i>Principles and practices concerning segregation of duties</i></p>	<p><i>The segregation of duties will be determined by the Head of Finance.</i></p> <p><i>Segregation of duties exists in that:</i></p> <ul style="list-style-type: none"> • <i>the officer(s) responsible for negotiating and closing treasury management deals are completely separate from the officer(s) with responsibility for recording the transactions in the cash book and completing cheque and bank reconciliations.</i> • <i>the officer responsible for negotiating and closing treasury management deals is separate from officer authorising payments</i> • <i>all borrowing/investments decisions must be authorised by the Head of Finance.</i>

<p><i>Statement of duties/ responsibilities of each treasury post</i></p>	<p><i>The Head of Finance:</i></p> <ul style="list-style-type: none"> • <i>submitting budgets and budget variations</i> • <i>recommending clauses, treasury management policy, practices for approval, reviewing the same regularly and monitoring compliance</i> • <i>submitting regular treasury management policy reports</i> • <i>receiving and reviewing management information reports</i> • <i>reviewing the performance of the treasury management function</i> • <i>ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function</i> • <i>recommending the appointment of external service providers</i> • <i>determining long-term capital financing and investment decisions.</i> • <i>The Head of Finance has delegated powers to determine and undertake the most appropriate form of borrowing from the approved sources, and to make the most appropriate form of investments in approved instruments.</i>
	<p><i>Finance & Accounting Manager:</i></p> <ul style="list-style-type: none"> • <i>monitoring performance on a day to day basis</i> • <i>submitting management information reports to the responsible officer</i> • <i>identifying and recommending opportunities for improved practices</i> • <i>adherence to agreed policies and practices on a day to day basis</i> • <i>maintaining relationships with third parties and external service providers</i> <p><i>Accountant:</i></p> <ul style="list-style-type: none"> • <i>execution of transactions</i> • <i>adherence to agreed policies and practices on a day to day basis</i> • <i>maintaining relationships with third parties and external service providers</i> • <i>recording and reconciling treasury management transactions</i> • <i>contributing to the preparation of management information reports</i>
<p><i>Absence cover arrangements</i></p>	<p><i>Cover in the absence of the relevant treasury management officer is provided by</i></p> <ul style="list-style-type: none"> • <i>Finance & Accounting Manager provides cover for Accountant</i> • <i>Head of Finance provides cover for Finance & Accounting Manager</i>

Dealing

<p><i>Authorised officers</i></p>	<p><i>Responsible officer for borrowing/investment decisions :</i></p> <ul style="list-style-type: none"> • <i>Borrowing activity: Head of Finance</i> • <i>Lending activity: Head of Finance</i> • <i>Authorising payments for borrowing/lending : Finance & Accounting Manager or Head of Finance</i> • <i>Transaction recording: Accountant</i>
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<i>List of approved brokers</i>	<i>Brokers used by the Council are named in TMP 11: External Service Providers</i>
<i>Direct dealing practices</i>	<i>Direct dealing is carried out with institutions as outlined on the Council's approved investment counterparty list.</i>
<i>Deal Ticket proforma</i>	<i>Deals will be recorded as per the deal ticket proforma</i>
<i>Settlement transmission procedures</i>	<ul style="list-style-type: none"> • <i>Settlements are made by CHAPS.</i>
<i>Documentation requirements</i>	<p>For each deal undertaken a record should be prepared giving details of dealer, amount, period, counterparty, interest rate, dealing date, payments date(s), broker (if applicable).</p> <p>Investments:</p> <ul style="list-style-type: none"> • <i>deal ticket authorising the investment</i> • <i>confirmation from the broker</i> • <i>confirmation from the counterparty</i> • <i>Chaps payment transmission document</i> <p>Loans:</p> <ul style="list-style-type: none"> • <i>deal ticket with signature to agree loan</i> • <i>confirmation from the broker</i> • <i>confirmation from PWLB/market counterparty</i> • <i>Chaps payment transmission document for repayment of loan.</i>
<i>Arrangements concerning the management of counterparty funds</i>	<i>The Investment and Loans file contains an up to date list of Council's approved investment counterparty list.</i>

TMP 6: REPORTING REQUIREMENTS AND MANAGEMENT INFORMATION ARRANGEMENTS

Principle: The Council will ensure that regular reports are prepared and considered on the implementation of its treasury management policies; on the effects of decisions taken and transactions executed in pursuit of those policies; on the implications of changes, particularly budgetary, resulting from regulatory, economic, market or other factors affecting its treasury management activities; and on the performance of the treasury management function.

As a minimum, Cabinet and Council will receive:

- An annual report on the strategy and plan to be pursued in the coming year
- A mid-year review
- An annual report on the performance of the treasury management function, on the effects of the decisions taken and the transactions executed in the past year, and on any circumstances of non-compliance with the organisation's treasury management policy statement and TMPs.

The present arrangements and the form of these reports are outlined below.

Schedule:

<p>1. Frequency of executive reporting requirements</p>	<p>The Head of Finance will annually submit budgets and will report on budget variations as appropriate.</p> <p>The Head of Finance will submit the Prudential Indicators and the Treasury Strategy Statement (including Annual Investment Strategy) and report on the projected borrowing and investment strategy and activity for the forthcoming financial year before the start of the year.</p> <p>The Annual Treasury Report will be prepared as soon as practicable after the financial year end and, in all cases, before the end of September.</p> <p>A Mid-Year Treasury Report will be prepared by the Head of Finance, which will report on treasury management activities for the first part of the financial year. The report will also provide a forecast for the current year.</p>
<p>2. Treasury Strategy Statement including the Annual Investment Strategy & Prudential Indicators</p>	<p>The Treasury Strategy Statement integrates with the Prudential Indicators being set and will include the following:</p> <ul style="list-style-type: none"> • Capital Financing and Treasury Management Prudential Indicators for the current and ensuing three years • Strategy for financing new borrowing requirements (if any) and refinancing maturing borrowing (if any) over the next three years and for restructuring of debt • the extent to which surplus funds are earmarked for short term requirements • the investment strategy for the forthcoming year • the interest rate outlook against which the treasury activities are likely to be undertaken

<p><i>3. Annual Treasury Report</i></p>	<p><i>The Head of Finance will produce an annual report on all activities of the treasury management function during the financial year.</i></p> <p><i>The main contents of the report will comprise:</i></p> <ul style="list-style-type: none"> ▪ <i>the prevailing economic environment</i> ▪ <i>a commentary on treasury operations for the year, including their revenue effects</i> ▪ <i>commentary on the risk implications of treasury activities undertaken and the future impact on treasury activities of the Council</i> ▪ <i>compliance with agreed policies and practices, statutory and regulatory requirements</i> ▪ <i>compliance with Prudential Indicators</i> ▪ <i>performance measures</i>
<p><i>4. Mid-Year Treasury Report</i></p>	<p><i>The Head of Finance will produce a mid-year report on borrowing and investment activities of the treasury management function for the first six months of the financial year.</i></p> <p><i>The main contents of the report will comprise:</i></p> <ul style="list-style-type: none"> • <i>Economic background</i> • <i>Economic forecast (including interest rates forecast)</i> • <i>Treasury Management Strategy Statement update</i> • <i>Performance versus benchmarks</i> • <i>Borrowing information (including premature repayment, new loans information)</i> • <i>Information on investments, including current lending list</i> • <i>Prudential indicators relating to treasury management</i> • <i>Governance framework and scrutiny arrangements</i>

TMP 7: BUDGETING, ACCOUNTING AND AUDIT ARRANGEMENTS

Principle: The Section 151 Officer will prepare, and the Council will approve and, if necessary, from time to time will amend, an annual budget for treasury management, which will bring together all of the costs involved in running the treasury management function, together with associated income. The matters to be included in the budget will at minimum be those required by statute or regulation, together with such information as will demonstrate compliance with **TMP1 Risk management, TMP2 Performance measurement, and TMP4 Approved instruments, methods and techniques**. The form which the Council's budget will take is set out in the schedule below.

