

Public Document Pack



RUSHMOOR BOROUGH COUNCIL

CABINET

*at the Council Offices, Farnborough on
Tuesday, 6th March, 2018 at 7.00 pm*

To:

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

Cllr Barbara Hurst, Health and Housing Portfolio Holder
Cllr G.B. Lyon, Concessions and Community Support Portfolio Holder
Cllr M.L. Sheehan, Leisure and Youth Portfolio Holder
Cllr P.G. Taylor, Corporate Services Portfolio Holder
Cllr 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 - 6)

To confirm the Minutes of the meeting held on 6th February, 2018 (copy attached).

2. **BUSINESS RATES - DISCRETIONARY RATE RELIEF POLICY FOR
DISCRETIONARY REVALUATION RELIEF** – (Pages 7 - 12)
(Cllr Gareth Lyon, Concessions and Community Support Portfolio Holder)

To consider Report No. FIN1812 (copy attached), which sets out proposed
amendments to the Council's existing Discretionary Rate Relief Policy to reduce

business rates liabilities to those Ratepayers most affected by the 2017 national revaluation.

3. **UPDATED FINANCIAL ASSISTANCE POLICY FOR HOUSING GRANTS AND LOANS** – (Pages 13 - 34)
(Cllr Barbara Hurst, Health and Housing Portfolio Holder)

To consider Report No. EHH1808 (copy attached), which sets out proposed amendments to the Council's Financial Assistance Policy for Housing Grants and Loans.

4. **PROPOSED TAXI SHARING ARRANGEMENTS FOR FARNBOROUGH INTERNATIONAL AIRSHOW 2018** – (Pages 35 - 48)
(Cllr Ken Muschamp, Business, Safety and Regulation Portfolio Holder)

To consider Report No. EHH1809 (copy attached), which outlines proposals for public consultation on a taxi-sharing scheme to run for the duration of the Farnborough International Airshow 2018.

5. **REVIEW OF CHARGING FOR PRE-APPLICATION PLANNING ADVICE** – (Pages 49 - 54)
(Cllr Ken Muschamp, Business, Safety and Regulation Portfolio Holder)

To consider Report No. PLN1805 (copy attached), which sets out a review of the arrangements for charging for pre-application planning advice and proposes amendments to the scheme.

6. **NEW DEPOT CONSTRUCTION** – (Pages 55 - 62)
(Cllr Martin Tennant, Environment and Service Delivery Portfolio Holder)

To consider Report No. COMM1803 (copy attached), which sets out the current position in relation to the Design and Build Contract for the Council's new depot in Lysons Avenue, Ash Vale and seeks a supplementary capital budget for 2018/19.

7. **VOYAGER HOUSE, SOUTHWOOD BUSINESS PARK** – (Pages 63 - 66)
(Cllr Barbara Hurst, Health and Housing Portfolio Holder)

To consider Report No. LEG1803 (copy attached), which provides an update to the Cabinet in relation to the provision of primary and community health care within the West Farnborough locality, as advised by the North East Hampshire and Farnham Clinical Commissioning Group.

8. **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. No.	Category
------------------	-------------------------------	-----------------

9 and 10	3	Information relating to financial or business affairs
----------	---	---

9. **COMMERCIAL PROPERTY ACQUISITIONS UPDATE AND PROPOSED ACQUISITION OF PLOT NO. 13 INVINCIBLE ROAD, FARNBOROUGH** – (Pages 67 - 86)
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

To consider Exempt Report No. LEG1802 (copy attached), which updates the Cabinet on commercial property acquisitions generally and sets out a proposal for the Council to acquire Plot No. 13 Invincible Road, Farnborough.

10. **ALDERSHOT TOWN CENTRE REGENERATION HOUSING INFRASTRUCTURE FUND** – (Pages 87 - 92)
(Cllr Martin Tennant, Environment and Service Delivery Portfolio Holder)

To consider Exempt Report No. CD1802 (copy attached), which provides an update in relation to the funding allocation of £8.4 million recently secured via the Housing Infrastructure Fund.

This page is intentionally left blank

CABINET

Meeting held on Tuesday, 6th February, 2018 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

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

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

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **19th February, 2018**.

65. MINUTES –

The Minutes of the meeting of the Cabinet held on 9th January, 2018 were confirmed and signed by the Chairman.

66. REVENUE BUDGET, CAPITAL PROGRAMME AND COUNCIL TAX LEVEL – (Cllr David Clifford, Leader of the Council)

The Cabinet considered Report No. FIN1808, which made final recommendations on the budget, Council Tax requirement and proposals for budget savings for 2018/19 and included the key factors taken into account in preparing the budget plans. The Report also set out the Strategy for the Flexible Use of Capital Receipts, which had, previously, been contained within a separate report.

At its meeting on 7th December, 2017, the Council had approved the Medium Term Financial Strategy. This included an approved range for the General Fund balance of £1 million - £2 million and a minimum expected level for total working balances of 5% of gross expenditure. The Cabinet was advised that the Report had been prepared on the basis that there would be no change to the provisional local government finance settlement figure. It was proposed that any changes which materially altered the figures contained in the budget summary, particularly in respect of the local government finance settlement figure or the business rates estimates, would be made by the Council's Section 151 Officer, in consultation with the Leader of the Council and the Corporate Services Portfolio Holder, prior to consideration of the budget by the Council on 22nd February, 2018.

The General Fund Revenue Budget would enable the Council to deliver services at similar to current levels and identified reductions in the level of net spending of £1.55 million to be delivered during 2018/19. The General Fund summary showed that the revenue balances were expected to be around £1.7 million by the end of 2018/19.

This was towards the top end of the approved range of balances of £1 million - £2 million and was deemed to be acceptable given the levels of risks and uncertainty that had been identified. The General Fund Revenue Budget assumed a 2.99% increase in a Band D charge for Council Tax, which fell within the permissible level of increase before triggering a local referendum. The Cabinet was advised that the Business Rate Retention Scheme represented a volatile income stream and, for this reason, it was necessary to maintain sufficient reserves to meet any unforeseen shocks to the system. Future changes to the New Homes Bonus and the pace and extent of the Council's invest-to-save programme and regeneration plans would bring further potential pressures to the revenue budget over the medium term.

The Capital Programme of £28.7 million in 2018/19 was set out in Appendix 4 of the Report. Implementation of the core Programme in 2018/19 would require the use of £21.1 million, largely through borrowing, together with £7.6 million use of grants and contributions, including the Better Care Fund, and an element of developers' Section 106 contributions. The main areas where the Council would be facing increased levels of risk and uncertainty over the medium term were set out in Section 8 of the Report. Members were informed that the most significant risk was the potential for the redistribution of funding under the Fairer Funding Review, which would reallocate resources across local authorities based on an assessment of relative needs.

Under Section 25 of the Local Government Act, 2003, the Head of Financial Services, being the Council's Chief Finance Officer, was required to report to the Council on the robustness of the estimates contained in the budget and the adequacy of the reserves maintained by the Council. The Council had to have regard to this report when making its decisions on the budget. The Chief Finance Officer was satisfied that the budget was robust and that it was supported by adequate reserves.

In response to a question, it was confirmed by the Chief Finance Officer that, in view of the risks faced, it would be prudent for the Council to either maintain or increase its current level of reserves.

The Cabinet

- (i) **RECOMMENDED TO THE COUNCIL** that approval be given to:
 - (a) the General Fund Revenue Budget Summary, as set out in Appendix 1 of Report No. FIN1808;
 - (b) the detailed General Fund Revenue Budget, as set out in Appendix 2 of the Report;
 - (c) the additional items for inclusion in the budget, as set out in Appendix 3 of the Report;
 - (d) the Council Tax requirement of £6,147,509 for this Council;
 - (e) the Council Tax level for Rushmoor Borough Council's purposes of £198.49 for a Band D property in 2018/19;

- (f) the Capital Programme, as set out in Appendix 4 of the Report;
 - (g) the Strategy for the Flexible Use of Capital Receipts, as set out in Appendix 5 of the Report;
 - (h) the Head of Financial Services' Report under Section 25 of the Local Government Act, 2003, as set out in Section 9 of the Report;
 - (i) the holding of reserves and the use of the Service Improvement Fund, as set out in the Report; and
- (ii) **RESOLVED** that authority be delegated to the Council's Section 151 Officer, in consultation with the Leader of the Council and the Corporate Services Portfolio Holder, to make any necessary changes to the General Fund Summary arising from the final confirmation of the Local Government Finance Settlement and the Business Rates Retention Scheme estimates.

67. **ANNUAL TREASURY MANAGEMENT STRATEGY 2018/19 AND PRUDENTIAL INDICATORS FOR CAPITAL FINANCE –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1802, which set out an update to the Treasury Management Strategy for 2018/19, the Annual Borrowing Strategy, the Annual Investment Strategy, the Prudential Indicators for Capital Finance and the Minimum Revenue Provision Statement. Members were reminded that the purpose of the treasury management operation was to ensure that the Council's cash flow was adequately planned, so that sufficient cash was available when needed but also that any surplus funds were invested in counterparties or instruments, in line with the Council's agreed Investment Strategy. The Strategy also provided the flexibility to pursue a range of diverse investment opportunities, within appropriate investment boundaries, in line with the advice from the Council's treasury advisers, Arlingclose. It was reported that the Council was now borrowing progressively and this would be required to service capital expenditure in the current and future years.

The Cabinet discussed the Strategy and, in response to a question, it was confirmed that the performance of the Council's advisers, Arlingclose, was closely monitored and benchmarked against other providers.

The Cabinet RECOMMENDED TO THE COUNCIL that approval be given to:

- (i) the Treasury Management Strategy, Annual Borrowing Strategy and Annual Investment Strategy, as set out in Appendix A of Report No. FIN1802;
- (ii) the Prudential Indicators, as set out in Appendix B of the Report; and
- (iii) the Minimum Revenue Provision Statement, as set out in Appendix C of the Report.

68. **RUSHMOOR BOROUGH COUNCIL PLAN 2018/19 –**
(Cllr David Clifford, Leader of the Council)

The Cabinet considered Report No. DMB1802, which introduced the draft Rushmoor Borough Council Plan for 2018/19.

Members were informed that the proposed Council Plan had built on the four priorities and 34 key actions that had been identified by the Cabinet. The development of the Plan had taken into account the need to respond to the continued economic pressures and uncertainty that local government faced. It was confirmed that the document would be regularly monitored to ensure that progress was being made against the agreed priorities.

The Cabinet RECOMMENDED TO THE COUNCIL that the Rushmoor Borough Council Plan 2018/19, as set out in Report No. DMB1802, be approved.

69. **COUNCIL PLAN THIRD QUARTER 2017/18 PERFORMANCE UPDATE REPORT–**
(Cllr David Clifford, Leader of the Council)

The Cabinet received Report No. DMB1801, which set out the Council's performance management monitoring information for the third quarter of the 2017/18 municipal year. In particular, the Cabinet welcomed that grant funding had recently been secured in respect of the regeneration of Aldershot town centre and that the Rushmoor Local Plan had been successfully submitted for examination.

The Cabinet NOTED the progress made towards delivering the Council Plan 2017/18, as set out in Report No. DMB1801.

70. **ENVIRONMENTAL LITTERING - PILOT PROJECT WITH EAST HAMPSHIRE DISTRICT COUNCIL –**
(Cllr Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Report No. COMM1802, which set out details of a proposed pilot project with East Hampshire District Council to better tackle litter and dog fouling.

It was reported that, during the pilot, East Hampshire District Council would provide a dedicated, experienced and well-equipped team to issue Fixed Penalty Notices for littering and dog fouling. Members were informed that the fine for these offences would be £75 and, of this, East Hampshire District Council would receive £55 for each Fixed Penalty Notice correctly issued. It was expected that the project would be cost neutral, although it was possible that the Council would not recover all of its costs in the event of an initial high level of non-payment of fines. The full details of the proposal were set out in the Report.

The Cabinet expressed firm support for this initiative as littering and dog fouling had been identified by residents as a high priority. In response to a question, it was confirmed that the Council would work closely with East Hampshire District Council throughout the pilot and would consider delivering this service in-house, subject to a review of lessons learnt during the pilot.

The Cabinet RESOLVED that

- (i) the Solicitor to the Council be authorised to enter into the Agency Agreement with East Hampshire District Council for a one year environmental littering and dog fouling project, as set out in Report No. COMM1802;
- (ii) the environmental offences fixed penalty fines for littering and dog fouling on designated land be standardised at £75, with no early penalty payment discount; and
- (iii) an initial income and expenditure budget of £65,000, to be pro rata to cover one month in 2017/18 and eleven months in 2018/19, be approved.

The Meeting closed at 7.38 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

This page is intentionally left blank

CABINET

COUNCILLOR GARETH LYON
CONCESSIONS AND COMMUNITY SUPPORT
PORTFOLIO HOLDER

6 MARCH 2018

REPORT NO. FIN1812

KEY DECISION? ~~YES~~/NO

BUSINESS RATES – DISCRETIONARY RATE RELIEF
POLICY FOR DISCRETIONARY REVALUATION RELIEF

SUMMARY AND RECOMMENDATIONS:**SUMMARY**

This report seeks approval to amend the Council's existing Discretionary Rate Relief Policy to reduce business rates liabilities to those Ratepayers most affected by the 2017 national revaluation. The Cabinet approved the original policy on 19 September 2017.