Schedule:

<i>Statutory/regulatory requirements</i>	Balanced Budget Requirement: The provisions of S32 and S43 of the Local Government Finance Act 1992 require this Council to calculate its budget requirement for each financial year. S33 of the Act requires the Council to set a council tax sufficient to meet expenditure after taking into account other sources of income.
<i>Proper accounting practice</i>	CIPFA's Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (the local authority SORP) constitutes "proper accounting practice under the terms of S21 (2) of the Local Government Act 2003".
<i>Financial Statements</i>	The current form of the Council's Financial Statements is available within Financial Services.
<i>Disclosures relating to treasury management</i>	Due regard will be given to the disclosure requirements under CIPFA's Accounting Code of Practice.
<i>Treasury-related information requirements of external auditors</i>	<p>The following information is specifically requested by the external auditor and should be considered an initial request for information. It is usually followed by more detailed audit testing work which often requires further information and/or explanations from the Council's officers.</p> <ul style="list-style-type: none"> ▪ Determination of Affordable Borrowing Limit under Section 3 of the Local Government Act 2003. ▪ Prudential Indicators. ▪ Treasury Management Strategy including Annual Investment Strategy. • Details of External borrowing • Details of Investments • Cash Flow Statement
<i>Internal Audit</i>	<p>Audit of the treasury management function forms part of the Internal Audit Plan.</p> <p>The internal auditors will be given access to treasury management information/documentation as required by them.</p>
<i>Compliance with CIPFA Treasury Management and Prudential Codes</i>	<p>Auditors may require evidence/demonstration of compliance with external and internal treasury management policies and strategy.</p> <p>Any serious breach of the TM Code's recommendations or Prudential Indicators should be brought to the attention of the external auditor.</p>

TMP 8: CASH AND CASH FLOW MANAGEMENT

Principle: Cash flow projections will be prepared on a regular and timely basis, and the Head of Finance will ensure that these are adequate for the purposes of monitoring compliance with TMP1 [2] liquidity risk management. The present arrangements for preparing cash flow projections and their form are set out in the schedule below.

Schedule:

<i>Arrangements for preparing /submitting cash flow statements</i>	<i>Cash flow forecasts are used to formulate the Council's borrowing and investment strategy.</i>
<i>Content and frequency of cash flow projections</i>	<p><i>The detailed annual cash flow model includes the following:</i></p> <ul style="list-style-type: none"> <i>• revenue income and expenditure based on the budget</i> <i>• profiled capital income and expenditure as per the capital programme</i>
<i>Monitoring, frequency of cash flow updates</i>	<p><i>The annual cash flow statement is updated monthly with the actual cash inflows and outflows after taking account of any revisions including those relating to grant income and capital expenditure and will be reconciled with:</i></p> <ul style="list-style-type: none"> <i>• net RSG and NNDR payments as notified;</i> <i>• county council and fire authority & Police and Crime Commissioner precepts;</i> <i>• actual salaries and other employee costs paid from account bank statements;</i> <i>• actual payments to HMRC from general account bank statements;</i> <i>• actual council tax received</i> <i>• actual rent allowances paid;</i> <i>• actual housing benefit (less: HB subsidy);</i> <i>• actual capital programme expenditure and receipts</i>

TMP 9: MONEY LAUNDERING

Background: The Proceeds of Crime Act (POCA) 2002 consolidated, updated and reformed criminal law in the UK in relation to money laundering. The principal offences relating to money laundering are:

- Concealing, disguising, converting, transferring or removing criminal property from England and Wales, from Scotland or from Northern Ireland
- Being concerned in an arrangement which a person knows or suspects facilitates the acquisition, retention use or control of criminal property
- Acquiring, using or possessing criminal property.

Other offences include failure to disclose money laundering offences, tipping off a suspect either directly or indirectly, and doing something that might prejudice an investigation.

Principle: The Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. The present arrangements are detailed in the schedule below.

Schedule:

Anti money laundering policy	This Council's policy is to prevent, wherever possible, the organisation and its staff being exposed to money laundering.
Treasury documentation	The Authority will reflect the anti-laundering measures it has in place as part of its treasury documentation. Such measures include: <ul style="list-style-type: none"> – Awareness of what constitutes money laundering (outlined in the Anti-Money Laundering Policy) – The obligation to report any suspicions to help prevent and detect money laundering – Maintaining up-to-date direct dealing and mandates with counterparties
Nomination of Responsible Officer(s)	The Council has nominated the Head of Finance to be the Money Laundering Reporting Officer to whom any suspicions relating to transactions involving the Council will be communicated.

TMP 10: TRAINING AND QUALIFICATIONS

Principle: The Council recognises the importance of ensuring that all staff involved in the treasury management function are fully equipped to undertake the duties and responsibilities allocated to them. It will therefore seek to appoint individuals who are both capable and experienced and will provide training for staff to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills. The Head of Finance will recommend and implement the necessary arrangements.

The present arrangements are detailed in the schedule below.

Schedule:

Qualifications/ experience for treasury staff	The Council expects its treasury staff to have suitable accounting qualifications and or experience.
Details of approved training courses	The courses/events the Council would expect its treasury personnel to consider are: <ul style="list-style-type: none"> ▪ Certificate in International Treasury Management ▪ Public Finance Training courses run by CIPFA and IPF ▪ Any courses/seminars run by Treasury Management Consultants. ▪ Training attended by those responsible for scrutiny of the treasury function

TMP 11: USE OF EXTERNAL SERVICE PROVIDERS

Principle: The Council recognises that responsibility for treasury management decisions remains with the organisation at all times. It recognises the potential value of employing external providers of treasury management services, in order to acquire access to specialist skills and resources. When it employs such service providers, it will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review. And it will ensure, where feasible and necessary, that a spread of service providers is used, to avoid over reliance on one or a small number of companies. Where services are subject to formal tender or re-tender arrangements, legislative requirements will always be observed.

Schedule:

Details of service providers	(a) Treasury advisor - Address as from 10 th April 2017 Arlingclose Ltd, 35 Chiswell Street, London EC1Y 4SE Tel 08448 808200 Contract period: April 2016 to April 2019
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TMP 12: CORPORATE GOVERNANCE

Principle: The Council is committed to the pursuit of proper corporate governance throughout its businesses and services, and to establishing the principles and practices by which this can be achieved. Accordingly, the treasury management function and its activities will be undertaken with openness and transparency, honesty, integrity and accountability.

The Council has adopted and has implemented the key recommendations of the Treasury Management Code of Practice (Revised 2011). This, together with the other arrangements detailed in the schedule below, are considered vital to the achievement of proper corporate governance in treasury management.

Schedule:

Stewardship responsibilities	The Head of Finance ensures that systems exist to deliver proper financial administration and control and maintaining a framework for overseeing and reviewing the treasury management function.
List of documents to be made available for public inspection.	The following documents are freely available for public inspection: Examples <ul style="list-style-type: none"> ▪ Annual Statement of Accounts ▪ Budget Book ▪ Treasury Management Policy ▪ Treasury Management Strategy ▪ Budget Monitoring Reports ▪ Annual Treasury Report
Council's website.	Financial information is additionally available on the Council's website

Note: Items the Council would maintain at operational level in an 'Operations Manual' and an 'Investment & Loans File' as referred to in this template. The Council 'Operations Manual' contains the follows:

- Procedure Notes for the Council's treasury management system
- Settlement Procedures
- Procedure Notes for the Council's on-line banking system

The 'Investment & Loans File' contains the following:

- Details of all current investments (some of which are contained within transaction files e.g. pooled funds, call accounts) and loans (if applicable)
- Current approved investment counterparties

End of Treasury Management Practices & Schedules

APPENDIX E

PRUDENTIAL INDICATORS	2016/17	2017/18	2018/19	2019/20
	Actual	Estimate	Estimate	Estimate
	£m	£m	£m	£m
Capital Expenditure	21.919	30.945	2.026	2.161
	£m	£m	£m	£m
Financing of Capital Expenditure				
Capital Receipts	13.505	4.600	0.500	0.500
Capital Grants and contributions	1.316	3.285	1.331	1.431
Revenue	0.550	-	-	-
Borrowing	6.548	23.060	0.195	0.230
Total capital financing	21.919	30.945	2.026	2.161
	£m	£m	£m	£m
Capital financing requirement as at 31 March	6.5	29.6	29.7	29.5
	£m	£m	£m	£m
Gross debt and the capital financing requirement				
Capital Financing Requirement (measured in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years)	36.1	65.5	65.4	65.1
Total gross debt	14.6	37.0	43.0	42.0
Difference	21.5	28.5	22.4	23.1
	£m	£m	£m	£m
Operational boundary for external debt				
Borrowing	20.0	47.0	50.0	47.0
	£m	£m	£m	£m
Authorised limit for external debt				
Borrowing	22.0	49.0	51.0	50.0
Other long-term liabilities	1.0	1.0	1.0	1.0
Total	23.0	50.0	52.0	51.0
	%	%	%	%
Ratio of financing costs to net revenue stream	-8	-6	0	4
	£	£	£	£
Incremental impact of capital investment decisions on the Council Tax				
General Fund - effect (£ p) on annual band D Council Tax	0.00	(6.75)	(18.31)	(18.19)

CABINET

COUNCILLOR GARETH LYON
CONCESSIONS AND COMMUNITY SUPPORT
PORTFOLIO HOLDER

27th June 2017

REPORT NO. CD1703

KEY DECISION: NO

REVIEW OF COMMUNITY WARD GRANTS SCHEME

SUMMARY AND RECOMMENDATIONS:

On 23rd August 2016, the Cabinet approved the establishment of a pilot Community Award Grants Scheme which enabled Ward Members to support initiatives in their Ward up to a value of £500 per annum.

The Cabinet Portfolio Member committed to review the pilot scheme and report back to Cabinet. This report sets out that review and recommends that the Scheme be continued for 2017/18 with the further recommendation that the value of awards be increased to £1,000 per annum per Ward.

1. INTRODUCTION

- 1.1 On 23rd August 2016, the Cabinet approved the establishment of a pilot Community Award Grants Scheme which enabled Ward Members to support initiatives in their Ward up to a value of £500 per annum.
- 1.2 This report reviews the activity undertaken during 2016/17 under the pilot scheme.

2. BACKGROUND

- 2.1 A copy of the August 2016 Cabinet report (CD1602) and operating scheme arrangements are set out as Appendix 1 to this report.
- 2.2 The desire to establish a Ward Community Grant Scheme is set out alongside other initiatives in the Council's published plan for 2017/18 under the section "Supporting and empowering our communities and meeting local needs".
- 2.3 Appendix 2 to this report, sets out the actual Community Grants made under the pilot scheme during 2016/17. In summary, the data in Appendix 2 shows the following:
 - Grants were awarded in all 13 Ward areas
 - Seven Ward areas awarded the full budget amount of £500 to one organisation

- Four Ward areas split their budget allocation across awards to two organisations
 - One Ward area split the budget allocation across awards to three organisations
 - One Ward area awarded £270 of their £500 budget to one organisation, leaving a balance of £230 unspent
 - The total budget spend was therefore £6,270 out of £6,500 made available for the Scheme
 - 19 organisations in total received support
 - The lowest award was for £150 and a full £500 was allocated in seven instances
- 2.4 In seeking to undertake a review of the effectiveness of the Scheme, all Councillors have been asked for their feedback in respect of this pilot.

2.5 Feedback received to date is summarised below:

- 15 Members returned a questionnaire providing feedback (full details of responses are attached as Appendix 3)
- All Members that expressed a view supported the continuation of the scheme
- Four Members recommended that the scheme be retained at £500 per Ward per annum, whilst 10 Members suggested a higher figure with the most common mentioned being £1,000
- There was a general view around the application process being simpler and quicker
- Views were also made regarding suitable publicity and transparency around grants made
- Overall, the comments received from Members were positive

3. DETAILS OF THE PROPOSAL

3.1 In light of the experience during 2016/17 and based on the feedback received to date, it is recommended to continue with a Ward Community Grant Scheme for 2017/18 using the same award criteria but with the added feature that the annual amount available per Ward be increased to £1,000. Action should also be taken to improve the administration process where possible.

Consultation

3.2 No general public consultation has been undertaken, however, all Members have been consulted as set out in 2.4 and 2.5 above.

4. IMPLICATIONS

Legal Implications

4.1 There are no specific legal implications or risks associated with this proposal.

Financial and Resource Implications

- 4.2 The budget available to support this Scheme for 2017/18 is already within the Council's approved budget for Community Grants. Therefore, there are no additional financial implications of approving this proposal. The £1,000 per Ward required to support the 2017/18 Scheme will account for a maximum total of spend of £13,000 from the existing Community Grants budget.

Equalities Impact Implications

- 4.3 No particular equality implications arise as a result of this proposal.

5. CONCLUSIONS

- 5.1 Following a successful pilot Ward Community Grants Scheme in 2016/17, this report recommends a continuation of the Scheme in 2017/18.
- 5.2 Members across the Council have expressed their support for the continuation of this Scheme.
- 5.3 The analysis of activity in 2016/17 and Members feedback has indicated that this Scheme has enabled considerable support to be targeted to local organisations with minimal impact upon Council operations.

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CABINET
23RD August 2016

CORPORATE DIRECTOR
Report: CD 1602

Ward Community Grant Scheme

1. Background

- 1.1 For many years the Council has set aside a Community Grants Fund to support bids from local groups for small sums to assist with community projects or to further the aims of a community group.
- 1.2 Historically grants have been awarded following an application process and determined by the Cabinet Member for Concessions and Community Support.
- 1.3 This report proposes to make £6,500 of the current year's Community Grant Fund budget available to support a pilot scheme whereby Ward Councillors play a greater role in sponsoring community and voluntary groups in their own Wards.

2 Proposal

- 2.1 The details of the proposed pilot scheme are set out in Appendix 1 to this report overleaf.

3 Financial Implications

- 3.1 The total allocation for grants during the pilot period will be £500 per ward per year from the existing Community Grants Fund. This will account for £6,500 from the existing budget and will therefore not require any additional allocation of funds or supplementary estimates.

4 Recommendations

- 4.1 Cabinet are requested to agree and endorse the adoption of a Ward Community Grant Scheme on a pilot basis as set out in Appendix 1.
- 4.2 The Cabinet Member for Concessions and Community Support be required to review the effectiveness of this pilot scheme and report back to Cabinet by the 31st March 2017.

Ian Harrison
Corporate Director

WARD COMMUNITY GRANT SCHEME

1. Purpose

- 1.1 To empower Ward Councillors to play a greater role in sponsoring community and voluntary groups to enable them to achieve their local objectives.
- 1.2 In order to achieve this purpose, initially a pilot scheme will be introduced, making available a budget of up to £500 for community grants to local voluntary organisations, community groups and good causes within each electoral Ward.

2. How can an application be made

- 2.1 An application can be submitted by or through the Ward Councillors and it must be of benefit for the Ward. An application could be made for one-off projects, equipment/materials, individual events or to develop an organisation. A grant application should not usually be made to pay for day-to-day costs or general running costs of a group or scheme. Ideally, applications should show clear community benefits/need and demonstrate community support.
- 2.2 Applications should use a standard form and should normally be endorsed by all three Ward Councillors.

3. Processing applications

- 3.1 The Head of Community and Environmental Services will check applications to ensure that funding sources are not being duplicated from other sources and they are complete and clear. The level of any balances of the applicant will be taken into account in assessing need. The Cabinet Member for Concessions and Community Support will complete an executive decision form and reports will be made to Cabinet periodically on any grants awarded and refused.

4. Allocation of Grants

- 4.1 The total allocation for grants during the pilot period will be £500 per Ward per year from the existing Community Grants Fund. This will account for £6,500 from the existing budget.

5. Review of Pilot Period

- 5.1 The Cabinet Member for Concessions and Community Support will review the effectiveness of this pilot scheme and report to Cabinet by the 31st March 2017.