RECOMMENDATIONS

The Cabinet is recommended to approve the following changes to the existing policy:

- a) To increase the percentage relief awarded to qualifying ratepayers from 42% to 57%; and
- b) To reduce the restriction that relief will only be granted where the increase in rates payable between 2016-17 and 2017-18 is greater than 12.5%, to greater than 10%.

1. INTRODUCTION

- 1.1 This report seeks to amend the existing local policy which enables the Council to award Discretionary Rate Relief with effect from 1 April 2017 to small and medium businesses that have been most affected by the 2017 National Business Rates Revaluation.

2. BACKGROUND

- 2.1 In the Spring Budget 2017, on 8th March 2017, the Chancellor announced three new schemes of Discretionary Rate Relief to support those business ratepayers who experienced large increases to their bills following the 2017 revaluation.
- 2.2 These new reliefs are known as Supporting Small Businesses Relief, Pub Relief and Business Rates Discretionary Rate Relief (Revaluation).

2.3 The policies for awarding Supporting Small Businesses Relief and Pub Relief were approved by Cabinet on 25 July 2017. Cabinet approved the policy for Discretionary Rate Relief (Revaluation) on 9 September 2017.

2.4 The policies for awarding Supporting Small Business Relief and Pub Relief have been successfully implemented and are working well. However, our policy for awarding Discretionary Rate Relief (Revaluation) requires modification.

3 DISCRETIONARY RATE RELIEF (REVALUATION)

3.1 The Chancellor announced that a discretionary fund of £300m would be made available nationally over four years from 2017/18 to support those businesses facing the steepest increases in their business rates bills due to the 2017 National Revaluation.

3.2 Rushmoor Borough Council's allocation from the fund is £533k, spread over four years as follows:

- Year 1 (2017/18) = £311k
- Year 2 (2018/19) = £151k
- Year 3 (2019/20) = £62k
- Year 4 (2020/21) = £9k

3.3 The qualifying criteria for the Council's current policy are:-

- Relief will only be granted to those premises with a Rateable Value at 1st April 2017 of less than £200,000
- Relief will only be granted where the increase in rates payable between 2016-17 and 2017-18 is greater than 12.5%
- Ratepayers will be required to pay the first £600.00 of any increase before any relief is awarded
- Relief will only be awarded to premises that are occupied
- Relief will only be granted to Ratepayers who were in occupation at 31 March 2017 and in occupation on 1 April 2017
- Relief may be awarded to ratepayers who occupy more than one property as long as all criteria are met
- Relief will not be granted in respect of the following:-
 - Betting and gambling premises including Casinos, Bingo Halls, and Amusement Arcades
 - Pawnbrokers and payday lenders
 - Headshops or those selling legal highs and similar paraphernalia

- Private Members Clubs

- 3.4 The amount of relief to be awarded for the year 2017/18 will be 42% of the increase in rates payable.
- 3.5 It was originally determined that the businesses meeting the above criteria would enable us to award a total of £294k benefiting 122 businesses in Rushmoor.
- 3.6 This left £17k to be used for exceptional cases where applications will be considered on a case by case basis where the Ratepayer falls outside of the criteria detailed in paragraph 3.3 above.
- 3.6 However, due to adjustments in Rateable Values, businesses moving out of their premises and issues around state aid law, a number of businesses have informed us they are not entitled to this relief leaving only 114 businesses benefiting from the relief and a total of £203k awarded.
- 3.7 This has left £108k of our allocation unspent.

4. DETAILS OF THE PROPOSAL

- 4.1 The Government has consistently encouraged Councils to spend the maximum amount of funding available, ensuring maximum available support goes to those affected by the Revaluation. The policy has therefore been reviewed and two amendments are proposed.
- 4.2 The proposal is to reduce the restriction that relief will only be granted where the increase in rates payable between 2016-17 and 2017-18 is greater than 12.5% to greater than 10% and to award a total of 57% relief, previously 42%.
- 4.3 This would then see an increase in the award of £97k meaning a total award of £300k.
- 4.3 This will see the 114 businesses currently benefiting from relief receive an additional amount of relief.
- 4.4 A further 41 businesses in Rushmoor will now benefit from the relief.

5 IMPLEMENTATION

- 5.1 If the additional amount to be awarded is approved, all businesses that are eligible for the scheme will have the relief applied to their account and a revised bill will be issued. A letter will also be issued requesting the ratepayer advise us if the award of this relief breaches State Aid regulations.

6 LEGAL IMPLICATIONS

- 6.1 Local Authorities are expected to deliver the scheme through the use of their discretionary relief powers under Section 47 of the Local Government Act 1988.

7 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 Rushmoor have been allocated £311k in the year 2017/18 to award this discretionary relief.
- 7.2 Any amount not awarded will be returned to central government.
- 7.3 The Ministry for Housing, Communities and Local Government (MHCLG) recognises that implementing new schemes places additional burdens on billing authorities. MHCLG have provided Rushmoor Borough Council £12,000 (under the New Burdens regime) towards the cost of awarding this relief (and Supporting Small Businesses Relief and Pub Relief).
- 7.4 Therefore, there will be no financial impact on the Council but will have a direct benefit to certain ratepayers within the Borough.

8 CONCLUSIONS

- 8.1 In conclusion, Cabinet is asked to approve the amendment to the existing discretionary rate relief policy. This will enable more businesses in Rushmoor to benefit from this relief and the businesses already in receipt of this relief, to receive extra relief.
- 8.2 The relief is delivered using our existing Discretionary Relief Powers under Section 47 Local Government Finance Act 1988 and the Council is reimbursed for the relief awarded under this scheme.
- 8.3 The Council has received a grant towards the cost of implementing this relief.
- 8.4 Amending our current scheme will benefit more small and medium businesses in the Borough by limiting increases in rates payable following the revaluation on 1 April 2017.

BACKGROUND DOCUMENTS:

Business Rates Information Letter (4/2017): Spring Update
Discretionary Funding for BRR Relief Grant Determination Letter 28 April 2017
DCLG – Business Rates Discretionary Rate Relief Consultation – March 2017
Local Government Finance Act 1988, Section 47
Non-Domestic Rating (Discretionary Relief) Regulations 1989 (SI 1989 1059)

CONTACT DETAILS:

Report Author – David May / david.may@rushmoor.gov.uk / 01252 398330
Head of Service – Amanda Fahey / amanda.fahey@rushmoor.gov.uk 01252
398440

CABINET

COUNCILLOR BARBARA HURST
HEALTH AND HOUSING PORTFOLIO HOLDER6th MARCH 2018

REPORT NO. EHH1808

KEY DECISION? YES

**UPDATED FINANCIAL ASSISTANCE POLICY FOR HOUSING GRANTS AND
LOANS****SUMMARY AND RECOMMENDATIONS:**

The updated Financial Assistance Policy for Housing Grants and Loans (Appendix 1) is a requirement of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. The policy will allow flexibility in the way that the Council administers discretionary grants, loans and mandatory Disabled Facility Grants (DFGs).

Recommendation

Cabinet is asked to approve the adoption of the updated Financial Assistance Policy for Housing Grants and Loans.

1. INTRODUCTION

- 1.1 The Council has a mandatory responsibility to administer Disabled Facility Grants (DFGs), and administers Discretionary Home Improvement Grants (DHIGs) and low cost loans through Parity Trust.
- 1.2 A policy is required to allow the Council wider scope to work outside of the Housing Grants, Construction and Regeneration Act 1996 (HGCRA). This is enabled through the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO). This means that the increased Better Care Fund (BCF) can be used for innovative and extensive adaptations to help our residents remain independent in their homes, for example an extension to provide sleeping and bathing facilities for a disabled child.
- 1.3 The updated draft policy sets out how mandatory grants and discretionary grants and loans are administered, making sure that they are awarded to residents in greatest need.

2. BACKGROUND

- 2.1 The HGCRA gave local authorities the responsibility to administer mandatory DFGs and the power to administer DHIGs.

- 2.2 Funding for DFGs was originally allocated directly to the Council by the Department of Communities and Local Government (DCLG), topped up by the Council from its capital budget.
- 2.3 The Council currently has a discretionary budget of £50,000 per year to fund Home Improvement Grants and Loans.
- 2.4 In 2015, the responsibility for funding DFGs was transferred to the Department of Health (DH), who introduced the Better Care Fund (BCF). This altered the way that funding is allocated and all BCF monies are now paid to the first-tier authority, Hampshire County Council (HCC) who then allocate specified amounts to the districts.
- 2.5 There is a requirement for all districts to work with the first-tier authority to provide information on number of adaptations carried out along with speed of service targets.
- 2.6 Over the past three years, the government funding has almost doubled and this has meant a saving to the Council. The BCF is sufficient to fund the current demand for DFGs; therefore, no additional contribution is required from the Council. The table below shows the increase in funding.

YEAR	AMOUNT OF BCF
15/16	£425,000
16/17	£816,000
17/18	£899,000 plus an additional £98,747 allocated in December 2017 to be spent by 31 st March 2018
18/19	£982,809

- 2.7 It is expected that the BCF will continue to fund DFGs until at least 2020.
- 2.8 The updated policy supports the delivery of two of the council's strategic housing themes:
- Theme two – making best use of our housing stock
 - Theme four – enabling people to live in good quality accommodation that is suitable to their needs

3. DETAILS OF THE PROPOSAL

General

- 3.1 The updated Financial Assistance Policy for Housing Grants and Loans details:
- the mandatory and discretionary grants and loans available
 - the type of work that qualifies for grant and loan assistance
 - the funding streams for each type of grant and loan
 - who can apply for each type of grant and loan
 - repayment of discretionary grants and loans

- 3.2 The administration of grants and loans is determined by the Housing Grants, Construction and Regeneration Act 1996 (GCRA) and the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO).
- 3.3 The updated policy supports the Hampshire Integrated Better Care Plan 2017/18 – 2018/19 and Foundations (National Body for Home Improvement Agencies), who are actively working with the DCLG on the national DFG transformation programme.

Consultation

- 3.4 The updated policy has been written in accordance with the BCF requirement to work outside of the original grant legislation to provide an integrated and holistic approach to adaptations.
- 3.5 The updated policy has been approved by the Portfolio Holder for Health and Housing. Subject to approval, it will be published on the council's website and made available to partners and residents.

4. SUMMARY OF KEY CHANGES

- 4.1 The key changes from the previous policy are:
- The increase in Better Care Fund, which allows the Council to widen the scope of DFGs to provide an innovative and integrated approach to adaptations. This will assist residents to remain independent in their homes for longer and will reduce the amount of care required to support them.
 - To use DFG funding to provide financial assistance to residents with the cost of moving to more suitable accommodation if their property cannot be adapted.
 - The introduction of two types of discretionary DFGs;
 - Top-up grants to a maximum of £30,000 for the purpose of enabling works to be carried out that are above the maximum £30,000 mandatory grant limit, for example an extension to provide sleeping and bathing facilities for a disabled child
 - Adaptation grants to a maximum of £5,000 to enable fast track adaptations to be carried out, for example, a stairlift to enable hospital discharge.
 - Simplification of the criteria and qualification for discretionary home improvement grants.
 - Removal of discretionary grants for landlords.
 - Confirmation that if a grant recipient moves or sells their property within five years of completion of the grant it will need to be repaid with interest.

5. IMPLICATIONS

- 4.1 If the updated policy is not approved, the Council may be unable to meet the needs of its residents, especially in cases where extensive or fast track adaptations are required and where works are above the £30,000 maximum grant as determined by the legislation.

Legal Implications

- 4.2 The updated policy supports the Council's obligation to administer mandatory DFGs and provides the capacity to administer discretionary grants and loans.

Financial and Resource Implications

- 4.3 There are no new financial implications arising from the recommendations of this report. Any resource demands arising from the policy will be met from BCF and existing Council budgets.

Equalities Impact Implications

- 4.4 The updated policy will allow support to residents who are vulnerable and will ensure that they are able to live in homes that are warm, safe and suitable for their needs and deliver the appropriate funding in a fast, efficient way.

5. CONCLUSIONS

- 5.1 The updated policy will enable that the Council to meet its responsibility to provide mandatory DFGs for residents.
- 5.2 The updated policy will continue to ensure that the discretionary grant and loan budget is spent on repairs and improvements for vulnerable residents who are living in poor housing conditions.
- 5.3 Cabinet is asked to approve the adoption of the updated Financial Assistance Policy for Housing Grants and Loans.