Ward Community Grant Scheme 2016/17

Ward	Organisation	Award amount	Project	Status
Aldershot Park	Parkside	£500	Update Garden Group facilities	APPROVED - awaiting receipts
Cherrywood	3rd Farnborough Scouts	£200	Scout hut kitchen improvements	APPROVED - awaiting receipts
	MCP	£150	Hawley Community Garden	APPROVED - awaiting receipts
	COGS	£150	The Larder	APPROVED - awaiting signed acceptance form (20.4.17)
Cove & Southwood	Southwood Church	£500	Ignite project	APPROVED - awaiting signed acceptance form (20.4.17)
Empress	3rd Farnborough Scouts	£200	Scout hut kitchen improvements	APPROVED - awaiting receipts
	Farnborough Street Residents Association	£300	Planter	COMPLETE
Fernhill	Fernhill Primary School	£250	Playground markings	APPROVED - awaiting receipts
	Fernhill Secondary School	£250	Books for Book Buzz project	APPROVED - awaiting receipts
Knellwood	Farnborough Bowling Club	£500	Bowling green renewal	COMPLETE
Manor Park	2nd Aldershot Scouts	£500	Tarmacing & drainage improvements	COMPLETE
North Town	internal transfer of funds	£500	New/replacement community noticeboards	APPROVED - chasing maintenance team to replace noticeboard in shopping area, then see what funding is left for new board
Rowhill	PAG (Parent Action Group) for disability	£250	Arts activity days in summer holidays	APPROVED - awaiting signed acceptance form (sent 4.5.17)
	Aldershot Baptist Church	250	Equipment/resource for Youth Hub	APPROVED - awaiting receipts
St John's	St John's Church	£270	Outdoor Christmas lighting for churchyard	COMPLETE
St Mark's	North Camp Matters Community Association	£300	Bike racks	APPROVED - awaiting signed acceptance form (sent 4.5.17)
	North Camp Football Team	£200	Football equipment & trophies	APPROVED - awaiting signed acceptance form (sent 4.5.17)
Wellington	The Vine Centre	£500	Emergency night shelter	APPROVED - awaiting receipts
West Heath	Cove Brook Greenway group	£500	Website development	APPROVED - awaiting receipts

	Do you support the continuation of a Ward Community Grant Scheme in a similar format to the 2016/17 pilot scheme?	If no, please say why	How did you find the process to apply and do you have any thoughts on how we could improve this?	How do you propose to raise awareness about the Scheme in your Ward, is there anything we can do to support you with this?	What amount of money do you think is appropriate for each Ward to have as a budget? Given that the total budget available for Community Grants has been approved at £20,000.	Please write below any other comments about this Scheme that you would like taken into account as part of this review.
1	Yes		It seemed a bit onerous that the charity nominated had then to apply as if it was applying for an ordinary Community Award, rather than one that the three ward councillors had picked because of their local knowledge.	As ward councillors, we are aware of the major issues in the ward – and street homelessness is the top priority – so all the award was needed to address that.	£500	As the total amount of money for all Community Grants is so limited at present, there should be a realistic assessment, perhaps with the help of RVS, as to what amount could be made available to meet the Council's priorities in partnership with local charities. On the basis of that data, the Cabinet could then decide how much of the budget to set aside for all Community Grants – £20,000 seems inadequate if £6500 is currently going on ward-based grants. A ward-based system does not take into account need in the borough as a whole or the overall priorities of the Council – so some affluent wards have the same amount as wards where there is significant deprivation, for example. I really favour of the Council addressing the issues of deprivation as the top priority. However, I recognise that a ward-based system gives ward councillors a direct role in assessing priorities in their wards, so I favour retaining the present scheme.
2	Yes		We had problems because we wished to support a group who were not registered with HMRC or the Charity Commission and did not have valuable work. It would be helpful if we could offer help during the very early stages for innovative schemes.	I look after 2 noticeboards and can put up an information flyer. The Plough and Horses and St John's Church are the main community hubs, so we will promote at both.	£500	I think it unwise to increase the amount until we have a clearer idea of the value of the scheme. And I have some concerns about giving the perception that we are buying votes. Unlike town centre wards and wards in areas of deprivation, St John's is essentially a dormitory ward with relatively few opportunities for grant donations.
3	Yes			Through Manor Park Neighbourhood Forum & Hampshire Magazine.	£1,000	
4	Yes		Wards with split party representation as West Heath has, can have problems with allocating this grant.	Already have many ideas for 2017/18 grant.	£1,450	I was not notified regarding the allocation of grant in West Heath, it would be great to know what this went on.
5	Yes		Should be simplified - we need to find a way to empower councillors more in the grants process with the money more obviously coming through them and with charities not needing to fill in so many forms.	Am including it in my quarterly newsletters which go to 1500 people in my ward. Also mentioning it at ward forums which have representatives of most streets in the ward through NHW coordinators.	£1,000	

Pack Page 56	Do you support the continuation of a Ward Community Grant Scheme in a similar format to the 2016/17 pilot scheme?	If no, please say why	How did you find the process to apply and do you have any thoughts on how we could improve this?	How do you propose to raise awareness about the Scheme in your Ward, is there anything we can do to support you with this?	What amount of money do you think is appropriate for each Ward to have as a budget? Given that the total budget available for Community Grants has been approved at £20,000.	Please write below any other comments about this Scheme that you would like taken into account as part of this review.
6	Yes		I was only elected as a Borough Councillor this month, so I cannot testify about the application process from last year's grant scheme. However, I strongly recommend that for this year's scheme, some information about the Ward Community Grant Scheme is uploaded onto the website page about different community grants, alerting residents to this potential source for funding for projects. On the South Gloucestershire District Council website, there is an option for residents to fill in an application form to make their case to ward councillors for funding. It would be great if we could embed something similar into the application process for Rushmoor, and may help to engage more residents and community groups.	The main way that we are likely to raise awareness in the Ward is through word of mouth, and potentially advertising the Scheme on community notice boards. To this end, it would be useful for the Council to design a poster with information about the scheme that could be displayed in public places. In addition, the Council could assist Councillors through greater use of its social media platforms to engage voluntary and community sector groups in the Borough about the Ward Community Grant Scheme. This could mean advertising the Scheme on the Rushmoor BC Twitter feed every month of the calendar year, and by paying for Facebook adverts that will appear in the timeline of residents/groups who like the Council's Facebook page.	£1,000 (with scope for a higher amount subject to additional criteria being met). Looking at the level of grants awarded through the Scheme last year, it may be worth stipulating in the procedures for the Ward Community Grant Scheme that it is not permissible to carry forward uncommitted grant amounts into the next financial year.	I believe that all Community Grants awarded by Rushmoor Borough Council (including the Ward Community Grant Scheme) should be published on the Council's website during the calendar year, for the purposes of transparency and demonstrating value for money to residents. A good model for this is South Gloucestershire District Council, who share information as part of their Open Data policy about all grants awarded through Member Awarded Funding, the recipient group/organisation and the purpose and value of the grants: http://www.southglos.gov.uk//documents/Open-Data-16_17-1.csv In the longer term, Rushmoor BC may want to consider replacing the Community Grant Scheme with a system of Member Awarded Funding (combining the budgets for Community Grants and Ward Community Grants) to provide Councillors with greater responsibility for decision making and allocation of these grants. Clearly, this would have to be underpinned by a clear set of policies and procedures to ensure accountability and transparency around the Scheme. The principles and processes for Member Awarded Funding at South Gloucestershire District Council can be found here: http://www.southglos.gov.uk//documents/Principles-and-Processes-MAF.pdf
7	Yes		Fernhill grants were co-ordinated by Cllr Ken Muschamp. I am unaware of any problems with the process.	Information on the web would be useful <u>BUT</u> given the relatively low amount available, too much publicity would be counter-productive and could generate disappointment.	£20,000/13	
8 & 9	Yes		Very slow process. Have a separate form for this scheme.	Continue to raise awareness in Arena.	£1,000	Need for clear guidelines to clarify what schemes are in scope and those not.
10	Yes		Process easy. Cycle forum near impossible	Via our regular paper comms, social media comms and surgery.	£1,000	I'd be interested to know how the award worked in areas that have a political mix of Cllrs.
11	Yes				£500	The Scheme is a good one and is most welcome. It enables Ward Councillors to give attention to a Group or Groups that may otherwise, be missed when other Community Grants are made available, in the normal way, prior to this new Ward Grants system coming in to force I am happy that the level of £500 be maintained for this coming financial year, in light of the constraints put upon us all in relation to Council Spending. So In conclusion I would be more than happy when this is raised, in Cabinet for them to endorse the present Ward Grants to Councillors.