BACKGROUND DOCUMENTS:

Appendix 1 – Updated Financial Assistance Policy for housing grants and loans

CONTACT DETAILS:

Report Author – Hilary Smith Private Sector Housing Manager 01252 398637
Head of Service – Qamer Yasin Head of Environmental Health and Housing
01252 398640



Financial assistance policy for housing grants and loans

Contents

Introduction	02
Objectives	03
Types of financial assistance	03
Mandatory disabled facility grants	03
Discretionary disabled facility grants	05
Discretionary disabled facility top-up grants	06
Discretionary adaptation grants	07
Discretionary home improvement grants	08
Discretionary home improvement loans	09
Complaints	10
Policy review	10
Appendix one	11
Appendix two	12
Appendix three	13
Appendix four	14
Appendix five	15

Introduction

Poor quality or unsuitable housing is directly linked to poor health and a lack of independence in the home. This policy explains how we aim to provide financial assistance to residents for adaptations and essential repairs to their homes, which will help to reduce inequalities related to sub-standard or unsuitable housing.

The Department of Health (DH) allocates the Better Care Fund to Rushmoor Borough Council through Hampshire County Council. The council are required to use this funding innovatively by providing mandatory and discretionary disabled facility grants (DFGs) to help residents to adapt their homes and continue to live independently.

The council are expected to adopt a policy that sets out how it intends to help residents to live independently and improve their general health and wellbeing. The needs of residents in the borough, the availability of funding and the council's corporate priorities have been considered when writing this policy.

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gave local authorities wide-ranging powers to help residents improve their living conditions.

The Housing Grants, Construction and Regeneration Act 1996 details a local authority's statutory responsibility to administer mandatory and other discretionary financial help.

This policy forms part of the council's overall housing and homelessness strategy by enabling people to live in good quality accommodation suitable for their needs. A copy of the strategy is available online at www.rushmoor.gov.uk/housingstrategies



Objectives

The objective of this policy is to clarify what type of financial assistance is available to residents. A mandatory grant is financial assistance that the council is required to give by law, whereas, a discretionary grant or loan is something that we can give, in order to meet our priorities, objectives and the needs of our residents.

The policy gives details on how the council will assess the qualification for mandatory DFGs and discretionary financial assistance.

A consistent and transparent service is essential for those residents who need financial assistance to repair, improve or adapt their homes to meet their needs. In line with national trends, Rushmoor Borough Council has seen an increase in its older population, which has led to an increase in the level of under-occupancy in private and social housing along with an increase in those with mobility problems who wish to remain independent in their own homes.

There is likely to be a rise in the number of people suffering with dementia in future years and so there may be a need for more specialist adaptations to help these residents remain independent and safe at home.

Information from the council's most recent Strategic Housing Market Area Assessment (SHMA), commissioned jointly with Hart District Council and Surrey Heath Borough Council, shows that at least 20% of households have someone with a long-term health problem or disability, living in their home.

The types of financial assistance included in this policy are:

- Mandatory DFGs
- Discretionary DFGs
- Discretionary home improvement grants
- Home improvement loans

Types of financial assistance

Mandatory disabled facility grants

The council has a statutory duty under the Housing, Grants, Construction and Regeneration Act 1996 to provide mandatory DFGs for residents who need adaptations to their homes to continue to live safely and independently. The maximum grant available for each application is £30,000, which is subject to a statutory means test.

The Regulatory Reform Order 2002 gives further powers to local authorities to expand the scope of adaptations and assistance available under the DFG legislation. To establish what adaptations are needed, an Occupational Therapist (OT) from

Hampshire County Council, a private OT or a hospital OT must carry out an assessment. The OT will determine what works are needed to meet the disabled person's needs and whether they are necessary and appropriate. The council must then consider whether the recommended adaptations are reasonable and practicable. In some instances, it is not feasible for adaptations to be carried out and so financial assistance may be available to explore alternative options such as moving to a more suitable home.

Permission for any property adaptations must be agreed, in writing, by the owner if a tenant rents the property.

To qualify, an applicant will be means-tested as specified by legislation, unless they are on a means-tested benefit or the adaptation is for a child under the age of 16, or a young person under the age of 19 in full time education. If a young person is not in full time education, a financial means test will be necessary. The council will assist all applicants with the grant process.

The type of work that qualifies for assistance for disabled occupants

- Providing access to and from the home and the principal family room.
- Making the home safe for the disabled occupant and other people living with them.
- Enabling access to a bedroom or providing a bedroom. An extension to provide a new bedroom will only be considered if there is no other suitable room available.
- Providing access to, or the use of, a toilet or providing a room containing a toilet.
- Providing access to, or the use of a bath/shower, or to providing a room containing a bath/shower.
- Giving access to, or the use of a wash hand basin, or providing a room containing a wash hand basin.
- Enabling access to, or the use of a room used for the preparation and cooking of food.
- Improving or providing a heating system in the home, if recommended by an OT for health reasons.
- Providing access to, or control of, the source of power, light and heat.
- Improving access and movement around the home for the disabled person to care for someone who is normally resident there, for example a child.
- Enabling access to and from the garden of the home, or making access to the garden safe.
- Providing a suitable space for sleeping for an essential carer for the disabled occupant.
- Any reasonable expenses paid in helping applicants and disabled people to move to a more suitable home if their current home cannot be adapted to suit their needs. This may cover:
 - Any arrangement fee charged by a mortgage lender
 - Conveyancing fees
 - Land Registry fees
 - Local authority searches
 - Stamp duty
 - Valuation, homebuyers or full structural survey
 - Professional removal costs
 - Estate agents' fees

How mandatory DFGs are funded

From 1 April 2015, there was a change in the funding of DFGs from the Department of Communities and Local Government (DCLG) to the Department of Health (DH). This means that DFGs have become an integral part of the housing, health and social care agenda. The purpose of this integration is to provide better health outcomes and reduce health and social care costs.

DFGs are now part of a much larger social care fund known as the Better Care Fund (BCF). This is paid to Rushmoor Borough Council by Hampshire County Council (HCC), who are required to work jointly with OTs and local councils to provide an improved delivery of DFGs.

The amount allocated to local authorities for mandatory DFGs through the BCF almost doubled in 2016. This means that more money is available to local authorities to work on innovative ideas and schemes to ensure that everyone has the opportunity to remain independent in their homes for as long as possible. The aim of this is to reduce the cost of residential care and care packages for residents and to prevent them going into residential care in the first instance.

In Rushmoor, the grant allocation for DFGs from Hampshire County Council in 2016-17 was £816,000, which meant that less funding was required from the council to meet the demand for DFGs. The BCF allocation for 2017-18 is £899,653. The amount of funding is determined and ring-fenced for each area by the DH and it is anticipated that this funding will continue to rise annually until at least 2020.

Who can apply for a mandatory DFGs

Applications for a DFG will be considered from:

- Disabled home owners
- Disabled tenants living in social or private sector housing
- Disabled people living in their family home
- Parents or guardians of disabled children

Details of how to make an application are in appendix one.

Discretionary DFGs

While mandatory DFGs remain our first priority, by administering discretionary DFGs we can also support the council's commitment to improving resident's lives. The council can do this by using the increased BCF to carry out much-needed aids and adaptations that do not fall within the remit of the Housing Grants Construction and Regeneration Act 1996, as specified in mandatory DFGs.

Using the powers under The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, we intend to use the increased funds to enable people to obtain discretionary grant aid to help them to adapt their homes and remain independent.

There are two types of discretionary disabled facility grants available:

- Top-up grants
- Adapdation grants.

Discretionary disabled facility top-up grants

To help residents to carry out essential DFG works that exceed the £30,000 limit, the council will consider awarding additional discretionary funding where there are exceptional circumstances, or where all other funding avenues have been exhausted.

The type of work that will qualify for this assistance is the same as for mandatory DFGs, for example, where an extension to provide sleeping and bathing facilities exceeds the £30,000 limit.

The maximum amount of discretionary DFG top-up grant is £30,000, which will be assessed on a case-by-case basis having considered:

- Whether the disabled person's needs can be met in some other way, for example, by re-housing.
- Whether there is any other form of funding available, for example a loan, charitable funding or a contribution from a social housing provider.
- Whether a discretionary top-up grant is the only solution available to ensure the safety and independence of the disabled person.

How disabled facility top-up grants are funded

Discretionary top-up grants will be funded from the BCF allocation in the same way as mandatory DFGs. Funding is dependent on available budget, consideration on a case-by-case basis and where appropriate, the agreement of the Head of Environmental Health and Housing.

Who can apply

Applications for top-ups grants will be considered from:

- Disabled home owners
- Disabled tenants living in social and private sector housing
- Disabled people living in their family home
- Parents or guardians of disabled children

Details of how to make an application for a top-up grant are in appendix two.

Discretionary adaptation grants

As part of the council's commitment to helping residents to remain independent for as long as possible, funding may be provided towards the cost of fast track or minor adaptations that don't fall within the remit of the Housing Grants, Construction and Regeneration Act 1996.

An adaptation grant may be used to:

- Enable a vulnerable resident to continue to live independently within their own home.
- Prevent a resident from becoming homeless.
- Prevent a resident from having to move into residential care.
- Enable a speedy hospital discharge.
- Prevent a resident from being admitted to hospital.

The maximum grant available is £5,000. Applicants must be on an income-related benefit, receive council tax support or be on a low income to qualify for assistance. The type of works that will be considered for an adaptation grant are:

- Simple fast track adaptations to aid hospital discharge.
- Simple fast track measures to adapt the home of a terminally ill resident.
- Modifications to keep a person who has been diagnosed with dementia safe at home.
- Adaptations to reduce hospital admissions.

- Adaptations to reduce admissions to residential care.
- Provision of minor specialist adaptations to help individuals remain independent at home.

How discretionary adaptation grants are funded

Discretionary adaptation grants will be funded from the BCF allocation for DFGs, in the same way as mandatory DFGs. Funding is dependent on identification of need, available budget and the disabled person meeting the financial criteria.

Who can apply

Applications for discretionary adaptation grants can be considered from:

- Disabled home owners
- Disabled tenants living in social and private sector housing
- Disabled persons living in their family home
- Parents or guardians of a disabled child or children

Details of how to make an application for an adaptation grant are in appendix three.

Discretionary home improvement grants

The council has a budget available to help residents to carry out essential repairs to their home.

To qualify for assistance, the necessary repairs must be assessed as a category 1 hazard under the Housing Health and Safety Rating System (HHSRS) – Housing Act 2004, or assessed as a category 2 hazard where a loan application through Parity Trust has been declined.

The maximum amount of grant is £5,000, but if the work costs more, the council may be able to help with a subsidised loan, details of which are in the next section. Applicants must be on an income-related benefit, receive council tax support, or be on a low income to qualify for assistance.

There are conditions attached to a discretionary home improvement grant, which are:

- That the applicant has owned and occupied the property for more than three years.
- If a grant recipient moves or the property is sold within five years of completion of the grant, it will need to be repaid, with interest. This will be identified through the land search process.
- An applicant can apply for any number of grants up to a maximum of £5,000 in a five-year period.
- That the work is not subject to an insurance claim

The type of work that qualifies for a home improvement grant is:

- Carrying out essential repairs where a category 1 hazard exists.
- Carrying out essential repairs if a home improvement loan is refused.

How discretionary home improvement grants are funded

Discretionary home improvement grants are funded from our Housing Renewal Budget.

Who can apply

- Homeowners
- Tenants with a repairing responsibility (we will need evidence of this)
- Shared ownership tenants who have a repairing responsibility (we will need evidence of this)

Details of how to make an application for a discretionary home improvement grant are in appendix four.

Discretionary home improvement loans

The council work in partnership with Parity Trust to administer low-cost, subsidised home improvement loans. A loan can be used to pay for the cost of essential repairs if the cost is more than the £5,000 grant limit, or if a resident does not qualify for grant assistance for works over £1,000.

Loans can also be used to pay towards the cost of DFG works above the maximum of £30,000. The council will expect applicants who own their own home to consider this option prior to making an application for a discretionary DFG. A home improvement loan can also be used to pay a resident's assessed contribution towards the cost of a DFG.

Parity Trust is a not-for-profit organisation regulated by the Financial Conduct Authority (FCA).

Work that qualifies for a home improvement loan

The type of work that qualifies for a home improvement loan is:

- To carry out essential repairs where a category 1 hazard exists
- To carry out essential repairs where a category 2 hazard exists
- To subsidise the cost of DFG works over £30,000
- To pay a resident's contribution towards a DFG

How discretionary home improvement loans are funded

The council will pay a subsidy towards the cost of the interest charged to a resident and pay 75% of the capital of the loan which is funded through the Housing Renewal Budget. Parity Trust provides 25% of the loan capital. All loans are subject to FCA regulations.

There are several different types of loan plans and Parity Trust will provide options as to the most appropriate product for the resident's needs and financial circumstances. To find out more information, please go to www.paritytrust.org.uk/product/homeowner-loans

Who can apply

- Owner/occupiers
- Tenants with a repairing responsibility (we will need evidence of this)
- Shared ownership tenants who have a repairing responsibility (we will need evidence of this)

Details of how to make an application for a discretionary home improvement loan are in appendix five.

Complaints

The council are committed to providing a good quality service and need to know that we are getting things right. If not, please let us know, as feedback, both positive and negative, is an opportunity to learn and improve services.

If you are not happy with the services received in relation to a grant or loan application for financial assistance, please contact the Private Sector Housing Manager, Hilary Smith on **hilary.smith@rushmoor.gov.uk**, or call **01252 398 637**.

If you are not happy with the services received from a contractor or surveyor dealing with their case, please contact the private sector housing team, who will liaise with the contractor on your behalf.

If you are not satisfied with the response or explanation given by the private sector housing manager or private sector housing officers you are advised to find out how to make a formal complaint by going to **www.rushmoor.gov.uk/complaint** or information can be sent by mail on request by calling **01252 398 399**.

Policy review

This policy will be updated and reviewed annually. The Head of Environmental Health and Housing can agree changes to the policy in consultation with the cabinet member holder for Health and Housing.

Appendix one

How to make an application for a mandatory disabled facilities grant (DFG)

- Please contact Hampshire County Council's Occupational Therapy (OT) team on **0300 555 1378** and make a self-referral.
- A telephone assessment will be carried out and you will be told what can be done to help you. They will advise whether a full OT assessment is needed.
- If one is needed an OT will contact you and arrange for you to attend an assessment clinic, or to visit you at home to decide what adaptations you might need.
- Following the visit, the OT will send a referral to the council specifying the adaptations that you need. If they are unsure of the best way to meet your needs, a visit may be made by the private sector housing officer (PSHO), or a surveyor, before the referral is sent through.
- During the visit the OT will give you a grant enquiry form, which you should complete and return to us. This will not be necessary if you are on a means-tested benefit such as Employment Support Allowance (ESA).
- On receipt of the completed grant enquiry form, our grant support officer (GSO) will carry out a financial means test to determine whether you are able to make a financial contribution towards the work. If you do have to make a contribution, a letter will be sent to you confirming the amount and asking for your agreement.
- Once we have received confirmation that you are able to meet the contribution, or that proof of your benefits has been obtained, your case will be allocated to a PSHO who will arrange to visit you at home to determine the works required. If the adaptations to your home are complex, a surveyor may also visit.
- The GSO will accompany the PSHO and will help you to complete the application forms.
- The PSHO or surveyor will write a schedule of required works along with any necessary drawings.
- Once the works have been agreed, either the PSHO or the surveyor will get quotations for the proposed works. They will obtain two comparable quotes for work up to £10,000 and three for over £10,000.
- Once the council have received a full application and the quotations, the works will be approved to a specific contractor. If you decide that you do not want the approved contractor to do the work you must let us know as soon as possible. If you do not the grant may not be valid.
- When you receive the grant approval, works can begin but you must not start the work before you receive the grant approval document.
- Once the work has been completed, you must let the council know and a visit will be made to check the work. If there is a problem we will arrange for the contractor to put things right and a further visit will be made to check that you are happy.
- On receipt of an invoice from the contractor and confirmation that you are satisfied with the work, the council will pay the contractor directly. If you have a contribution to make towards the work you will need to make this payment directly to the contractor at the same time.

Appendix two

How to make an application for a discretionary disabled facilities top-up grant

- A discretionary disabled facilities top-up grant will only be considered to fund works associated with a mandatory disabled facility grant (DFG) when it is above the £30,000 statutory maximum.
- A second application form will need to be completed for the top-up grant, using the original quotations for the work.
- The maximum amount of top-up grant available is £30,000.
- To qualify for a discretionary disabled facilities top-up grant all other options must have been explored, such as:
 - Whether the disabled person's needs can be met in some other way, for instance re-housing
 - Is there any other form of funding available, for example charities, a loan or a contribution from a social housing provider
 - Whether the top-up grant is the only solution to meet the needs of the disabled person
- The private sector housing manager can approve the top-up grant following discussion with the PSHO and OT and this will be given final approval by the Head of Environmental Health and Housing.
- The grant will be approved at the same time as the mandatory disabled facilities grant.
- Once both grants have been approved, the work can start, but it must not start before approval is given.
- Once the work has been completed, you must let us know and a visit will be made to check the work. If there is a problem with the work the council will arrange for the contractor to put things right and a further visit will be made to check that you are happy.
- On receipt of an invoice from the contractor and confirmation that you are satisfied with the work, the contractor will be paid directly by us. If you have a contribution to make towards the work you will need to make this payment at the same time.

Appendix three

How to make an application for a discretionary adaptation grant

- An OT, GP, consultant or other medical professional must provide details of the minor or urgent adaptations that you need.
- A PSHO will provide you with a financial assistance enquiry form that must be completed and returned to us.
- From this information the council will decide whether a discretionary adaptation grant can be awarded for the work you have requested.
- If you qualify for assistance, the PSHO will visit you at home and draw up a schedule of works.
- You will need to complete an adaptation grant application form and provide financial details and proof of ownership or tenancy of your home. The GSO can help you with this.
- The PSHO or the OT will obtain two quotations for the proposed work unless it can be sourced through our procurement framework - then only one is necessary.
- On receipt of the application form and quotations, the council can approve the grant and the works can be started.
- On completion of the work, an inspection will be carried out to check that the work has been completed satisfactory.
- Once the council have received the invoice for the work, payment will be made directly to the contractor.

How to make an application for a discretionary home improvement grant

- Contact the private sector housing team to discuss the essential repairs or improvements needed to your home.
- If the council thinks we may be able to help you with the cost of the repairs or improvements, you will need to complete a financial assistance enquiry form.
- Once this has been completed, and the council has confirmed that you qualify for assistance, a visit will be arranged to determine the works required and how much would be covered by the grant.
- The PSHO will draw up a schedule of works and send it to you along with the grant application forms.
- You will need to obtain two comparable quotes for the works on the schedules issued to you. The PSHO can provide you with a list of contractors to help with this.
- The completed application forms and quotations must be submitted to the council for approval.
- The PSHO will approve the grant to the lowest quote and will send an approval notice to you detailing the successful contractor and the amount of grant approved.
- Work can only be started once you have received the approval notice. It must not be started before or the grant may not be payable.
- Once the work is finished, the PSHO will carry out an inspection to confirm that it has been completed satisfactorily.
- On receipt of an invoice from the approved contractor, payment will be made direct to the contractor.

Appendix five

How to make an application for a discretionary home improvement loan

- Contact the private sector housing team to discuss the repairs or improvements needed to your home.
- If the council thinks that we may be able to help you will need to complete a financial assistance enquiry form.
- Once this has been completed and the council have confirmed that you qualify for help, a visit will be arranged to determine the works required.
- If you do not qualify for grant aid, you may be offered a low-cost subsidised loan through our partners, Parity Trust.
- The PSHO will draw up a schedule of work for you to obtain quotations.
- Your case will be referred to Parity Trust for a full financial assessment to decide if a loan is affordable for you.
- If you are refused a loan, Parity Trust will refer you back to us for consideration of any other form of assistance.
- If a loan is approved by Parity Trust, you will need to submit your quotations to us for approval.
- Once the council has approved the work, you can then arrange for them to be carried out.
- On completion of the work, you need to let us know and a final inspection will be carried out.
- You will need to obtain an invoice for the work and send it to us.
- The council will then contact Parity Trust to request that the funds be released.
- The money will be paid directly to the contractor.

DRAFT

CABINET

COUNCILLOR KEN MUSCHAMP
DEPUTY LEADER, BUSINESS, SAFETY
& REGULATION PORTFOLIO HOLDER
REPORT NO. EHH 1809

6th March 2018

KEY DECISION: YES

PROPOSED TAXI SHARING ARRANGEMENTS
FOR FARNBOROUGH INTERNATIONAL AIRSHOW 2018

SUMMARY AND RECOMMENDATIONS

This report outlines proposals and subsequently seeks Cabinet approval for public consultation on a taxi-sharing scheme to run for the duration of the Farnborough International Airshow 2018 (FIA18) (16th-22nd July 2018).

Whilst the form and nature of any taxi-sharing scheme is discretionary, the Council is statutorily required to establish a suitable scheme following receipt of requests to do so by at least 10% of current taxi licence holders. By virtue of a 75 signatory petition, requests to this effect have been received; proposing a scheme similar to that established for FIA16.

Cabinet is requested to approve the proposed taxi-sharing scheme outlined below for public consultation.

1. BACKGROUND & INTRODUCTION

- 1.1 The Taxis (Schemes for Hire at Separate Fares) Regulations 1986 empower local Councils' to set up schemes under which licensed taxis may be used for shared hire. Whilst normally a discretionary power, local authorities must establish such a scheme if requested to do so by the holders of at least 10% of current taxi licence holders (albeit the form and nature of any such scheme remains at the discretion of the authority).
- 1.2 In making such a scheme, the Regulations require the Council to obtain the consent of the Highway Authority and/or any landowner in respect of any pick-up and destination point forming a part of the scheme that is not on the highway. The authority is also required to consult the local Chief Constable of Police, and the relevant County Council. It is then required to publish any proposed scheme and invite public representations; considering such representations as may be appropriate before implementing any proposed arrangement.
- 1.3 Following discussions with the Taxi Trade, these powers to establish a taxi-sharing scheme were first used in Rushmoor for the Farnborough International Airshow 2004 (FIA04). At this time, a taxi-share scheme was implemented between the Farnborough Station and Cross Street, Farnborough. While pick-up and destination points have changed with show arrangements, similar schemes have been established for each Airshow since. All of these have generally been well received and have proven successful for all involved.

- 1.4 Significantly and by virtue of the petition given at **appendix A**, requests to implement a taxi-sharing scheme similar to that established for FIA16 for the duration of the trade and public days of FIA18 (16th-22nd July 2018) have been received. As the 75 signatory petition equates to approximately 27% of current taxi licence holders, a suitable taxi-sharing scheme must therefore be established. This report outlines a proposed taxi-sharing scheme for FIA18 and, in accordance with regulatory procedure, seeks Cabinet approval for public consultation thereof.
- 1.5 Having established similar schemes in the past, many taxis are known to service the Airshow during permitted taxi-share periods. Whilst actual numbers and the impact of this are unknown, this may have resulted in the temporary reduction in and/or delay of availability of taxi services to the wider community. For this reason, the determination of a taxi-sharing scheme is thought to be a key decision.

2. DETAILS OF THE PROPOSAL

- 2.1 The trade request that the FIA18 scheme be established and run on a similar basis to that operated during the 2016 Airshow. This is a relatively simple and straightforward scheme and is outlined below with relevant commentary.

Authorised Places

- 2.2 The trade request that a scheme be established for return journeys between the official Airshow rank (Rank A) and the Farnborough main-line station (Rank B) (the 'authorised places'). The Airshow rank is a temporary taxi rank established for the duration of the Airshow on the Airshow site which, subject to show planning arrangements, will be located on land just off the Queens Gate Road, Farnborough. The two points, between which the scheme is proposed to operate, are shown at **appendix B**.

Signs on Vehicles and Authorised Places

- 2.3 It is proposed that every vehicle standing for hire under the terms of the scheme be obliged to display and carry a notice indicating that the vehicle is available for shared hire between the authorised places. This will be in addition to the signs and notices presently required under the conditions of each taxi vehicle and driver's licence.
- 2.4 It is similarly proposed that the authorised places (Ranks A and B) be designated by specified signage to provide prospective passengers with information on the operation of the shared taxi scheme, together with fare tables, the times of its operation and other relevant information.

Exclusive and Shared Compellability

- 2.5 It is proposed that the scheme will run on both a shared and exclusive basis. The existing right of the hirer of a taxi to demand an exclusive service and to be carried to any other place will remain. However, passengers who wish to share the vehicle for journeys between the authorised places would be afforded 'shared compellability' arrangements.

Fares

- 2.6 In accordance with Department for Transport (DfT) guidance, any scheme for shared fares should offer an incentive both to the taxi proprietor and passengers. Such a scheme should ensure that the driver receives more in fares than for an exclusive hire and that each passenger pays less.
- 2.7 As in previous years, the trade propose a flat fare taxi-share system; charging £4.00 per person up to a maximum charge of £16 for a maximum of four people in each cab. As per the journey assessment given at **appendix C**, a typical fare (in accordance with existing fare chart charges) between the given destination points ranges between £5.00 and £6.50 dependent on the route taken.
- 2.8 This assessment has been provided as traffic flow routes in, out and around the Airshow site have not yet been finalised. However, having taken account of all possible routes between the authorised places, the assessment shows that a standard exclusive journey would ordinarily cost more than the proposed taxi-share scheme and therefore accords with DfT guidelines.

Marshalling

- 2.9 It is proposed that marshals regulate the operation of the taxi-sharing scheme, attending the Farnborough station rank in the morning and the Airshow rank in the afternoon in accordance with peak demands and the general flow and migration of customers. Marshals will be contracted by Farnborough International Ltd, the organisers of the Airshow.

3. CONSULTATION

Necessary consents

- 3.1 Following receipt of the request for a taxi-sharing scheme, the Highways Authority and those with relevant land interests (including TAG and South Western Railway) have confirmed their approval of the proposals by virtue of the correspondence given at **appendix D**.
- 3.2 At the time of writing, the other statutory consultees (e.g. Police) have not made any comment on the proposals. Where appropriate, these may be considered with any representations following any period of public consultation (see below).