	Do you support the continuation of a Ward Community Grant Scheme in a similar format to the 2016/17 pilot scheme?	If no, please say why	How did you find the process to apply and do you have any thoughts on how we could improve this?	How do you propose to raise awareness about the Scheme in your Ward, is there anything we can do to support you with this?	What amount of money do you think is appropriate for each Ward to have as a budget? Given that the total budget available for Community Grants has been approved at £20,000.	Please write below any other comments about this Scheme that you would like taken into account as part of this review.
12	Yes		Process good and efficient, clear and user-friendly for recipient to complete. Communication with parties was good, and appreciated the speed of replying to queries. Perhaps a little improvement in finding the form and guidance on the website, had to initially search on RBC website for the link which took time, perhaps the 'search' engine can be improved to find the link?	Community notice board leaflets with deadline for completion highlighted and simple, clear, examples of 'appropriate funding opportunities' for application. RBC webpage to have notice (within a given timeframe) with link community grant page for further information. Leaflet/small poster in RBC buildings, eg. Library, Leisure Centres, Community halls etc.	£1,000	I may have missed it, but if not, a press article listing the community groups and wards who have benefitted in the past 6 months? Together with quotes from the groups which gives opportunities for them to thank the Council and recognition of this good work. Also this may give a platform to enable communication to show how receiving the grant has enabled growth within the community, eg. community cohesion, education enhancement etc.
13	Yes		The process for Aldershot Park did not follow the formal process but was agreed with Gareth Lyon and one of the other Councillor's for AP. Therefore, I cannot really comment on this aspect. I do believe though that the process must be simple and easy to understand, especially for any organisations	There are two aspects to this: Direct communication with organisations and to this affect some sort of flier might be useful that can be given to them explaining what it is all about and the process. The other is indirectly via the general public, who perhaps could nominate such organisations. The obvious routes are the various notice boards and Arena magazine.	£1,000	A very worthwhile scheme and long may it continue. A £1000 ward budget would allow larger amounts to be spread amongst various organisations if so required.
14						As scheme its neither here nor there and what we should be looking at is backing orgs in there grant applications rather than this sort of approach. Seemingly the money in my ward was authorised by someone to whom about what I've got no idea.
15	Yes		Probably because it was the first year of operation, I didn't find that communication about the Scheme to us, as councillors, was as good as it could have been. At first, none of us in my ward were too sure whether the system had actually been given the go-ahead or not. Consequently, it was fairly late on in the council year that we sat down to decide how we wanted to allocate our funding. The Application procedures to be followed by the recipients seemed to be satisfactory.	We will probably use our periodic Councillors' Newsletter to raise awareness, together with our Social Media facilities. The Council will also need to continue to promote the Scheme adequately through its usual channels, perhaps on a more regular basis.	£500	I hope that the Scheme continues for years to come. Can funding be permanently ring-fenced for this Scheme to ensure that it isn't stopped at some point because of short-term financial pressures?

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CABINET

COUNCILLOR MARTIN TENNANT
ENVIRONMENT AND SERVICE DELIVERY
PORTFOLIO HOLDER

27 JUNE 2017

REPORT NO. PLN 1719

KEY DECISION :YES

**CAR AND CYCLE PARKING STANDARDS –
REVIEW OF SUPPLEMENTARY PLANNING DOCUMENT****SUMMARY AND RECOMMENDATIONS:**

This report follows a review of the current Parking Standards that sets the policy for residential and commercial parking in new and existing development in the borough and seeks approval to consult on the draft Supplementary Planning Document, the Rushmoor Car and Cycle Parking Standards SPD 2017.

It is recommended that the Cabinet:

- **Consider the review of the Council's Car and Cycle Parking Standards SPD as set out in this report;**
- **Approve the draft Car and Cycle Parking Standards SPD (attached) for consultation;**
- **Cabinet delegates authority to the portfolio holder for Environment in conjunction with the Head of Planning to agree any minor changes prior to publication for consultation.**

1. INTRODUCTION

- 1.1 This report seeks approval from Cabinet to undertake a public consultation exercise on a draft Supplementary Planning Document (SPD), which follows a review of the Council's current Car and Cycle Parking standards.
- 1.2 The current Council's Car and Cycle Parking SPD was adopted in April 2012, and followed government guidance, which encouraged councils to develop parking policies for residential development and commercial development by taking account of expected levels of car ownership, balanced against the importance of promoting good design and the need to use land efficiently.
- 1.3 In January 2011, the Government announced changes to Planning Policy Guidance 13, the principal effect being the deletion of the requirement to express "maximum" parking standards for residential development. Our current standard adopted in 2012 reflected this

change and gave us more scope to set more realistic parking policies that reflect the circumstances in the borough.

- 1.4 The National Planning Policy Framework (NPPF), required the setting of local parking standards for residential and commercial development 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, and
 - An overall need to reduce the use of high emission vehicles

This report seeks approval from Cabinet to carry out public consultation on a draft Supplementary Planning Document (SPD), which follows a review of the Council's current Car and Cycle Parking standards.

2. **BACKGROUND**

- 2.1 To provide the background evidence to support new parking standards, Officers have studied information on car ownership using the 2001 and 2011 census and to compare this data with our neighbouring authorities. While the average car ownership per household has increased by 0.1 cars (7.5%) between 2001 and 2011 Rushmoor still has a lower level of car ownership than our neighbouring authorities.
- 2.2 Our requirement since 2012 for additional visitor parking spaces for new residential developments our parking standard is more stringent than our neighbouring authorities.
- 2.3 This study also demonstrated that the number of cars owned by residents bears little relationship to the accessibility of an area (which considers proximity to public transport and to local facilities including shops).
- 2.4 Night time surveys of residential developments that comply with our current standard have been undertaken at 8 locations in Aldershot and Farnborough. These show that there is vacancy of some parking spaces suggesting that the present standard not only meets current demand but also allows future flexibility for the future (e.g.family sizes changes through the life cycle of an individual property).

3 **DETAILS OF THE PROPOSAL**

Proposed changes to our Car and Cycle Parking Standards SPD

- 3.1 Our present residential parking standard is :
- 1 parking space for 1 bed properties

- 2 parking spaces for 2/3 bed properties, and
 - 3 parking spaces for properties with 4 or more bedrooms
Plus visitor parking
 - 1 visitor space for every 3 x 1 bed properties, and
 - 1 visitor space for every 5 properties of 2 or more bedroom
- 3.2 The review suggests no change is made to the fundamental parking standards above but that more clarity is given to other areas where the present guidance is not clear.
- 3.3 In town centre locations, the standards refer to a minimum of 1 parking space for each residential dwelling in “exceptional circumstances”. It is proposed that the new standard clarifies this distinction by firstly defining the town centres and making a distinction between new build and conversion or re-use of properties for residential use. It is not the intention to discourage re-use of existing buildings which are expected to meet the minimum standard by a combination of parking off street and on street (supported by parking surveys). While for new development it is expected that the minimum standard will be available within the development.
- 3.4 Residential developments in multiple occupation (HMOs) or studio flats or bedsits will be need to meet the standard in terms of the number of beds being provided.
- 3.5 Experience has shown that while garages of sufficient size to accommodate a modern family car (3m x 6m) have been provided on developments they are quite often not used for parking. It is proposed to no longer count a garage as a parking space for new development.
- 3.6 The principle of parking cars one behind the other in a tandem formation is considered satisfactory for two cars but our present standard does not prevent this being extended for three cars in a line, which is not considered acceptable.
- 3.7 The size of parking spaces for new residential development should be increased from the present 4.8m x 2.4m to become 4.8m x 2.5m to reflect the increased size of modern cars.