Public consultation

- 3.3 Regulation 5 of the 1986 Regulations requires the details of any proposed taxi-sharing arrangement to be published in a local newspaper and at the Council Offices by way of public consultation on the proposals. Representations regarding the proposals may then be made within a period of not less than 28 days. Regulation 6 subsequently provides that the Council may make the scheme with or without modifications after due consideration of any representations made. This report seeks Cabinet approval for public consultation of the proposals outlined above.

Member consultation

- 3.4 By way of effecting suitable Member consultation, the views of the Licensing & General Purposes Committee will also be sought during any public consultation period and fed back to Cabinet as may be appropriate.

4. IMPLICATIONS

Legal Implications

- 4.2 Having received a request by 27% of the licensed trade, the Council is required to establish a suitable taxi-sharing scheme. The form and nature of the scheme is subject to the Council's discretion, but both the trade request and the proposals outlined above follow those established for FIA16, are proven and have previously worked successfully without challenge.

Financial and Resource Implications

- 4.3 While the Council may incur some limited administrative costs in terms of the public consultation and signage necessary to effect a scheme, there are no significant financial implications associated with this report. All costs can be borne by existing budgets.

Equalities Impact Implications

- 4.4 Whilst there is no directly available and/or attributable data to quantify any impact, there may be some temporary reduction and/or delay in availability of taxi services to the wider community while the taxi-share scheme operates. However, as the majority of taxi drivers are self-employed and choose when they work, it is generally considered that there are no equality impact implications for those with protected characteristics.

5. CONCLUSIONS

- 5.1 Having received a request by 27% of the licensed trade, the Council is required to establish a suitable taxi-sharing scheme for the duration and in service of the Farnborough International Airshow 2018. A taxi-sharing scheme similar to that established for FIA16 is therefore proposed to run between the Farnborough mainline station and a temporary Airshow rank from 16th-22nd July 2018.
- 5.2 The proposals are relatively simple and straightforward and generally build upon and compliment the traffic arrangements used to accommodate the Airshow. Similar schemes have been implemented for previous shows.
- 5.3 Whilst the Licensing & General Purposes Committee will be consulted as part of public consultation processes, the Highways Authority and those with relevant land interests have already confirmed their approval of the proposals outlined in this report.

BACKGROUND

DOCUMENTS: - None

CONTACT DETAILS:

Report Author – **John McNab**, Environmental Health Manager
Email: john.mcnab@rushmoor.gov.uk, **Tel:** 01252 398886

Head of Service – **Qamer Yasin**, Head of Environmental Health & Housing
Email: qamer.yasin@rushmoor.gov.uk, **Tel:** 01252 398640

Appendices

Appendix	Title
A	- Taxi Trade Petition
B	- Plan of authorised places
C	- Journey assessment
D	- Relevant consents

-oOo-

TAXI TRADE PETITION REQUESTING TAXI SHARING SCHEME FOR FARNBOROUGH INTERNATIONAL AIRSHOW 2018

NB: Redacted in compliance with Data Protection Act requirements.

To TAXI LICENSING AT RUSHMOOR BOROUGH COUNCIL

From THE TAXI TRADE

Ref: CAB SHARING, FARNBOROUGH AIRSHOW 2018

We the undersigned ask that you approve cab sharing for FIA18 at the rate of £16 for 4 people between Farnborough Main Line and the Airshow Drop-off point, plus Airshow Taxi Rank to Farnborough Main Line.

Print name	Signature	Badge number
EMARE H BALDING	[Redacted]	202
J.B. HOWES	[Redacted]	106
D. CLARK	[Redacted]	326
M. VENON	[Redacted]	392
L. OILCON	[Redacted]	91
M. WOODHOUSE	[Redacted]	60 644
D. BUCHANAN	[Redacted]	103
V. NODDLES	[Redacted]	305 925
N. GARY	[Redacted]	87.428
S. ARNOLD	[Redacted]	100 325
L. EUSEY.	[Redacted]	707 75
S. SHOFIY	[Redacted]	335 528
P. BEAUFY	[Redacted]	86.100
R. CARTER	[Redacted]	46.485
R. TROUSING	[Redacted]	87 279
C. ALISSON	[Redacted]	503
P. POWL	[Redacted]	82 467
K. LAILEY	[Redacted]	88A 522
G. HEBBARD	[Redacted]	97-

From: [Redacted]
 Sent: 25/10/2017 17:59:32
 To: John Menab [mailto:john.mcnab@rushmoor.gov.uk]; LICENSING [mailto:licensing@rushmoor.gov.uk]; [Redacted]
 CC: [Redacted]

Subject: request for cab sharing at FIA18

Good afternoon John,

CAB SHARING AIRSHOW 2018

As per our recent conversation please find attached 75 signatures from licensed drivers requesting cab sharing in the usual way for the 2018 Air Show at the rate of £16 for 4 people.

You can tell the strength of support for this by the number of drivers that signed twice! I believe I have crossed through all the duplications.

I hope this is sufficient and a satisfactory method of getting the request to you however if you need me to do anything else do, please, let me know.

I am aware that the deadline is 27th October so very conscious of the lack of time remaining.

Kind regards,
 [Redacted]

This email has been scanned by the Symantec Email Security.cloud service.
 For more information please visit <http://www.symanteccloud.com>

To TAXI LICENSING AT RUSHMOOR BOROUGH COUNCIL
From THE TAXI TRADE

Ref: CAB SHARING, FARNBOROUGH AIRSHOW 2018

We the undersigned ask that you approve cab sharing for FIA18 at the rate of £16 for 4 people between Farnborough Main Line and the Airshow Drop-off point, plus Airshow Taxi Rank to Farnborough Main Line.

Print name	Signature	Badge number
GP MARSHAL		069
Z. EVANS		56
M. BRANTON		41
A. Ewinston		222 222
PAHRET		235
PHARRETT		571
D.A. CAMM		030
A. ROWE		263
F. NEIL		25-
B. COFT		817
T. ROSSITER		60
D. GHALE		40
S. KEENAN		978
C. MORRISY		56 108
A. MURPHY		506
J.W. ROSSITER		0121
C. CATT		185
INAM MURARIK		879
SHAKEEL ILIAS		311

FAI16 Continued ... page 2 of 2

Brenda Dyer		503
C. Wise		543 543
P. JENSON		939
M. DEE		487
D. HOWE		282
Gary. Hart		238
MARY HART		314
RICH FRISSEN		252
DAVID WOOD		(653)
G. Delahay, etc		(534)
MIKE YOUNG		9123 9123
Navvish Malik		626
A. BOULTON		447
M. MCGONNELL		470
DEAN ROWE		263
A. PATERSON		643
P. ABBEY		1920
F. ABBEY		34
R. CLIFFORD		429
Phil Gurney		571
cell Anshong		655

To TAXI LICENSING AT RUSHMOOR BOROUGH COUNCIL

From THE TAXI TRADE

Ref: CAB SHARING, FARNBOROUGH AIRSHOW 2018

We the undersigned ask that you approve cab sharing for FIA18 at the rate of £16 for 4 people between Farnborough Main Line and the Airshow Drop-off point, plus Airshow Taxi Rank to Farnborough Main Line.

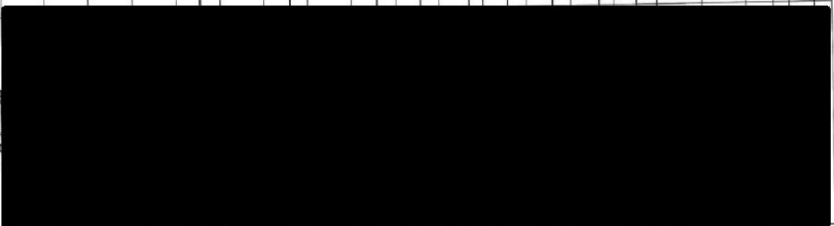
Print name	Signature	Badge number	
GARY BROWNING		580	
PAUL ALBY		172	
Terry Lampard		408	
PAULA Lampard		4168	
Paul Dwyer		339	
PAUL PENNERS		529	

To TAXI LICENSING AT RUSHMOOR BOROUGH COUNCIL

From THE TAXI TRADE

Ref: CAB SHARING, FARNBOROUGH AIRSHOW 2018

We the undersigned ask that you approve cab sharing for FIA18 at the rate of £16 for 4 people between Farnborough Main Line and the Airshow Drop-off point, plus Airshow Taxi Rank to Farnborough Main Line.


Print name	Signature	Badge number
S. OGGES		57
Mark Hood		243
Mohdhi Marshall		400
C. Mason		352
TIM J. CESTER		66
PETER NEIL		87
JIMMY ROSSITER		
RICHARD FAUREL		431
ASIF MUSTAFA		
BRIAN CROFT		317
Ash Jirald		506
CHRIS CATT		
ZAHIR SHAH		
MICK O'DONOGHUE		
STEWART KEENAN		
STEVE CRAVEN	999	
KARL RAINES	524	
MADHAR GURUNG		
DENNIS ALLAN		

To TAXI LICENSING AT RUSHMOOR BOROUGH COUNCIL


From THE TAXI TRADE

Ref: CAB SHARING, FARNBOROUGH AIRSHOW 2018

We the undersigned ask that you approve cab sharing for FIA18 at the rate of £16 for 4 people between Farnborough Main Line and the Airshow Drop-off point, plus Airshow Taxi Rank to Farnborough Main Line.

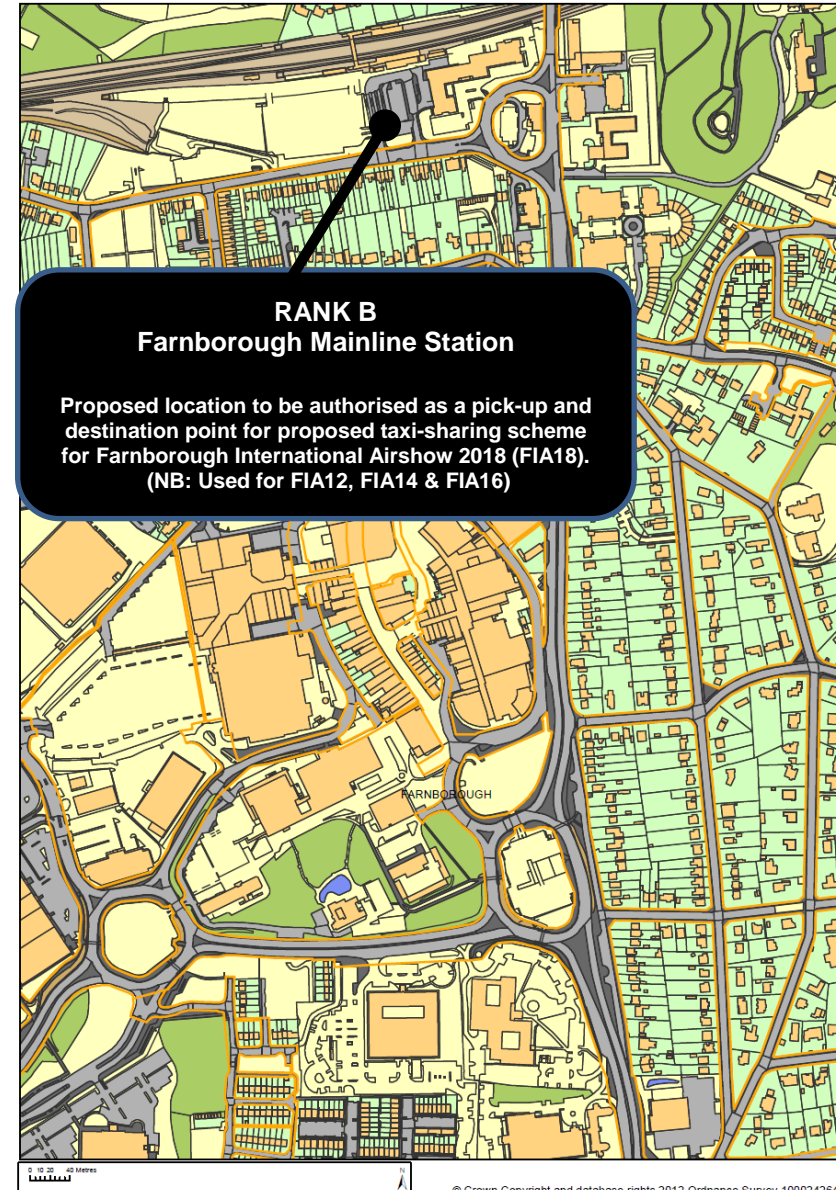
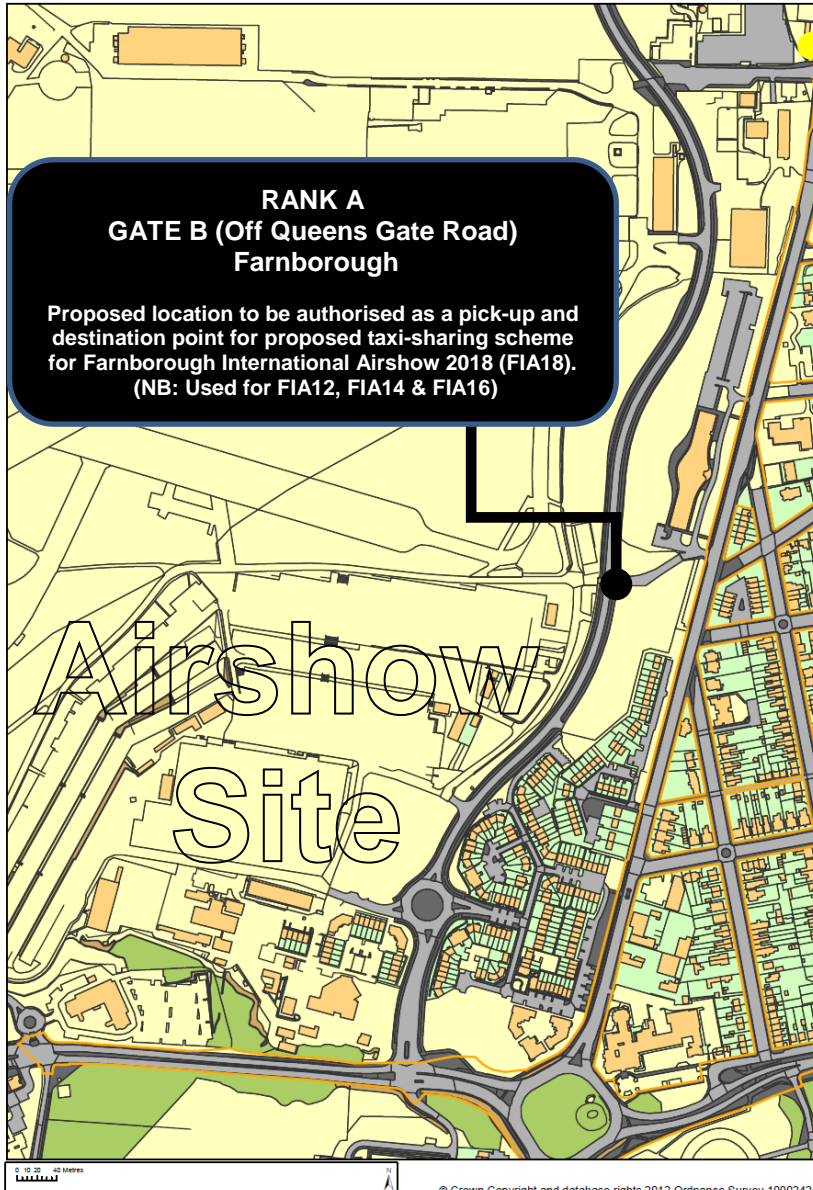
Print name	Signature	Badge number
Gregy Moshu		253