Programme for Adoption

- 3.8 The process for adoption of an SPD requires consultation of the draft document for a minimum of 4 weeks. Subject to approval of the draft document by Cabinet, it is proposed to start the consultation at the start of July to conclude on the 6th September 2017 to give more time to allow for the summer leave period.
- 3.9 Consideration of responses to the consultation and preparation of the final SPD should be completed for consideration by Cabinet in October.

4. IMPLICATIONS OF DECISION

Legal Implications

- 4.1 The adopted Car and Cycle Parking Standard Supplementary Planning Document will set the policy for determination of the parking requirements for new and existing residential and commercial developments.

Financial and Resource Implications

- 4.2 The adopted Car and Cycle Parking Standard Supplementary Planning Document needs to be supported by evidence of its suitability and appropriateness in accordance with the NPPF to ensure that challenges from planning appeals can be defended that could result in legal costs and unnecessary use of staff resources. The revision to this standard is based upon evidence of car ownership levels and local circumstances in the borough.

BACKGROUND DOCUMENTS:

A number of background documents have informed the preparation of the draft Car and Cycle Parking Standards SPD 2017. These include the National Planning Policy Framework, 2001 and 2011 Census (Car ownership per household), Parking Standard SPDs for other Local Planning Authorities.

CONTACT DETAILS:

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Rushmoor Plan

PLANNING FOR RUSHMOOR'S FUTURE



DRAFT FOR CONSULTATION

2017

Car and Cycle Parking Standards Supplementary Planning Document

Car & Cycle Parking Standards SPD

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1 Introduction

1 Introduction

1.1 This Supplementary Planning Document (SPD) sets out the Council's approach to car and cycle parking in new development. This document forms part of the Rushmoor Plan⁽¹⁾ and its content is a significant material planning consideration in the determination of planning applications.

1.2 This document supersedes the Council's existing Car & Cycle Parking Standards Supplementary Planning Document (Adopted April 2012)⁽²⁾ to take account of new local information and changes to national policy.

1.3 This document sets out the policy context for the revised SPD in Chapter 2 and it then looks at some of the specific issues and challenges in Rushmoor in Chapter 3.

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.

1 The Rushmoor Plan is the name for the Borough's Local Development Framework. Further information about the Rushmoor Plan is available online at: www.rushmoor.gov.uk/rushmoorplan.

2 Rushmoor Borough Council Car & Cycle Parking Standards SPD (Adopted April 2012).

2 Policy Context

2.1 The policies and principles in this document comply with national, regional and local policy and with the County-wide strategy set out in the Hampshire Local Transport Plan 2011-2031.⁽³⁾

2.2 National planning policy seeks to promote sustainable development that makes efficient use of land and resources and demonstrates good design. It allows local authorities to set parking standards for residential and non-residential development to reflect their local circumstances.

2.3 The SPD has regard to the National Planning Policy Framework (NPPF)⁽⁴⁾, which provides a framework within which the Council, in consultation with local people, should produce its own distinctive local plans to reflect the needs and priorities of our community.

2.4 The NPPF contains a specific section on promoting sustainable transport. It says that the transport system needs to be balanced in favour of sustainable transport modes, giving people a real choice about how they travel. The NPPF recognises, however, that different policies and measures will be required in different communities and that the opportunities to maximize sustainable transport solutions will vary in different areas.

2.5 Paragraph 39 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, and
- An overall need to reduce the use of high – emission vehicles.

2.6 The government acknowledges that local authorities are best placed to set standards based on local circumstances and the needs and the aspirations of their communities. This SPD has been produced to inform developers how to achieve that objective pursuant to the provisions of the NPPF.

2.7 The Rushmoor Core Strategy (Adopted October 2011) contains policies relevant to parking, and Policy CP16 (Reducing and Managing Travel Demand) provides the principal hook for this document. This document also supports and adds detail to a number of other policies in the Rushmoor Core Strategy, namely:

- CP1 Sustainable Development Principles;
- CP2 Design and Heritage;
- CP4 Surface Water Flooding;
- CP10 Infrastructure Provision;
- CP17 Investing in Transport.

³ The Hampshire Local Transport Plan 3 can be viewed online at www3.hants.gov.uk/transport/local-transport-plan.htm.

⁴ National Planning Policy Framework

3 Background and Evidence

3 Background and Evidence

3.1 In accordance with national policy, it is important to ensure that our parking standards reflect local circumstances, and 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.

Residential car parking standards

3.2

In relation to parking the National Planning Policy Framework (NPPF) says that, if setting local standards for both residential and non-residential development, local planning authorities should take into account:

The accessibility of the development;

- The type, mix and use of the development;
- The availability of and opportunities for public transport;
- Local car ownership levels; and
- An overall need to reduce the use of high- emission vehicles.

3.3 A previous Government requirement to apply maximum parking standards led to inadequate off-street parking provision in certain parts of the borough. This was shown to increase demand to park on-street and where there is a lack of space or inadequate controls it has led to indiscriminate parking which not only can affect the amenity and convenience of residents but may also prejudice the safety of users of the highway or the passage of utility and emergency vehicles. This overspill parking often results in parking on footways and verges which not only affects the appearance of the street scene it can potentially cause damage to underground utility services and present difficulty for pedestrians and those with impaired mobility using push chairs and mobility equipment.

3.4 Evidence suggests that there is not a strong correlation between car ownership and car use, so there is no strong environmental reason to apply maximum standards (which were aimed at reducing car use).

3.5 Information from the 2001 and 2011 Census provides a helpful indicator of parking need in the Borough, and allows us an opportunity to compare the level of car ownership after a 10 year period and across various parts of Rushmoor.

3.6 Table 1 shows the level of car ownership in Rushmoor (the availability of cars/vans) making a comparison between 2001 and 2011. The Table also compares the level of car ownership with our neighbouring authorities together with the current residential parking standard in use for each of the planning authorities.

3.7 While the average car ownership per household has increased by 0.1 cars (7.5%) between 2001 and 2011 we still have a lower level of car ownership than our neighbouring authorities. .

Background and Evidence 3

Authority (date of SPD)	Cars per household		Parking Standard (spaces for property size)			
	2001 census	2011 census	1 bed	2 bed	3 bed	4 or more bed
RUSHMOOR (2012)	1.3	1.4	1	2	2	3
Hart (2008)	1.65	1.7	1.1	2.25	2.75	3.25
Basingstoke (2008)	1.4	1.5	1	2	2	2
Surrey Heath (2012)	1.6	1.7	1	1	2	2

Table 1 Average car ownership per household (Source: Census, 2001 and 2011)

3.8 To check that the level of car ownership is not affected by local characteristics Table 2 shows car ownership data from the 2001 and 2011 census by Ward.

WARD	0 car	1 car	2 cars	3 cars	4+ cars	Ave. per household
Fernhill	(11.5)	(40.6)	(37.0)	(8.1)	(2.8)	(1.5)
	12.2	38.0	36.0	9.9	3.9	1.6
Cherrywood	(26.9)	(42.4)	(25.0)	(4.2)	(1.5)	(1.1)
	23.6	45.7	24.3	5.1	1.3	1.2
St Johns	(9.9)	(40.3)	(37.9)	(8.9)	(3.0)	(1.6)
	10.0	39.2	40.0	8.1	2.7	1.6
West Heath	(13.3)	(42.6)	(34.5)	(6.9)	(2.7)	(1.4)
	12.6	42.4	33.4	8.2	3.4	1.5
Empress	(15.6)	(44.0)	(31.5)	(7.0)	(1.9)	(1.4)
	14.7	45.7	30.4	7.4	1.8	1.4
Cove & Southwood	(10.4)	(37.4)	(42.3)	(8.0)	(1.9)	(1.5)
	11.5	38.5	38.9	8.5	2.6	1.5
Knellwood	(11.1)	(40.5)	(37.2)	(8.4)	(2.8)	(1.5)
	10.9	40.5	37.0	8.1	2.6	1.5
St Marks	(19.4)	(44.8)	(28.5)	(5.7)	(1.6)	(1.3)
	18.7	46.1	28.5	5.3	1.4	1.2
Wellington	(21.7)	(56.1)	(18.8)	(2.5)	(0.9)	(0.95)
	26.9	52.5	18.2	1.8	0.6	0.97
Rowhill	(17.0)	(42.8)	(30.9)	(6.6)	(2.7)	(1.4)
	18.0	41.3	30.2	7.8	2.7	1.4
North Town	(20.1)	(43.2)	(29.2)	(5.8)	(1.7)	(1.3)
	16.3	40.8	33.2	7.1	2.6	1.4
Aldershot Park	(24.4)	(42.5)	(26.5)	(5.0)	(1.6)	(1.2)
	21.7	41.3	28.1	6.4	2.5	1.3

Table 2 Percentage of residences by car ownership by Ward (Source: Census, 2001(in brackets) and 2011)

3.9 The level of car ownership is relatively consistent across the borough apart from Wellington Ward which includes the Aldershot military town and redevelopment area of Wellesley. The other two wards that show lower levels of car ownership, Aldershot Park and Cherrywood include the two areas with the highest levels of multiple deprivation in the borough. It is to be expected that the level of car ownership in Rushmoor is more affected by the level of available income than by accessibility and the proximity to public transport.

3.10 The Rushmoor Car and Cycle Parking Standard SPD was last reviewed in 2012. Further to the car ownership statistics taken from the 2001 and 2011 census an early morning survey was carried on a Sunday and a weekday evening of completed residential developments in the borough that met the 2012 parking standard. Table 3 gives a result of these surveys:

	Number of allocated spaces	Empty allocated spaces	Number of Visitor spaces	Empty Visitor spaces
Hazel Avenue, Farnborough	6	Weekend 3 Evening 2	2	Weekend 0 Evening 1
Church Road West, Farnborough	10	Weekend 4 Evening 4	2	Weekend 2 Evening 1
Somerset Road, Farnborough	18	Weekend 6 Evening 6	2	Weekend 2 Evening 2
South Street, Farnborough	22	Weekend 6 Evening 3	3	Weekend 2 Evening 0
Sheeling Close, Aldershot	31	Weekend 11 Evening 11	3	Weekend 2 Evening 2
Mount Pleasant Road, Aldershot	28 (incl. garages)	Weekend 4 Evening 3	0	Weekend - Evening -
St Georges Road East, Aldershot	8	Weekend 1 Evening 2	2	Weekend 2 Evening 2
Church Lane East, Aldershot	31	Weekend 5 Evening 9	2	Weekend 1 Evening 1

3.11 The surveys show that the introduction of visitor parking spaces in addition to the main parking standard requirement has given sufficient numbers of unallocated parking spaces to give more flexibility to the developments which has resulted in some space capacity available in the developments surveyed.

3.12 A further observation from these surveys was that where the parking requirement is reliant upon garages to meet the parking standard there is more evidence of indiscriminate parking probably due to garages not being used for car parking.

3.13 Using the information from the 2001 and 2011 census, comparing our residential parking standard with our neighbouring planning authorities and surveying residential development sites that meet the 2012 standard it is apparent that our main parking standard is sufficient to provide the right number of parking spaces for new development. There are however areas within the 2012 standard that require clarification and change to respond to interpretation and local design issues that have arisen since 2012. These are described further and set out in Section 4 of this SPD.

Non - Residential car parking standards

3.14 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 will to adopt maximum parking standards for non-residential development to encourage more use of sustainable transport.

3.15 This allows provision below the standard to be sought and provided where it would be appropriate and not result in problem parking or highway safety issues. This may be complemented by other demand management measures, such as the requirement for high quality cycling facilities and proactive Travel Plans. Given the urban character of Rushmoor, a single parking standard for development throughout the Borough is the preferred approach.

A comprehensive Borough-wide approach

3.16 It is considered that a Borough-wide approach to residential and non-residential parking standards provides a holistic parking strategy for new development within the Borough. Given that the non-residential parking standards are seeking to help facilitate travel to work by modes other than the private car, it is important that residential parking standards provide the flexibility to enable residents to leave their cars at home in a safe place on the days that they may travel by alternative modes.

4 The Principles behind our Parking Standards

4 The Principles behind our Parking Standards

4.1 This SPD describes out Rushmoor Borough Council's car and cycling parking requirements with a series of key principles which are set out and explained below.

4.1 Overarching Principles

Principle 1 - Use of car and cycle parking standards

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

4.2 The number of car and cycle parking spaces required for different classes of development is set out at 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.

4.3 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.

4.4 If the sum of the parking requirement results in part spaces, the provision should be rounded up to the nearest whole number.

4.5 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.

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.

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

The Principles behind our Parking Standards 4

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.

4.7 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.

4.8 To count towards the car parking standard, car parking spaces need to meet the minimum size requirements set out in Table 2.

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

Table 2 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

4.9 Widths and lengths of spaces may need to increase if those spaces are next to a wall or a footway. Aisle width between rows of spaces should be at least 6.0m to enable vehicles to manoeuvre safely.

4.10 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.

Principle 4 – Tandem parking

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

4.11 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.

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

The Principles behind our Parking Standards 4

Principle 5 – Loss of on street parking

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

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

4.14 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.

4.2 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.

4 The Principles behind our Parking Standards

4.12 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.

4.13 Car parking should normally be provided within the development site. However, Principle 11b sets out that off-site provision may exceptionally be allowed in town centres. Under 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.

4.14 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 new properties' residential curtilages (e.g. flatted developments), at least one space should be allocated for use by each property. This would ensure compliance with Principle 5.

4.15 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.

4.16 If, after consideration of the parking requirements 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.

The Principles behind our Parking Standards 4

Principle 9 - Visitor or unallocated car parking

Individually accessible visitor car parking spaces should be provided in accordance with Table 3. The total visitor space requirement should be rounded to the nearest whole number.

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

Table 3 Number of visitor spaces on residential developments

4.17 Visitor spaces should be included to provide more flexibility for residents to accommodate visitors, and for sites to accommodate changes in family generation cycles. In town centre locations (as defined by the Policies Map of the Rushmoor Local Plan) it may be acceptable for visitor parking to use town centre public car parks. For developments of over 50 residential units, the visitor parking requirement will be determined on the basis of the Transport Assessment.

4.18 Visitor spaces should be marked 'VISITOR' where they are located within private car parking areas.

Principle 10 - Parking in garages

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

4.19 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.

4 The Principles behind our Parking Standards

Residential development in town centres

4.20 Car ownership is high in even the most sustainably located developments. Although a sustainable location allows for the easy use of public transport, most residents still enjoy the freedom that comes with owning a private vehicle. Where a development is within the defined town centre as set out in the Policies Map of the Rushmoor Local Plan and can be demonstrated to be contributing to the regeneration of the town centre and/ or has a significant social value then the Council may agree to a lower provision of car parking spaces than the parking standard.

4.21 For new build development this shall not be less than one off street parking space per dwelling.

4.22 The Council may consider a further reduction of the parking standard where the “Exceptional Circumstances” as defined in para 4.23 can be met.

Principle 11a – Minimum parking standard to serve new build residential development in town centres

Where a new build development is within the defined town centre as set out in the Policies Map of the Rushmoor Local Plan consideration will be given to a minimum parking standard of one space per dwelling.

4.23 “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

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 11b - Off-site car parking to serve existing residential development in town centres

Where a development involves the retention and re-use of existing buildings within the defined town centre as set out in the Policies Map of the Rushmoor Local Plan 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 can be provided on site, those spaces should be unallocated.

4.24 The Council will expect any existing on- site parking to be retained in the first instance and for any short fall (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.

Principle 11c - Parking on the public highway

Where the proposal would comply with Principle 11b, spare capacity on the public highway may count towards the parking standard.

4.25 Parking spaces on the public highway within a 200m walking distance of the site may count towards the parking standard if the applicant can demonstrate that it has unused capacity.

4.26 This 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.

Principle 11d - Parking on land in separate ownership

Where the proposal would comply with Principle 9b, spare capacity on third party land within a walking distance of 200m of the site may count towards the parking standard.

4.27 In order for these spaces 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.

The Principles behind our Parking Standards 4

4.3 Car Parking for Non-Residential Development

Principle 12 - 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.

4.31 As set out in Chapter 3, it is recognised that the car parking provision at journey destinations has the greatest influence upon car use.

4.32 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.

4.33 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.

4 The Principles behind our Parking Standards

4.34 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 floorspace⁽¹²⁾.

Principle 13 - 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 4) 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.

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 4 Parking and delivery space for commercial vehicles.

Principle 14: Drop-off spaces for nurseries, day centres and health establishments

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

4.35 It is recognised that many of the visitors to daycare uses only make short visits. It is therefore appropriate to require the provision of drop-off spaces.

4.36 The number of drop-off spaces will be determined on the basis of the scale and specifics of the proposed use.

¹² Conversion rate taken from the DCLG Core Output Indicators - Update 2/2008, July 2008 (Indicator BD1).

The Principles behind our Parking Standards 4

Principle 15 - 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.

4.4 Transport Assessments and Travel Plans

Principle 16 - Transport Assessment

A Transport Assessment must be submitted with all planning applications exceeding the thresholds set out in Table 5.

4.37 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 17 - 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 5. The Council will work with developers to produce the best possible Travel Plan for the site.

4.38 A Travel Plan is an integrated package of actions and measures 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.

4.39 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.

4 The Principles behind our Parking Standards

Development type	Threshold
Residential	50 units
Commercial (B8)	5,000 square metres (GEA)
Other Commercial	2,500 square metres (GEA)
Retail	1,000 square metres
Education	1,000 square metres
Health Establishments	2,500 square metres
Care Establishments	500 square metres (GEA) or 30 bedrooms
Leisure: General	1,000 square metres
Leisure: Stadia, ice rinks	All

Table 5 Threshold above which a Transport Assessment and a Travel Plan will be required.

4.5 Cycle Parking

Principle 18 - 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 developments⁽¹³⁾ 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, weather proof and accessible.

4.41 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.

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

The Principles behind our Parking Standards 4

For residential uses

4.42 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.

4.43 Long term cycle parking should be provided by a secure structure within the curtilage of the property. Acceptable examples would include a garden shed, bespoke cycle store or a space within a garage that is not required for car parking⁽¹⁴⁾. Cycle parking accommodation should be secure, weatherproof and accessible

4.44 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.

4.45 In all cases, the cycle store should be at ground level, easily accessible and should not require the bicycle to be carried through habitable accommodation. Storage within halls or other communal spaces will not be acceptable. The cycle store should be of a sufficient size to allow the requisite number of bicycles to be stored with both wheels on the ground.

4.46 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

4.47 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.

4.48 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.

4.49 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.

¹⁴ If a garage is to provide accommodation for cycle parking as well as car parking it would need to have internal dimensions of no less than 6.0m x 3.0m.

4 The Principles behind our Parking Standards

4.6 Disabled Car Parking

Principle 19 - Disabled Parking

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

4.50 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 length⁽¹⁵⁾). Disabled spaces 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.

4.51 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 spaces and should make adequate provision for access, parking and charging of mobility vehicles.

4.7 Electric Car Charging Points

Principle 20: Electric car charging points

Developers will be encouraged to provide electric vehicle charging facilities.

4.52 In order to future proof the parking design for future vehicle types, developers are encouraged to provide Electric Vehicle (EV) charging facilities. If not provided at the time of the build, parking arrangements and electrical connections should be designed so that EV charging points can be retrofitted with minimal disruption.

4.8 Parking and Design

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

15 Where disabled spaces are adjacent to a footway, the width of that footway may count as part of the margin. Where disabled spaces are adjacent to other disabled spaces, the shared space in between may count as the margin for both spaces.

The Principles behind our Parking Standards 4

Principle 21 - 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.

4.54 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.

4.55 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.

4.56 The location of parking should always take reference from the character and appearance of the street scene and the surrounding area.

4.57 Car parking should always be located close to the property it serves. For houses, car parking should ideally be provided within the residential curtilage and at the front of the property. This encourages activity within the street scene and recognises that residents often park there out of convenience anyway. However, it is important that the car parking and garaging does not create a negative interface with the public realm.

4.58 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.

4.59 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.

4.60 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.

4.61 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.

4.62 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/>.

4 The Principles behind our Parking Standards

Principle 22 - Respecting residential amenities

Car parking should not affect the amenities of adjoining properties.

4.63 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 23 - Sustainable design

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

4.64 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.

4.65 The Rushmoor area is particularly susceptible to surface water flooding and Core Strategy Policy CP4 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.

5 Useful Contacts

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

Email: plan@rushmoor.gov.uk
Tel: 01252 398789

Alternatively please write to:

Planning Policy (Transport Strategy)
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
Hampshire
GU14 7JU

For further information on parking in Rushmoor (car parks, parking management and on-street parking) please visit:

www.rushmoor.gov.uk/parking

6 Appendix A: Car and Cycle Parking Standards

6 Appendix A: Car and Cycle Parking Standards

PARKING STANDARDS FOR RESIDENTIAL DEVELOPMENT			
Development	Description	Number of car parking spaces	Cycle standard ⁽¹⁷⁾
General residential	1 bedroom units ¹⁸	1 space per unit	1 space per unit
	2–3 bedroom units	2 spaces per unit	2 spaces per unit
	4 bedroom + units	3 spaces per unit	2 spaces per unit
Older people's housing ⁽¹⁹⁾	Active elderly with warden control	1 space per unit	0.5 spaces per unit
	Nursing and rest homes	1 space per 4 residents plus 1 space per staff	1 space per 6 staff

MAXIMUM PARKING STANDARDS FOR NON-RESIDENTIAL DEVELOPMENT⁽²⁰⁾

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 shared use of space at different times of the day/week.

Development	Description	Maximum number of car parking spaces	Cycle standard ⁽²¹⁾
Commercial	B1(a) office	1 space per 30sqm	1 space per 150sqm
	B1(b)/(c) high tech/light industry	1 space per 45sqm	1 space per 250sqm
	B2 general industrial	1 space per 45sqm	1 space per 350sqm
	B8 warehouse	1 space per 90sqm	1 space per 500sqm
	B8 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	
	A2 financial/professional services	1 space per 20sqm	
	Garden centre	1 space per 25sqm	
	Schools	1.25 spaces per classroom	Determined within a Travel Plan

17 See Principle 13 for motorcycle parking requirements.

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

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

20 See Principle 11 and Table 4 for lorry parking requirements.

21 See Principle 13 for motorcycle parking requirements.

Appendix A: Car and Cycle Parking Standards 6

Educational Establishments ⁽²²⁾⁽²³⁾		16+ colleges and further education colleges	Determined within a Travel Plan (already in place or submitted with an application)		
		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 ⁽²⁴⁾	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	1 space per 6 staff (min. 1 space)	
	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		
	Other Uses		Hotels/ motels/ guest houses ⁽²⁵⁾	1 space per bedroom	1 space per 6 staff or 1 space per 40sqm (whichever is the greater)
			Eating and drinking establishments ⁽²⁶⁾	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		

22 The parking allocation caters for staff, visitors and parents.

23 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.

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

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

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

6 Appendix A: Car and Cycle Parking Standards

	Sports halls	1 space per 5 fixed seats plus 1 space per 30sqm playing area	
	Swimming pools, health clubs, 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 ⁽²⁷⁾	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	
	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 the greater).
	Petrol filling stations	These will be considered under the appropriate retail category. Petrol pump spaces count as one space each.	-
	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	-
	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	-

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

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