FAI16 Continued ...

Signature	Badge N°
	
MARK BEERE	
KARL FLODMAN	102
GREY BEERE	
CHRIS HORROBY	
BENNY PHILLIPS	669
AND MOHAMMED	
NASIR ASLAM	
SONNY GULL	586
DENNY PHILLIPS	66
DAVID DAVID	
KEITH PAYNE	

page 2 of 2

PLAN OF AUTHORISED PLACES BETWEEN WHICH PROPOSED TAXI-SHARING SCHEME IS PROPOSED TO OPERATE



JOURNEY ASSESSMENT OF TAXI JOURNEYS OF VARYING ROUTES

FROM / TO	ROUTE VIA	PROPOSED RANK(S)	APPROX DISTANCE (Yards)	FARE CALCULATION <small>(Based on Rate 1 of scheme of fares effective from 01.08.17)</small>		TOTAL APPROXIMATE FARE <small>(Based on Rate 1 of scheme of fares effective from 01.08.17)</small>
Queens Gate Road (Gate B) To Farnborough Station	Queens Gate Road, Fowler Avenue, Pinehurst Road (via The Village), Meudon Avenue, Farnborough Road, Union Street	A to B	3,555yds	First 1088 yards Each 149.5 yards (or part thereof)	£2.70 $£0.20 * (3555 - 1088) / 149.5 = 3.30$	£6.10
Queens Gate Road (Gate B) To Farnborough Station	Queens Gate Road, Fowler Avenue, Pinehurst Road (via The Village), Sulzer Roundabout, Solartron Road, ASDA Car Park, Westmead, Victoria Road, Elm Grove Road, Union Street	A to B	3,575yds	First 1088 yards Each 149.5 yards (or part thereof)	£2.70 $£0.20 * (3575 - 1088) / 149.5 = 3.20$	£6.10
Queens Gate Road (Gate B) To Farnborough Station	Queens Gate Road, Fowler Avenue (via Barons), Farnborough Road, Union Street	A to B	2,880yds	First 1088 yards Each 149.5 yards (or part thereof)	£2.70 $£0.20 * (2880 - 1088) / 149.5 = 2.40$	£5.10
Queens Gate Road (Gate B) To Farnborough Station	Queens Gate Road, RAE Road, Farnborough Road, Union Street	A to B	2,750yds	First 1088 yards Each 149.5 yards (or part thereof)	£2.70 $£0.20 * (2750 - 1088) / 149.5 = 2.20$	£5.00
Queens Gate Road (Gate B) To Farnborough Station	Queens Gate Road, Government House Road, Farnborough Road, Union Street	A to B	3,910yds	First 1088 yards Each 149.5 yards (or part thereof)	£2.70 $£0.20 * (3910 - 1088) / 149.5 = 3.60$	£6.50

RELEVANT CONSENTS

Adele.Richards@swrailway.com

From:Adele.Richards@swrailway.com
Sent:Fri, 17 Nov 2017 08:37:12 +0000
To:John McNab
Subject:Re: Cab-sharing scheme - FARNBOROUGH INTERNATIONAL AIRSHOW
2018Hi John

Yes we are still the owners, the only change is that we are now owned by First MTR and not Stagecoach.

Therefore I am pleased to advise you that as we are the Leaseholder of Farnborough Main railway station, South Western Railway are able to give you full consent to carry out this scheme for the implementation of a cab sharing during the Farnborough International Airshow (16th to 22nd July 2018).

If you require any further assistance please do not hesitate to contact me.

Regards

Adele Richards
Retail Standards Advisor
South Western Railway

Address: Overline House, Blechynden Terrace, Southampton SO15 1AL
Tel: 023 8072 8012 (075 8012)
Email: adele.richards@swrailway.com
www.southwesternrailway.com



The journey starts here

From: John McNab <john.mcnab@rushmoor.gov.uk>
To: "arichards@swtrains.co.uk" <arichards@swtrains.co.uk>
Date: 15/11/2017 16:56
Subject: Cab-sharing scheme - FARNBOROUGH INTERNATIONAL AIRSHOW 2018

Hi Adele

From: [REDACTED]
Sent: 23 November 2017 11:23
To: Licensing
Cc: [REDACTED]
Subject: Taxis for FIA2018

Dear John

Thank you for your letter dated 14 Nov 2017 regarding the taxi rank arrangements for FIA 2018.

I can confirm that TAG Farnborough Airport Ltd are content with these arrangements.

Rgds

[REDACTED]
Director Airport Operations
TAG Farnborough Airport
Direct Dial: + 44 (0)1252 379007
www.tagfarnborough.com



This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

From: John Trusler
Sent: 05 January 2018 15:16
To: John McNab
Subject: RE: HCC - 7036076

Hi John

Please accept this email as formal approval for Rushmoor Borough Council to establish a suitable Cab sharing scheme.

Regards

John Trusler | Principal Engineer

Rushmoor Borough Council

Tel : 01252 398775 | E-mail : John.Trusler@rushmoor.gov.uk

Council Offices | Farnborough Road | Farnborough | Hampshire | GU14 7JU

From: John McNab
Sent: 04 January 2018 15:13
To: John Trusler
Subject: RE: HCC - 7036076

Hi John

I have received the below email from Hampshire Highways in response to the attached correspondence about cab-sharing at FIA18.

As the designated Traffic Management and Licensed Taxi contact for the event, could you please confirm your approval to establish a suitable cab sharing scheme.

JOHN McNAB
Environmental Health Manager (*Licensing*)
Environmental Health & Housing Services
licensing@rushmoor.gov.uk

Tel: 01252 398398
Fax: 01252 524017

-----Original Message-----

From: Highways Operation Centre [<mailto:etehoc@hants.gov.uk>];
Sent: 22/11/2017 15:30:31
To: John McNab [<mailto:john.mcnab@rushmoor.gov.uk>];
Subject: HCC - 7036076
Dear Mr McNab,

Thank you for contacting us.

Our principle engineer has advised us to inform you to contact John Trusler at Rushmoor Borough Council, who is the Traffic Management and Licensed Taxi contact for the event.

Kind Regards,

Bea Golley
Highways Support Assistant
Hampshire Highways



© Hampshire County Council 2017 | [Disclaimer](#) | [Privacy Statement](#)

**CABINET
6 MARCH 2018**

**COUNCILLOR KEN MUSCHAMP
BUSINESS, SAFETY AND REGULATION
PORTFOLIO HOLDER**

KEY DECISION? YES

REPORT NO. PLN1805

REVIEW OF CHARGING FOR PRE-APPLICATION PLANNING ADVICE

SUMMARY AND RECOMMENDATIONS

To review the financial returns and service impact of the introduction of charges for pre-application planning advice one year after commencement and to consider amendments to the scheme.

Recommendations:

- (a) Continue the practice of charging for pre-application discussions.
- (b) Increase charges by 20% to £720 for major schemes; £240 for small to medium sized developments; and £40 for householder and minor developments.
- (c) Confirm that pre-application charges will not be required in respect of:
 - Wellesley/Grainger PLC schemes in relation to the Aldershot Urban Extension
 - The Council’s own developments, and those of Hampshire County Council where they relate to the provision of public services in the Borough.
- (d) Confirm that the new minimum householder/minor development charge of £40 will apply to all requests for pre-application advice, irrespective of the proposal type, made by community/charity groups which demonstrate that they meet all the following criteria:
 - A registered charity.
 - With headquarters in Rushmoor Borough
 - Involved in activity which serves the people of Rushmoor
 - Not part of a national charity with multiple UK or international offices

1. INTRODUCTION

- 1.1 Following a review of expenditure and budgets across the authority under the Budget Challenge exercise carried out in 2016, charges to potential planning applicants and developers for discussion and advice before the submission of planning applications were introduced with effect from 1st February 2017.
- 1.2 The charges were introduced in pursuance of the corporate objective to establish a sound financial position, make sustainable budgetary savings, investigate new sources of income and implement channel shift, whilst maintaining a high level of service.
- 1.3 Pre-application charging cannot be used to make a profit. In appropriate circumstances, authorities are permitted to charge as a means of meeting,

and effectively regulating demand for pre-application advice. The key role of Local Planning Authorities in encouraging other parties to take maximum advantage of the pre-application stage is cited in the National Planning Policy Framework. It is also an essential part of our systems thinking approach embedded in the planning process at Rushmoor.

2. BACKGROUND

- 2.1 The Cabinet decision to introduce the charges (15th November 2016) also made provision for the scheme to be reviewed after one year of operation. The following charges were introduced:
- 2.2 Householder and other small-scale enquiries - £35
Small to medium sized developments - (1-10 dwellings or up to 1000sqm commercial floorspace) - £200
Major Developments (in excess of 10 dwellings or residential sites of 0.5ha and above, or 1000sqm commercial floorspace, or other sites of 1ha or more) - £600
- 2.3 These receipts are subject to VAT at 20% meaning the actual receipt from a householder charge of £35.00 is £29.17, a minor development charge of £200.00 is £166.67 and a Major development charge of £600.00 is £500.00.
- 2.4 It was estimated at the time of the decision that the introduction of pre-application charges could generate up to £30,000 - £40,000 gross per annum, assuming that the demand for discussions ahead of applications being submitted did not fall as a result of charging. The introduction of the charges on 1st February 2017 fell part-way through the final quarter of the financial year. The original budget estimate for receipts from pre-application planning charges for the financial year 2017-18 was set at £30,000. In the event, pre-application discussions with developers initially declined, resulting in a revised estimate of £25,000 for this and future years. However, income picked up later in the year and the expected outturn for 2017-18 is around £28,000. Since the charges were introduced, the receipts from this income stream have been published within the quarterly performance reports to the Development Management Committee.
- 2.5 It is important to note, particularly with reference to householder and minor development enquiries, that the introduction of charging was not accompanied by a moratorium on providing informal advice to telephone callers. Fees are only charged in respect of written advice provided in response to submitted draft proposals. It is therefore commonplace for initial contact to be in the form of a telephone call, and for the resulting discussion to lead to a decision by the potential applicant as to whether to make a pre-application submission requiring payment of a fee. Since charges were introduced however, discussions by telephone which do not result in a chargeable submission are no longer registered on the Uniform system as pre-application enquiries.

3. The First Year Since the Introduction of Charging

- 3.1 Table 1. below, records the receipts from cases where pre-application charges were paid in the year following their introduction. The cases are broken down by

type and the receipts are compared to the budget estimate on a month by month basis.

Table 1

Month	Estimated receipts	Actual receipts	No of enquiries	Major	Minor	Householder
Feb 2017	£2,500	£2,125	17	2	5	10
Mar	£2,500	£3,031	26	3	6	17
Apr	£2,500	£1,946	29	0	8	21
May	£2,500	£2,973	27	2	10	15
Jun	£2,500	£2,521	20	2	7	11
Jul	£2,500	£1,633	21	1	4	16
Aug	£2,500	£3,104	25	3	7	15
Sept	£2,500	£2,596	25	3	3	19
Oct	£2,500	£2,675	17	2	9	6
Nov	£2,500	£1,942	23	1	7	15
Dec	£2,500	£813	9	0	4	5
Jan 2018	£2,500	£3,711	28	4	7	17
Total	£30,000	£29,070	267	23	77	167
% of Total Number				8.6%	28.8%	62.5%
% of Receipts				39.3%	44%	16.7%

3.2 The following observations are derived from the information in Table 1. First, the estimated income over the 12 month period since introduction was very close to the predicted and budgeted figure of £30,000. Secondly, the noticeable drop in December 2017 was possibly seasonal, but also coincided with a temporary period when the authority was not in a position to offer SANGs mitigation for residential redevelopments, and pre-application submissions for such schemes were therefore encouraged to await the availability of additional provision before being progressed; the higher receipts in January may reflect a consequent balancing of demand. Thirdly, the table indicates that householder pre-application enquiries represented over 60% of the cases but yielded less than 17% of the total income. Whilst the level of analysis, consultation and technical input is significantly greater in respect of the larger cases, the administrative costs in respect of payment processing and data entry does not differ significantly between pre-application types. This raises the question with regard to householder pre-applications whether the actual receipt of £29.17 for each case is proportionate to the cost of providing the service. At the time of the decision to introduce charging, those levied by other authorities in Hampshire was between £40 and £88 for householders, with most charging £40-£50.

3.3 Table 2. below compares the numbers of pre-application cases registered on the Uniform system during the four quarters of the calendar years 2016 and 2017 and the numbers of planning applications submitted and determined in the corresponding period. It is clear that following the introduction of charging, recorded pre-application submissions fell by approximately 50% in comparison with the same period during the previous year, but that there was no corresponding fall in the level of applications submitted. As shown in Table 1, in the period after charges were introduced, charged householder pre-applications comprised 60% of those received.

3.4 Whilst post-charging pre-applications can be easily sorted by type by reference to the fee paid, those prior to charging can only be counted by analysing the description of the proposal as submitted and logged on the Uniform system. Applying this exercise to the 836 pre-application cases registered in the four quarters of the 2016 calendar year indicates that some 540 (65%) involved householder development. In view of the information at 2.5 above, it is reasonable to infer, given that there has been no corresponding fall in the number of planning applications submitted, that the apparent 'fall' in the number of pre-application cases is at least in part attributable to the fact that only 'charged' cases are now entered on the uniform system. Verbal pre-application advice, for which no charge is made, continues to form a significant part of the planning function, and to contribute to the addition of value to the Development Management process.

Table 2

Quarter	Pre-application cases registered	Planning Applications submitted in the quarter	Planning Applications determined in the quarter
Jan-Mar 2016	262	249	180
Apr-Jun 2016	231	285	267
Jul-Sept 2016	214	270	241
Oct-Dec 2016	129	249	249
Jan-Mar 2017*	127	262	216
Apr-Jun 2017	110	282	279
Jul-Sept 2017	79	273	240
Oct-Dec 2017	74	220	225

*Charges introduced one month into this quarter

4. Exceptions and Exemptions from Charging

4.1 The decision to introduced pre-application charging specified only one exemption. This was in respect of the Wellesley (Aldershot Urban Extension) development, the reason being that Grainger PLC, through the S.106 agreement associated with the development, are providing funding for a full time Council Officer post for a ten year period. The responsibilities of that officer include providing pre-application advice on future stages of implementation of the project.

4.2 The Council has traditionally been involved in making occasional, and often small-scale planning applications, for works to its own properties and display of advertisements etc. Cabinet approval is required for the submission of planning applications by the Council. They fall outside the scheme of delegation and are therefore determined by the Development Management Committee. Charges have not, to date, been levied in respect of pre-application queries from within the Council. It would seem appropriate to continue providing free advice to

colleagues in circumstances where the development involves Council property which is being used to provide our own services (for example public notice boards and extensions or alterations to public facilities such as sports pavilions, refuse facilities and the crematorium). Similarly it would seem inappropriate to charge in respect of queries from Hampshire County Council where they relate to the provision of public services in the Borough. The Council's emerging and developing approach to financial management and regeneration increasingly involves acquisition of commercial property and partnership in development schemes. Where the Council is involved either as a partner or developer in commercial development and regeneration, the potential demand for pre-application advice is likely to require greater and more detailed input. It may be appropriate to keep any demand on resources to meet such requests under review.

- 4.3 An issue has been raised at Member level as to whether pre-application charges should apply in circumstances where the potential applicant is a 'charity' or 'community group'. No such exception applies with regard to fees for planning applications set at National Level, other than in respect of applications for facilities in respect of registered disabled persons. The terms 'community groups and charities' covers a very wide range of institutions, some of which receive support and informal advice in a number of ways through their contacts with Members and involvement in partnership working with the Council. The matter of an exemption from pre-application charging to a particular group or type of applicant raises problems of definition, and possible questions of propriety and fairness. Community groups and charities can range from local residents associations and playgroups, to large charities and institutions like the RNIB, Private Schools, or the National Trust, which benefit from significant assets, have large incomes and hold property portfolios which are managed to provide financial returns in the same way as those of other commercial institutions. In circumstances where, for example, a community group or charity is considering the purchase of a building which is on the open market, the provision of free pre-application advice to them, which is denied to another individual interested in the same site, could be seen to be giving an unfair subsidy or advantage in their negotiations. This being so it is considered that, any such exemption should only apply to schemes submitted for pre-application advice by locally registered charities which serve the people of Rushmoor, and should take the form of the minimum charge (applicable to householder schemes and minor developments) regardless of the scheme involved.

5. Risks

- 5.1 Risks identified in the report of November 2016 were the possibility of public concern over a fee being taken from developers for private discussions, meetings and advice, in advance of planning applications giving rise to a perception that subsequent decisions on the applications would not be impartially taken; potential conflict with developers who have paid for advice but whose applications are unsuccessful; that charging would deter pre-application engagement and interrupt the flow of work through the system; that the proposed measures will not result in savings and additional income at the levels estimated; and that additional costs in staff and resources would be incurred in administering the new measures.

5.2 No formal complaints regarding the practice or ethics of pre-application charging have been received in the first year since introduction. Existing staff resources have coped with the associated work, however this has taken place against the backdrop of a consistent rise in application numbers and demand on the service. Table 2 above indicates a numerical drop in pre-application enquiries which followed the introduction of charges which has become the norm. This has not however affected the submission of larger pre-application proposals or the quality of application submissions. It is interpreted principally, as set out in the report, as the result of no longer recording informal 'free' advice given to callers as pre-application cases on the Uniform system, together with some fall-off in 'casual' enquiries from householders who may not be fully committed to pursuing domestic extension projects to the extent that they wish to take paid advice.

6. Legal Implications

6.1 There are considered to be no legal implications.

7. Financial and Resource Implications

7.1 The introduction of pre-application charges has generated £29,070 in the first year. This could rise to £36,000 with the introduction of a 20% increase.

8. Equalities Impact Implications

8.1 There are considered to be no equalities impact implications.

9. CONCLUSIONS

9.1 The introduction of pre-application charging has, in its first year, come close to delivering the financial return predicted when it was introduced. The factors outlined as risks prior to introduction have not given rise to organizational or reputational issues during this initial period. Increasing the charges to reflect government policy regarding planning application fees would be appropriate at this review stage, as would clarification regarding the exemptions from charging set out at 4.3 above.

BACKGROUND DOCUMENTS:

Town and Country Planning Act 1990
Development Management Procedure Order
National Planning Policy Framework

CONTACT DETAILS:

Report Author - John Thorne – john.thorne@rushmoor.gov.uk 01252 398791

Head of Planning - Keith Holland – keith.holland@rushmoor.gov.uk 01252 398790

**CABINET
6 MARCH 2018**

**COUNCILLOR MARTIN TENNANT
ENVIRONMENT AND SERVICE DELIVERY
PORTFOLIO HOLDER**

KEY DECISION YES

REPORT NO. COMM1803

NEW DEPOT CONSTRUCTION

Summary and Recommendations:

This report advises on the current position in relation to the Design and Build Contract for the Council's new depot in Lysons Avenue and seeks a variation to the capital programme for 2018/19. The Council originally selected Kier for the design and build but having received more competitive build tenders, the build contract was awarded to Neilcott Construction. The background to the award and potential for additional costs due to possible novation issues and discovery of further contamination was covered in a report (COMM1715) to Cabinet on 13 June 2017.

During the build, additional costs have been incurred due to a significant increase in the amount of soil needed to be removed to achieve site levels and that this contained low levels of contamination requiring more expensive specialist disposal. The Council were also unable to novate all the contractors that had worked on the design stage with Kier, which added to costs.

The latest cost report from the Quantity Surveyor indicates an estimated overspend of £210,000 on an agreed budget of £3,180,000 and a completion date of mid-June 2018. Whilst the project is now in the 5th month of an 8-month build, there may still be other unforeseen costs particularly as the ground works are not finished, caused by delays with lowering the cables to the telecom mast and the pumping of ground water required to position the attenuation tanks.

Cabinet is recommended to approve the following to enable the completion of the new depot in 2018/19:

- (i) a variation to the capital programme for the construction of the new Council depot of £210,000 for the financial year 2018/19
- (ii) additional General Fund full financial year revenue costs in relation to the supplementary budget at (i), amounting to £1,260 interest on borrowing in 2018/19 & minimum revenue provision of £5,250 commencing in the year 2019/20
- (iii) an additional capital budget for further contingency requirements for the construction of the new Council depot of £100,000 for the financial year 2018/19 with any spend being agreed in consultation with the Head of Financial Services
- (iv) additional General Fund full financial year revenue costs in relation to the additional contingency budget at (iii), amounting to £600 interest on borrowing in 2018/19 & minimum revenue provision of £2,500 commencing in the year 2019/20

1. Introduction

- 1.1 This report provides an update on the Design and Build contract for the Council's new depot in Lysons Avenue which will support the Waste, Recycling and Street Cleansing Contract.
- 1.2 The latest cost report from the Quantity Surveyor indicates an estimated overspend of £210,000 on an agreed budget of £3,180,000 and a completion date of mid-June 2018. Whilst the project is now in the 5th month of the 8-month build, there may still be other unforeseen costs particularly as the ground works are not finished due to delays with the cabling to the telecom mast and the pumping of ground water required to position the attenuation tanks.
- 1.3 Due to the estimated increase in the construction costs, a variation to the capital programme of £210,000 is requested for 2018/19. An additional capital budget of £100,000 is also requested in 2018/19 to cover any further contingency requirements.
- 1.4 This is a key decision due to the significant capital expenditure involved and potential impact on our residents.

2.0 Background

- 2.1 The Council appointed Serco as its new service contractor from 31 July 2017 and as part of the new contract, the Council agreed to provide a depot, which is essential for the operation of the services.
- 2.2 The Council originally selected Kier for the design and build but having received more competitive build tenders, the build contract was awarded to Neilcott Construction. The background to the award and potential for additional costs due to possible novation issues and discovery of further contamination was covered in a report (COMM1715) to Cabinet on 13 June 2017.
- 2.3 The Council were unable to novate all the contractors that had worked on the design stage with Kier and therefore a design and build was agreed with Neilcott still based on Kier details and designs.
- 2.4 Extensive borehole sampling was undertaken prior to the purchase of the site, which showed some areas of contamination. Given the number of locations where asbestos had been identified Cabinet were informed that it was likely that further contamination would be found when the site was levelled for construction to start.
- 2.5 Whilst the contractors were aware of the sampling results and the possibility of further contamination, their costings were based on the majority of the spoil being inert. Neilcott had provided a small provisional sum to deal with some areas of asbestos and made it clear in their tender that any further costs due to contamination would be the responsibility of this Council for which some further contingencies had been set aside.

3.0 Additional costs and potential risks

- 3.1 Following the demolition of the buildings some of which contained significant asbestos, the demolition contractor left a very large granular spoil heap on site, which they tested as inert and which was to be used in the new depot foundations. Follow up tests required by the build contractor showed that it was contaminated with asbestos. This required its specialist removal and for a clean granular material to be imported for the foundations.
- 3.2 In addition, asbestos fragments were scattered around the site which entailed further unforeseen costs to safely remove. The Council has already submitted a claim against the demolition contractor.
- 3.3 The majority of the additional costs have been due to the significant increase in soil removed to achieve the site levels, which could not be accurately assessed until after the buildings were demolished. The costings for the removal of the soil were also based on it being classified as inert, but ongoing tests have resulted in the overall site being classified as non-hazardous. Inert soil contains no contaminants whereas non-hazardous means the soil has low levels of contamination such as asbestos fibres and high alkaline content, which requires significantly more expensive specialist disposal.
- 3.4 The Council were also unable to novate all the contractors that had worked on the design stage with Kier, which has added to both the design and build costs.
- 3.5 The Depot cannot be occupied until the highways works are complete. These require a S278 Agreement with Surrey County Council. Given the statutory notices, approval will not be known until May.
- 3.6 The contractor has confirmed a delay of 3 weeks due to issues related to the clearance of the site due to the contaminated spoil heap with an estimated handover in mid-June 2018, subject to there being no further delays.
- 3.7 In preparing the ground levels, cables (power and data) to the Telecoms mast on the site were uncovered, as these had been laid too near the surface. It has been agreed with the mast operator that the works to relocate them deeper will be carried out by the Council and that they will be recharged. These works are scheduled for mid-February.
- 3.8 Whilst around 80% of the soil has been removed from the site as non-hazardous the final cost will not be known until the remaining 20% in the location of the mast has been removed.
- 3.9 The project team have weekly management meetings to review progress, resolve issues, ensure there are stringent controls in place to reduce any additional costs and seek savings where possible. The Council have employed an independent Chartered Quantity Surveyor to assist with this work.

4.0 Implications

Risks

- 4.1 The Council is contractually bound to provide a depot to enable the delivery of the Waste, Recycling and Street Cleansing Service Contract and the Councils current site at Doman Road is available at least until 1 August 2018 and possibly longer subject to one months' notice.
- 4.2 Given the project is now well advanced and the building should be wind and watertight by the end of this month the outstanding potential risks have significantly reduced. Those that remain are linked to the completion of the highway works, the lowering of the data and electric cables to the telecoms mast, the completion of the attenuation tanks and the final costs of the soil removal.

Legal Implications

- 4.3 The General Power of Competence under the Localism Act gives the council power to do anything that an individual can do and thus the Council has power to construct new buildings required in connection with its waste service. The council also has a duty to collect domestic waste under the EPA 1990 and therefore the provision of the depot is ancillary to the discharge of this duty.

5.0 Financial and Resource Implications

- 5.1 The Council appointed Serco as its new service contractor from 31 July 2017. This will secure savings of around £320,000 in 2017/18, £600,000 in 2018/19, £680,000 in 2019/20 and then £720,000 pa from 2020/21 onwards.
- 5.2 The Council have maintained stringent controls during the Design and Build process to keep a tight control on expenditure and seek savings where possible. Given the potential risks shown above, there may be additional costs and therefore a capital budget has been requested to cover any further contingencies.

Budget Position:

Cost		£
Construction Works		
Contract Sum		2,589,436
Contract Instructions		609,829
Variations Awaiting Instruction		30,902
Provisional Sums		(151,006)
Serco operational requirements		71,864
Extension of Time		40,000
Projected final account (Excluding VAT)	£	3,191,025
RBC Additional costs		£
Professional costs		74,789
Additions – Statutory services and permissions		60,681
Spoil heap removal (seeking to reclaim)		16,160
Council fit out costs		67,342
Telecoms mast – rectification of cabling (reclaim from Mast operator)		(20,000)
Projected additional costs	£	198,972
Budget Position		
Agreed Budget	3,179,663	
Total projected spend	3,389,997	
Projected overspend	£	210,334

5.3 The projected overspend (Appendix 1) is made up of dealing with the additional non-hazardous soil (£565,000) and additional construction costs (£98,000). This has been offset by the contingency sum (£270,000), provisional sums (£151,000) and underspends elsewhere on the contract (£32,000).

5.4 The total estimated cost of the new depot site in relation to acquisition and construction will increase in relation to the request for additional construction issues (£210,000) and contingency increase (£100,000). The table below shows the total capital budget including the additional capital budgets included within the recommendations for this report

Total estimated cost of Depot site acquisition and construction		£
Total capital budget approved at Cabinet 13th June 2017		4,955,430
Capital budget required for additional construction matters		210,000
Capital budget now required for contingency purposes		100,000
Total capital budget including additional budgets included within this report		5,265,430

5.5 The Council will incur additional General Fund full financial year revenue costs in relation to the variation to the capital programme of £210,000 amounting to £1,260 interest on borrowing in 2018/19 & minimum revenue provision of £5,250 commencing in the year 2019/20. In relation to the additional contingency sum of £100,000, the General Fund full financial year revenue budget will incur £600 interest on borrowing in 2018/19 & minimum revenue provision of £2,500 commencing in the year 2019/20. An overspend of £210,000 on a capital project of £4,955,430 is a variation of 4.24% which with the £100,000 contingency could rise to 6.25%.

6.0 Conclusions

6.1 The build of the depot is essential to the future delivery of the service contract. The potential for additional costs due to possible novation issues and discovery of further contamination was identified at the award of the build contract. Additional costs have been incurred due to a significant increase in the amount of soil removed to achieve site levels and that this contained low levels of contamination. The Council were also unable to novate all the contractors from Kier to a new design and build with Neillcott Construction which has added to the costs.

Background Documents:

Waste, Recycling, Street Cleansing and Grounds contract
Draft depot lease
Tender documents
Planning application
Cabinet report 20 October 2015.
Cabinet report 15 November 2016
Cabinet report 13 June 2017

Contact Details:

Cllr Martin Tennant

Martin.tennant@rushmoor.gov.uk / 07778 594821

Sue Adams – Corporate Projects Officer

Tel 01252 398464 sue.adams@rushmoor.gov.uk

Peter Amies – Head of Community and Environmental Services,

Tel 01252 398750

peter.amies@rushmoor.gov.uk

Ann Greaves – Solicitor to the

Council Tel 01252 398600

ann.greaves@rushmoor.gov.uk

APPENDIX 1

Additional soil removal costs

Additional disposal cost for non-hazardous soil	387,592
Expend provisional sum for ground remediation	34,167
Use stockpiled material for filling excavations	41,791
Import new 6F2 material for piling mat	49,054
Remove material from site in skip (Asbestos)	555
Excavate and remove bund at front of site	20,425
Asbestos air monitoring clarification	15,000
Spoil heap removal	16,160
	564,744

Increase in construction costs

Increased steelwork tonnage due to redesign	27,477
Provide and lay terram to consolidate soil pre-concreting	10,895
Remove concrete and buried timber	5,123
Clear shrubs and tree works	2,913
Excavate slit trenches and trial pits	1,951
Roof hatch to ensure safe access	7,241
Remove fence panels and secure neighbouring site	1,467
Change outer pane of glass	2,739
Changes to ironmongery	619
Provide and lay 3 ducts	3,000
Provide bars to composite floor on mezzanine	537
Provide slab edge detail to overcome levels to neighbouring property	3,000
Position of fence to rear of site	2,000
Changes to door sizes etc	1,000
RFI 25 - Infill catchpit 1.75 x 2.5 x 1.35	400
Draw pit boxes for cable access to external services	3,722
Manage and co-ordinate lowering of fibre optic cable	13,573
Ditch clearance	3,595
Additional Waste Acceptance Criteria tests	5,000
Additional concrete to mezzanine floor	2,000
	98,252

This page is intentionally left blank

CABINET

COUNCILLOR BARBARA HURST
HEALTH AND HOUSING PORTFOLIO HOLDER

6 MARCH 2018

REPORT NO. LEG1803

KEY DECISION? NO

VOYAGER HOUSE, SOUTHWOOD BUSINESS PARK**SUMMARY**

This report is to draw Cabinets attention to a progressively worsening position in relation to the provision of primary and community health care within the West Farnborough locality as advised by the North East Hampshire and Farnham Clinical Commissioning Group.

Recommendation

That Cabinet note the increasing need for the earliest practicable acquisition of Voyager House to provide improved service access and an Integrated Care Centre for the populations of Farnborough.

1. INTRODUCTION

- 1.1 On the 14th November 2017 Cabinet, as the Acquiring Authority resolved to make a Compulsory Purchase Order pursuant to powers under section 226(1)(a) of the Town and Country Planning Act to provide an integrated health care facility, being satisfied that such facility would contribute to the promotion or improvement of the health and social well-being of the Farnborough area. A draft statement of reasons was approved for making the Order at the time of the decision

2. PROGRESS UPDATE

- 2.1 Planning permission 17/00787/COUPP for the change of use of Voyager House to a community healthcare resources hub was granted on the 9th November.
- 2.2 On the 8th November the Governing Body of the North East Hampshire and Farnham Clinical Commissioning Group approved an investment case and gave an in principle commitment to enter into commercial arrangements in the form of an agreement to lease.
- 2.3 Subsequently preliminary heads of terms for the lease have been agreed between the Council and the CCG.
- 2.4 Both the Council and Pure Offices (the current premises owners) have appointed professional advisors to advise and undertake the negotiations to attempt to acquire the building by agreement.

- 2.5 Following the cabinet decision Pure Offices continued with their plans to undertake refurbishment work to create serviced offices in Voyager House. On the 12th December, the Council and the CCG undertook an inspection of the building to see the extent of the works undertaken and to assess the affect that the conversion works would have upon the proposed fit out costs of the building as an integrated health care facility. A revised cost plan and layout plans are being prepared which will inform the level of offer to be made to Pure Offices to acquire the freehold of the building.
- 2.6 The CCG have instructed commercial agents to undertake a site search for suitable alternative premises and to provide periodic reports to the CCG. The agents have confirmed that there are currently no premises on the market, which meet the CCG's requirements in terms of availability, accessibility, suitability, sufficiency, and affordability but this will be kept under review. Should other suitable premises become available that can be adapted within a time frame to meet the CCG's needs, such that the CCG no longer wish to acquire Voyager House, then the CCG have confirmed that they will meet the surveyors and counsels costs incurred by the Council. This however seems highly unlikely given the extensive range of options and alternatives previously considered by the CCG.

Compelling Business Need

- 2.7 The CCG is continuing to work with the Council in terms of updating the business case for the Integrated Care Facility, which will also support the co-location of Primary Care practices enabling them to operate at a greater level of capacity, efficiency and resilience than currently possible. This work is feeding into a revised Statement of Reasons, which will be the subject of further report in April, when Cabinet approval will be sought for the form of the Order, and the revised Statement of Reasons.
- 2.8 The CCG have confirmed that most of the GP practices within the Farnborough locality habitually experience capacity problems – both in terms of suitable and sufficient premises and care resources. These problems are exacerbated, as Farnborough is the largest locality by population within the CCG's area, and the only locality without a centre for health or community care facility. The problem is particularly acute in West Farnborough and for the Southwood Surgery and is set to progressively worsen due to planned population growth attributable to nearby housing schemes. Applications by practices within the Locality to the CCG to consider closing their lists, are evidence of some of the stresses in the system. There is a compelling need for an integrated health facility, which will enable a more effective and efficient model of care to be provided locally, both relieving the pressures upon the GP practices and reducing the use of A&E and outpatient services at Frimley Park Hospital. The need for this service increases day by day and the CCG is not able to successfully alleviate the system pressures without this new model of care or facility
- 2.9 Due to this the CCG have lodged objections to planning applications for more residential development within the Farnborough locality in an attempt to secure development contributions, through Planning Obligations, toward additional healthcare infrastructure. For example, in respect of application 16/00837/FULPP for 159 residential units at the Crescent, Southwood

Business Park, granted planning permission on the 31st January 2018, the CCG objected in the following terms:

“Local primary care services providers are already under pressure and are finding it difficult to keep pace with rising demand and, in some cases, are already working within buildings that are not meeting the preferred standards of suitability and sufficiency. We seek to avoid the position becoming exacerbated.”

- 2.10 On the 7th June 2017 the CCG also lodged an objection to the proposed residential development of Hartlands Park (17/00471/OUT/hybrid) within the administrative area of Hart District Council:-

“Our principal concerns and objections are with regard to the pressures the additional resident populations generated by this sizeable scheme will inevitably bring and have, on local care services and care facilities in west Farnborough and Fleet.”

As a consequence of this objection the developer, St Edward Homes, have agreed to make a financial contribution as a planning obligation to ensure that adequate provision can be made for healthcare impacts arising from this development.

3. IMPLICATIONS

Risks

- 3.1 There is a risk that the CPO, if made, may not be confirmed. This is being mitigated by putting together the appropriate professional team and obtaining appropriate advice and opinion. It is also possible that Pure Offices will argue that the Council does not need to acquire the freehold as they may consider granting the CCG a lease of the premises. Work is being undertaken on the commercial terms that the CCG would require were this to be pursued.

Legal Implications

- 3.2 These remain as stated in the previous cabinet report

Financial and Resource Implications

- 3.3 There are no financial implications arising from this particular report

Equalities Impact Implications

- 3.4 These remain as stated in the previous cabinet report

Other

- 3.5 The property implications have been set out above

4. CONCLUSIONS

- 4.1 The need for the facility remains compelling and is growing.
- 4.2 A further report will be brought to cabinet in April with the updated Statement of Reasons and Order for approval. A formal offer to acquire is likely to be made around the same time.

BACKGROUND DOCUMENTS:

Cabinet report of the 14th November 2017

CONTACT DETAILS:

Report Author – Ann Greaves
Solicitor to the Council

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank