



NOTICE OF MEETING

Meeting:	Overview and Scrutiny Committee
Date and Time:	Tuesday, 17 December 2019 at 7.00 pm
Place:	Council Chamber, Civic Offices, Fleet
Telephone Enquiries to:	01252 774141 (Mrs Gill Chapman) committeeservices@hart.gov.uk
Members:	Axam, Collings, Crookes, (Chairman), Dorn, Drage, Davies, Farmer, Lamb, Smith, Wildsmith, Worlock

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

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AND BRAILLE ON REQUEST**

- 1 At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**
- 2 The Chairman will announce that this meeting may be recorded and that anyone remaining at the meeting has provided their consent to any such recording – please see our protocol on [Attending and Reporting Meetings](#).**

1 MINUTES

The minutes of the meeting of 19 November 2019 are attached to be confirmed and signed as a correct record. **Paper A**

2 APOLOGIES FOR ABSENCE

3 CHAIRMAN'S ANNOUNCEMENTS

4 DECLARATIONS OF INTEREST

To declare disclosable pecuniary, and any other, interests.

5 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

Anyone wishing to put a question or statement to the Committee should contact the Committee Services Officer by phone or email (see front page of this Agenda) at least two clear working days prior to the meeting. Further information can be found at

https://www.hart.gov.uk/sites/default/files/4_The_Council/Council_meetings/Public%20Participation%20leaflet%202019%20A4.pdf

6 HEADS OF SERVICE ATTENDANCE

Head of Place to attend.

7 INSURANCE: OFFER FROM THE LOCAL GOVERNMENT MUTUAL

To consider the purchase of insurance from the Local Government Mutual.
Paper B

NB Appendices 1 and 2 are CONFIDENTIAL

RECOMMENDATION

That the Committee considers and comments on the proposal to procure insurance from the Local Government Mutual, subject to a satisfactory offer being received as set out in Appendix I.

8 GARDEN COMMUNITIES PROGRAMME

This report provides an update on the governance arrangements for the Garden Community further to consideration by Cabinet in November. **Paper C**

RECOMMENDATION

I That Overview and Scrutiny, subject to any comments, recommends to Cabinet the adoption of the following:

Recommendation I: That Cabinet approve the Governance approach as set out in Appendix I.

9 REVIEW OF HART PARKING CHARGES

To seek the Committee's views on proposed changes to Hart's car parking charges.
Paper D

RECOMMENDATION

That this Committee considers the contents of this report and agrees its response to the proposed changes to the Council's off street parking charges before these are considered as part of the 2020/2021 budget process.

10 CABINET WORK PROGRAMME

The Cabinet Work Programme is attached for information. **Paper E**

11 OVERVIEW AND SCRUTINY WORK PROGRAMME

The Overview and Scrutiny Work Programme is attached for consideration and amendment. **Paper F**

Date of Despatch: 10 December 2019

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: Tuesday, 19 November 2019 at 7pm

Place: Council Chamber, Civic Offices, Fleet

Present:

COUNCILLORS

Axam, Crookes (Chairman), Davies (from 7.03 pm), Dorn, Farmer, Lamb, Smith, Worlock

In attendance: Forster, Radley

Officers:

Andrew Vallance	Head of Corporate Services
Lisa Cowdery	Senior Business Partner - Capita
Dana Kavanagh	Business Partner - Capita
Gill Chapman	Committee Services

73 MINUTES

The minutes of the meeting of 15 October 2019 were confirmed and signed as a correct record.

74 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Collings and Wildsmith.

75 CHAIRMAN'S ANNOUNCEMENTS

None.

76 DECLARATIONS OF INTEREST

None declared.

77 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

78 SERVICE PERFORMANCE - HEADS OF SERVICE ATTENDANCE

Head of Corporate Services, Andrew Vallance, attended to discuss the service's performance.

Members considered the following:

- Appointment of the Economic Development Officer, Commercial Manager and Digital Change Manager
- Feedback from businesses
- Ongoing financial year projects
- Small Business rates relief scheme
- Hart Lottery - encouraging local charities to apply to us to join, needs constant publicising and boosting
- Employment and Skills plans (Hartland Village)
- Review to look at first commercial project (flats at Edenbrook)
- Hart Values to be revised shortly as part of transformation and change process
- New settlement budget
- Customer service contracts

Members asked for:

- a presentation from the Economic Development Officer on what is being done in that area (see Minute 84 below),
- More information showing percentage of budget/forecast on the cost centre summary
- A written response on the details of the expenditure regarding the Basingstoke Call Centre

Members thanked Mr Vallance for the information.

Councillor Davies entered the meeting during this item.

79 2019-20 BUDGET MONITORING – TO END OF SEPTEMBER

Members were advised of the position on revenue and capital expenditure at the end of September. Cabinet would consider this report at its meeting on 5 December 2019.

Members discussed:

- Variances
- Emerging local plan - effect on income
- Development Peer Review
- Head of Place starting in December
- Lower Recycling income and the resulting long term pressures
- Commercialisation budget
- Capital slippages

DECISION

- 1 The revised projections and reasons for the main revenue variations shown be noted.
- 2 The current spending position for Capital shown be noted.

80 TREASURY MANAGEMENT STRATEGY– HALF YEAR REVIEW 2019/20

The Committee considered the Council's treasury management activities and performance during the first half of the 2019/20 financial year (April-September 2019).

Members considered the information and discussed the issues regarding borrowing and the longer term.

DECISION

The treasury management activities during the first half of the 2019/20 financial year be noted.

81 2020/21 BUDGET & MEDIUM TERM FINANCIAL STRATEGY

Members were given an early consideration of the emerging budget for 2020/21 and the draft Medium Term Financial Strategy (MTFS).

Members discussed:

- Some changes delayed by General Election - business rates, fair funding review, new homes bonus etc
- 2m of risk to Hart 2021/22 in cancellation of new homes bonus
- Revenue Support Grant
- Impact of loss of recycling income
- Council tax - potentially more flexibility over increasing council tax
- Business rates no significant growth
- Potential of Commercial Strategy

DECISION

The issues around the emerging budget for 2020/21 be noted.

82 QUARTER 2 PERFORMANCE INFORMATION – 2019/20

The Committee was updated on the Council's performance indicator results for the second quarter of 2019/20 (1 July 2019 – 30 September 2019).

Discussions centred around credit card usage, occupancy and SANG availability and missed bin collections and knock on effects on staff time etc, and those paying for garden waste collection and the target not being reached.

Clarification was requested around the following:

- H08a - placed in an emergency?
- Are there other accommodation costs if occupancy is delayed because of SANG availability?
- H15 red – explanation please
- ET06 and ET 07 –Members asked for weekly numbers?
- RO2 - further explanation needed
- R01 - a missing 'not'? Explanation needed

DECISION

The information be noted.

83 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered. It was noted that there was some movement due to the election, eg the Local Plan would be moved to February.

84 OVERVIEW AND SCRUTINY WORK PROGRAMME

The Overview and Scrutiny Work Programme was considered and amended:

- Community Infrastructure Levy (CIL) - January
- Local Government Mutual – December
- Development Peer Review – TBC
- Scrutiny workshop –move to Spring
- Economic Development - presentation - January

Members discussed the Parking Charge review and the difficulty for responding parishes, and asked that the Head of Environmental and Technical Services circulate Overview and Scrutiny members with more detail on issues, progress and timing. Members also asked that the responses from the Dog fouling consultation be published.

The meeting closed at 8.30pm

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 17 DECEMBER 2019

TITLE OF REPORT: **INSURANCE: OFFER FROM THE LOCAL GOVERNMENT MUTUAL**

Report of: **Head of Corporate Services**

Cabinet Member: **Councillor James Radley, Deputy Leader and Finance**

1 PURPOSE OF REPORT

1.1 To consider the purchase of insurance from the Local Government Mutual.

2 OFFICER RECOMMENDATIONS

2.1 That the Committee considers and comments on the proposal to procure insurance from the Local Government Mutual, subject to a satisfactory offer being received as set out in Appendix I.

3 BACKGROUND

3.1 Since the Council last reviewed its insurance arrangements, the Local Government Mutual (LGM) has been established. The LGM aims to provide a cost-effective alternative to traditional insurance and was established by fourteen local authorities, including Hart, working with the Local Government Association (LGA) in April 2019.

3.2 Cabinet approved the Council becoming a founding member of the LGM in April 2018.

3.3 The LGM is governed and controlled by its member local authorities. There are no shareholders seeking a financial return.

3.4 A local authority can join the LGM at any time through a simple application process, and members can give notice to leave the mutual and insure with third-party insurers whenever they choose.

4 THE LOCAL GOVERNMENT MUTUAL

Purpose and rationale

4.1 LGM was established to bring down local government's "Total Cost of Risk" by reducing external insurance premiums, centralising self-retained losses and introducing coordinated risk management and control.

4.2 Local government currently self-insures to an unusually high extent compared to other sectors, paying almost all its claims itself. Local authorities procure insurance for risks exceeding their own 'retention' (like the 'excess' in consumer insurance) and most also buy 'stop-loss' insurance, which caps their spending on claims *within* their

own retention. Whilst some authorities, including Hart, have developed procurement collaborations, most councils procure insurance on their own through an OJEU process.

- 4.3 Central government through the Cabinet Office and Treasury since 2002 have encouraged public sector entities to evaluate more nuanced approaches to financing the costs of risk. Indemnity mutuals are a widely used approach both in the UK and internationally. They enable organisations which have similar risk exposures to obtain better value by pooling the costs of routine, expected claims and combining their purchasing power to procure insurance for high cost claims and for stop-loss cover to protect the pooled fund.
- 4.4 The LGM also aims to increase transparency for its members over the costs of cover, including the wraparound insurance, benchmarking of data between members, and the financial flows including the accumulation of surplus over time.

History

- 4.5 The LGM opened for business from April 2019. It was incorporated following a development project led by the LGA under the auspices of its Commercial Advisory Board. The LGM's objectives, structure, constitution, Directors and management arrangements were agreed and implemented by a group of fourteen local authorities, including Hart. The LGA joined as a risk-placing member in July 2019.

Legal Background

- 4.6 The LGM is not a third-party insurance supplier to local authorities and is exempt from the Public Contracts Regulations 2015 (under the "Teckal" exemption). Legal advice procured by the LGA on behalf of its member councils is shared with all local authorities contemplating LGM membership.

5 PROTECTION

- 5.1 The LGM is a hybrid discretionary mutual, which means there are two levels of protection:
- The Mutual pools its financial resources through contributions from its members, to cover the cost of expected losses
 - Insurance cover is procured to protect each member against large, unexpected losses, and the mutual insures against an accumulation of losses affecting its retained funds
- 5.2 The LGM procures its wraparound insurance through an OJEU compliant process.
- 5.3 The LGM's own insurance arrangements and constitution mean it will not need to seek additional funding from members during any financial year, so individual local authorities will not be asked to provide additional funding (the mutual procures stop-loss insurance to ensure this). Members are also covered against claims that may arise in the future relating to their period of membership in the usual way, through a mixture of reserves retained by the mutual to cover possible claims falling within its retention and insurance contracts covering potential higher value claims.

- 5.4 The LGM offers cover for all the risks for which local authorities currently obtain insurance in the market, and its protection includes cover against ‘long-tail’ claims which might arise in years to come, even in the event of a local authority having ceased to be a member in between.

Pricing

- 5.5 The LGM’s pricing is based on the data presented by local authorities setting out the activities they are responsible for and the assets they use and own. The price offered will set out an actuarially obtained estimate of an authority’s typical expenditure on expected claims, plus an element for operating costs, and the costs of the authority’s segment of the mutual’s ‘wrap-around’ insurance. Pricing doesn’t need to add a margin for profit, and no undisclosed broker commissions or payments are included in the costs.

Governance and management

- 5.6 The LGM is a company limited by guarantee and each of its members participates in its governance and in the oversight of its business operations. The LGA and the Founding Members developed its launch constitution, and its Board currently includes three local authority Leaders or portfolio holders and two expert independent directors provided through CIPFA and the Government Actuary’s Department. The Board also has the benefit of regular reports provided by an independent subject matter expert, the Chief Executive of the Association of Financial Mutuals.
- 5.7 The LGM’s constitution ensures that its members control and direct its operations. The Board is elected by the membership through arrangements that reflect the LGA’s own voting system and is accountable to its local authority members. Working committees drawn from officers representing its member councils will consider, review and propose policies and practices for the Board’s consideration.
- 5.8 The LGM is an appointed representative of Regis Mutual Management Limited, which is authorised and regulated by the Financial Conduct Authority and its Directors are required to be Approved Persons by the FCA.
- 5.9 The LGM is managed by Local Government Mutual Management Services Ltd (LGMMSL), which is also an appointed representative and therefore permitted to carry on activities regulated by the FCA. LGMMSL is a joint venture between Regis Mutual Management Ltd and LGA Commercial Services Ltd.

Membership

- 5.10 Joining the LGM requires a formal Admissions process which relies on essentially the same data set as local authorities use in tendering for insurance. However, instead of a narrow focus on premium, which ignores the bulk of the costs of risk, the LGM admissions process seeks to quantify authorities’ Total Cost of Risk (including losses from claims paid by the authority) so that a more rounded quantifiable appraisal can be made of its proposition.

Benefits

5.11 The most commonly understood benefits of mutuals are as follows:

- Control – the mutual is governed and controlled by its member local authorities
- Collaboration – member authorities will be supported to share and adopt best practice that reliably reduces losses from claims by improving risk management
- Cover – the mutual’s protection policies for its retained risks are determined solely by its members for their benefit
- Costs – are limited to expected claims, operating costs and insurance – no undisclosed payments to third parties
- Transparency – every pound of income and expenditure is reported to the Board and the membership
- Scale economies and efficiencies – just as larger councils obtain keener deals in the insurance market, the collective spend of many local authorities combined in the mutual drives a stronger bargain. A single OJEU procurement enables the mutual to source the insurance requirements of all its members. Finally, collectively-based ‘stop loss’ cover for a group of councils is cheaper than a group of individual stop loss policies, and the stop loss insurance requirement is reduced, saving premium.
- Surpluses – will ultimately be returned to members, not shareholders. Individual local authorities’ share of this surplus is quantified according to clear and transparent rules, and any local authority that leaves having contributed to the surplus will be entitled to receive a contribution back upon a distribution being made.

5.12 The LGM is able to learn from the recent experience of another indemnity mutual within the local government family, the Fire and Rescue Indemnity Company (FRIC). FRIC uses the same business model as LGM and is in its fourth year of operation, and its members have already benefited from reduced claims and risk transfer costs. It is building a surplus that belongs to its members.

6 FINANCIAL IMPLICATIONS

6.1 The exempt report at **Appendix I** sets out the financial implications of a decision to seek admission to the LGM. The application process also requires work by officers to ensure all necessary information is provided to the LGM to enable it to make a properly priced offer.

7 MONITORING OFFICER OBSERVATIONS

7.1 The LGA has obtained legal advice on behalf of its members which is attached as **Appendix 2**.

8 CONCLUSION

- 8.1 That subject to a satisfactory financial offer, the Council should procure its insurance from the Local Government Mutual.

Contact Details: Andrew Vallance, email: Andrew.Vallance@Hart.gov.uk

CONFIDENTIAL APPENDICES

Confidential Appendix 1 – exempt information

Confidential Appendix 2 – legal advice

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 17 DECEMBER 2019

TITLE OF REPORT: GARDEN COMMUNITY GOVERNANCE

Report of: Joint Chief Executive

Cabinet Member: Councillor Graham Cockarill, Portfolio Holder for Place

I PURPOSE OF REPORT

- 1.1 This report provides an update on the governance arrangements for the Garden Community further to consideration by Cabinet in November.

2 OFFICER RECOMMENDATION

- 2.1 That Overview and Scrutiny, subject to any comments, recommends to Cabinet the adoption of the following:

Recommendation 1: That Cabinet approve the Governance approach as set out in Appendix 1.

3 BACKGROUND

- 3.1 Members will recall that in September, Overview and Scrutiny Committee considered a report regarding the Garden Community. This report contained a series of recommendations, including consideration of a draft governance structure and Overview and Scrutiny were, subject to any comments, asked to recommend the document to Cabinet.

- 3.2 In consideration of the governance structure, Overview and Scrutiny resolved to

“Accepted [the Garden Community Governance] with modifications: Councillor Farmer to work with JCX to reword the Governance Approach to be amended with references to the: ‘evaluation phase’ rather than delivery. The Terms of Reference will also be reviewed.

- 3.3 The Joint Chief Executive and Cllr Farmer met and worked on the governance, and the amended version formed an appendix to the published Cabinet papers to October Cabinet.

- 3.4 The report was deferred and later considered at November Cabinet. At that meeting Cabinet resolved

“The proposed Governance approach be approved in principle, but a small working group, comprising of the three 3 Group Leaders and Portfolio Holder for Place, be tasked to look again at the proposed governance structure and the work streams over the next 12 months, and be asked to report back to Cabinet, at the latest by

February, with any appropriate refinements to the proposed Governance structure or project plan.”

4 CONSIDERATION

- 4.1 The governance arrangements need to provide everyone interested in the Garden Community with a clear understanding of how they can take part in the project and how their views will shape the broader picture. To do this we need to establish a clear and accountable structure of how information will be gathered and will flow through the project and how decisions will be made.
- 4.2 In accordance with the resolution of Cabinet in November, the Group Leaders and Portfolio Holder for Place, met to consider and amend the Garden Community Governance arrangements on the 26th November 2019. Further refinements have occurred through online collaboration between all respective parties.
- 4.3 Appendix I sets out the Garden Community governance as now agreed by each of the Political Group Leaders and the Portfolio Holder for Place. It recognises the key strategic roles to be undertaken during this first phase of exploration of the opportunity for a Garden Community.
- 4.4 It has also provided some greater level of clarity around key stakeholders, providing examples, which will help support the creation of the Garden Community Opportunity Board as well as Stakeholder and Land Owners Forums.
- 4.5 It is key to note that the governance arrangement as set out, may need to develop and evolve as the project progresses through its various stages, to involve different people, groups and organisations and as the groups develop, make changes to terms of reference

5 EQUALITY IMPACT ASSESSMENT

No equality issues are identified for this report at this stage. An early scoping of stakeholders will need to consider the engagement of representatives from protected groups that the project has the potential to impact upon.

6 ACTION

Subject to Cabinet approval, in January, next steps will be to set up the Garden Community Opportunity Board meeting, with respective key stakeholders

Patricia Hughes, x4450, patricia.hughes@hart.gov.uk

APPENDICES

Appendix I Shapley Heath Garden Community

THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY : BUILDING A COMMUNITY APPROACH

Hart District Council (“the Council”) recognises the significance of a potential Garden Community at Shapley Heath. Shapley Heath is the working title on a site at the very heart of the district.

The Council wants to ensure:

- The best possible communication between the community and all the organisations in the locality that may have a role to play in this project or be affected by it.
- Accurate information is available, any concerns can be raised, and solutions discussed.

KEY considerations:

As well as the Council’s interest in representing local people and as a custodian of the economic, environmental and social well-being of the District, it is also the local planning authority.

As the decision-maker for applications for the development of the Garden Community, the Council must ensure that applications are considered in accordance with statutory requirements and its own rigorous ethical standards.

Therefore, the governance arrangements set out in this document, for investigating the vision and then exploring the opportunity for a Garden Community is not and cannot be part of any decision making process on matters associated with the Council’s role as a Local Planning Authority.

The formal arrangements in this document are necessary to demonstrate a separation in the roles the Council performs.

A Shapley Heath Opportunity Board will be established to ensure the involvement of local communities and other stakeholders in evaluating the opportunity for a Garden Community in accordance with the principles that have been adopted by the Council

THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD

The Shapley Heath Garden Community Opportunity Board (the Board) will lead the evaluation of the Garden Community Opportunity. Reporting to the Council’s Cabinet, it will

- Be accountable for the project’s expenditure and the overall work of the project
- Develop a project plan to evaluate the opportunity with clearly defined milestones and outcomes
- Bring together the evidence, expertise and views of all work streams to provide a holistic view of the Garden Community and the opportunities it may bring whilst also recognising potential constraints – providing guidance, support and finding solutions where obstacles occur.
- Encourage and strengthen links between the evaluation project and other relevant communities and stakeholders,

FORUMS

Alongside the Board, it is proposed to establish two engagement forums – a landowner/ developer forum and a Stakeholder forum to enable the circulation and discussion of information and views amongst all of the key stakeholders. The terms of reference for each Forum will be agreed by the Board at its first meeting and will thereafter be annually kept under review by the Board.

THE STAKEHOLDER FORUM

The Stakeholder Forum will champion community and organisational engagement throughout the investigation of the vision that will underpin the evaluation of the Shapley Heath opportunity including the possibilities for community ownership (i.e. longer-term stewardship of assets).

As part of this, the Stakeholder forum will ensure engagement with the key community stakeholders, including business sector, public sector and third sector organisations.

It will also oversee community wide engagement; ensuring innovative approaches to reach unheard voices and as such, will offer local insight to the Shapley Heath Garden Community Opportunity Board.

Membership of the Stakeholder Forum will include

- Parish Council representatives from the following Parishes; Winchfield, Hook, Hartley Wintney, Dogmersfield, Odiham
- Community Stakeholder Organisation representatives e.g. the Diocese
- Business sector representatives
- Third sector (voluntary sector) representatives e.g. Hart Voluntary Action
- Public sector representatives (e.g. health, education, highways)
- Support from the Council's Shapley Heath Garden Community team
- Housing association representatives

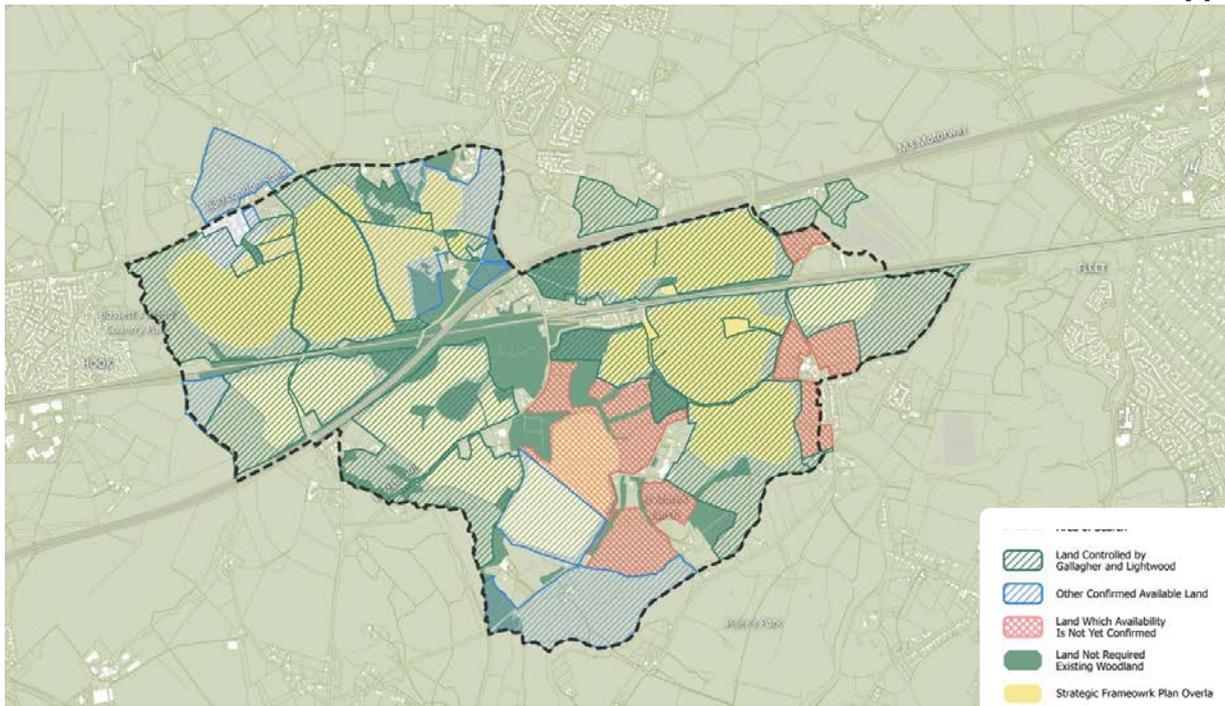
THE LAND OWNERS' FORUM

The Land Owners' Forum will provide a sounding board for those with significant land ownership (or their nominated representatives) within the area of the proposed Shapley Heath opportunity, whether seeking to take part in the project or not, as any future community will have broader impacts.

This Forum too will look at the future vision for a Shapley Heath Opportunity and how a characterful and distinctive community could be achieved that meets the guiding principles of the project.

It will also be a forum to seek to resolve though consensus landowner project related issues, finding solutions and ensuring an effective exchange of views and information.

Membership will include significant landowners or their representatives, within the area outlined below



THE DEDICATED SHAPLEY HEATH PROJECT TEAM

A small but dedicated team of professionals will be on hand to support the project; from inception to closure will be known as the Shapley Heath Project Team (the Project Team). Recognising the size of the ambition and the district wide opportunity, the team will be led by the Joint Chief Executive assisted by a small team of committed professionals.

The Project Team will focus on the day-to-day management and needs of the project and will manage and implement the project plan. It will identify and oversee any project Working Groups. It will report directly to the Board. The team's role will evolve as the project develops but will include a range of tasks such as

- Managing and controlling progress against the project plan, including key tasks and milestones.
- Identifying risks, benefits, and issues and reporting these to the Board, Stakeholder Forum or Land Owners Forum as appropriate
- Tracking and supporting all work streams, seeking technical research to enable evidence based decision making
- Analysing feedback from broad community engagement and providing this to all groups for consideration on next steps.
- Liaison, coordination and management of all groups and forums.
- Monitoring and reporting spend against budgets, identifying and applying for funding opportunities
- Appointing/commissioning organisations to deliver outcomes e.g. consultants, advisors etc.

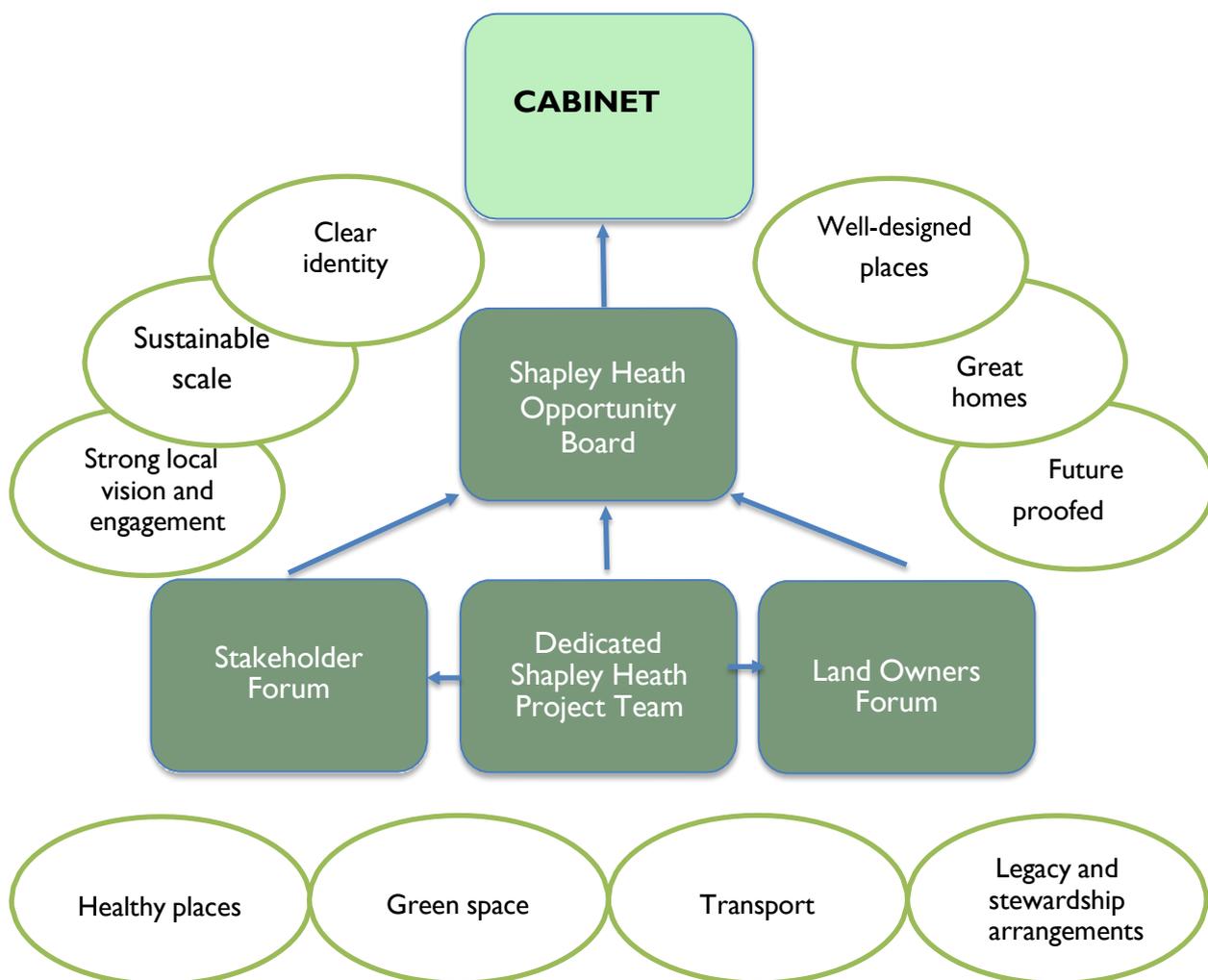
HOW THE BIGGER PICTURE IS CREATED

Flow of knowledge, expertise and evidence and realistic timescales is fundamental to a successful project.

To achieve this, a transparent and accountable structure which people can understand is required. Visually this can be represented below.

The Landowners' Forum, Stakeholder Forum and the Shapley Heath Project Team will all report to the Board albeit the terms of reference for each group will evolve. The Board itself is accountable to Cabinet who it will regularly report to.

The Board and the Forums will each be established under the provisions of Section 102(4) of the Local Government Act 1972 as advisory boards. As Advisory Boards, the Forum and Boards do not have to comply with the political balance rules in Section 15 of the Local Government and Housing Act 1989.



THE DETAILS

The Board and each Forum will develop its own role, as the project progresses. However, below are the proposed Shapley Heath Garden Community Opportunity Board's terms of reference upon which its inception will be based.

Shapley Heath Garden Community Opportunity Board —

Terms of Reference to be adopted at the first meeting

Purpose of the Shapley Heath Garden Community Opportunity Board

- The Shapley Heath Garden Community Opportunity Board (the Board) will have overall responsibility for steering the evaluation of the Shapley Heath Garden Community opportunity (the Opportunity); the project is to establish a vision for a Garden Community and evidence whether such a vision is both viable and deliverable. In due course, the overarching description of the project will be further defined through an agreed Vision and set of place shaping outputs.
- The Board will be accountable for the success of the project in meeting its objectives and programme.
- The Board will lead the evaluation of the Opportunity and will be a key forum to manage overall engagement, issues resolution and progress of the viability of the project.

Core Functions

1. To lead the Garden Community project against the Garden Community principles and report to the Council's Cabinet (and other respective corporate bodies as appropriate) and elected members to ensure corporate support and buy-in.
2. Be accountable for the project's expenditure and the overall work of the project to include setting the overall direction of the project/programme, its objectives and priorities; to monitor overall progress; and to review and update the objectives and priorities at least annually
3. Develop a project plan to evaluate the opportunity with clearly defined milestones and outcomes
4. Bring together the evidence, expertise and views of all work streams to provide a holistic view of the Opportunity and the opportunities it may bring whilst also recognising potential constraints
5. Encourage and strengthen links between the evaluation project and other relevant communities and stakeholders,
6. Oversee all work streams, providing guidance, support and find solutions where obstacles occur
7. Monitor and ensure implementation of the project engagement and consultation strategy.
8. To ensure that appropriate resources are in place to deliver against the agreed project plan and programme and to coordinate the public-sector contribution to the delivery of key elements of

the project in its earlier stages, including the use of available Garden Community capacity funding secured from Ministry of Housing, Communities, and Local Government (MHCLG).

9. To make decisions on strategic issues and seek to resolve any 'showstoppers'
10. To provide a coordinated position/response to consultations and policy announcements that impact or effect the evaluation of the Garden Community project and to co-ordinate and ensure 'upwards' high level liaison into existing and/or emerging sub-regional forums.

Membership of the Board

Membership will be:

- Cabinet Member for Place (Chairman) – HDC
- Cabinet Member for Housing - HDC
- Group Leaders - HDC
- Strategic Lead for Hampshire County Council - HCC
- A Ward Councillor representing
 - Hartley Wintney
 - Hook
- M3 Local Enterprise Partnership representative
- Homes England representative
- 2 representatives from the Landowner Forum
- 2 representatives from the Stakeholder Forum

The Board will be supported by the Shapley Heath Project Team

Roles and Responsibilities of Members

Board members should be able to:

- Implement the Core Functions of the Board;
- Have the responsibility to represent their organisation and to feedback information to other relevant individuals and parties within that organisation;
- Make recommendations on the prioritisation of activities, projects and resources;
- Make every effort to prioritise attendance at scheduled meetings but to ensure that a suitably senior substitute is nominated from the same organisation.

Chairmanship

The Chairman will be the Cabinet Member for Place. In the absence of the Chairman at any meeting, the Board may elect a Vice-Chairman who will preside at that meeting.

Meetings

A minimum of one meeting per quarter will be held throughout the year, with additional meetings to be scheduled as and when required.

Board meetings are constituted under Section 102(4) of the Local Government and Housing Act 1989. They are not public meetings but at the discretion of the Chairman, the intention is that in the interests of openness and transparency Board meetings should be held wherever possible in public so that the public can observe the meeting. There will however be instances when the Board may need to go into confidential sessions without the public present.

The Quorum for any meeting will be five members of the Board provided that at least three Members represent a different organization.

The agenda for each meeting will be prepared by the Shapley Heath Project Team and circulated to all Board members at least five working days in advance of the meeting. Draft minutes of the meeting will be circulated within two weeks of the meeting, with formal approval taking place at the next subsequent meeting.

Decision making and reporting lines

Whilst the Board has overall responsibility for overseeing the evaluation of the Shapley Heath Opportunity, it has no statutory decision making powers. Formal decision making (for example on planning applications; statutory plan making; funding allocations) will continue to take place through the existing decision making routes and structures of the organisations represented on the Board but with the added benefit of clear reporting and recommendations from the Board.

Board Members will be empowered to make activity and operational decisions on behalf of their respective organisations, subject to each representative organisation's scheme of delegation and management arrangements. The operational decisions of the Board are likely to fall within the following types of activity for the Project:

- Reviewing and agreeing the Project in terms of the:
 - Annual milestones and key activities for the next financial year
 - Detailed milestones and activities for the 3 months following the Board meeting
 - The risk assessment and proposed mitigation for the activities and milestones
 - Competitive bidding processes and allocation/prioritisation of funding for that financial year.
- Reviewing and agreeing the Engagement Strategy in terms of non-statutory stand-alone consultation exercises related to the Garden Community.
- Reviewing and agreeing further procurement related to reports, studies, expertise and services related to progressing the project.
- Be accountable for the project's expenditure and the overall work of the project

The Board will seek to make decisions and agree actions on a consensus basis. Where consensus is not achieved, the outcome will be noted and a report provided to Cabinet for decision.

In exceptional circumstances where an urgent decision, response or recommendation is required and it is not possible to convene a Board meeting in time, the Chairman may, in consultation with all other Board members (subject to quoracy requirements outlined above), make all such decisions, responses and recommendations as appear reasonable and necessary in the circumstances, having proper regard to any previous discussions of the Board. Consultation can take the form of virtual meetings, conference calls and email exchanges. All such decisions, responses or representations shall be reported to the next meeting of the Board in accordance with such requirements as the Board may determine.

The Board will receive reports and progress updates from the Project Team which will be focusing on the day to day management and needs of the project. The Board will also work closely with the Stakeholder Forum and Landowner Forum and will draw information from and feed this into their decision-making processes.

Review Dates

These Terms of Reference will be reviewed annually from the point of their first approval, or as required.

OVERVIEW AND SCRUTINY COMMITTEE**DATE OF MEETING: 17 DECEMBER 2019****TITLE OF REPORT: REVIEW OF HART PARKING CHARGES****Report of: Head of Environment and Technical Services****Cabinet member: Councillor Alan Oliver, Cabinet Member for Environment****1 PURPOSE OF REPORT**

1.1 To seek the Committee's views on proposed changes to Hart's car parking charges.

2 OFFICER RECOMMENDATION

2.1 That this Committee considers the contents of this report and agrees its response to the proposed changes to the Council's off street parking charges before these are considered as part of the 2020/21 budget process.

3 BACKGROUND

3.1 The following motion was agreed by Council in March 2019:

This Council requires a prompt review of car parking charges across the district to bring in free 30 or 60 minute parking in a way that is cost neutral to the car parking budget. The 30 or 60 mins free parking is important to help our district wide retailers and therefore cost neutrality is vital in order to make the scheme sustainable in more challenging budget years. The parking review needs to take into account the effect of Hampshire County Council's alarming proposal to introduce on street parking meters in urban areas. The parking review must therefore also consider how best to protect residents ability to park in their own neighbourhoods. A holistic approach is needed to get a balanced parking strategy which works across the board.

3.2 In response to this motion two alternative charging options have been proposed for consideration. Details of these options are provided at Appendix I.

3.3 Option 1 proposes 30 minutes of free parking in all Harts off street car parks, with an increase of the longer stay tariff bands to ensure that the changes do not reduce total car park income. It also provides the option for the free parking period to be extended to 60 minutes at the expense of the relevant Parish or Town council.

3.4 Option 2 does not provide 30 minutes of free parking but will still see an increase in some of the longer stay tariff bands.

3.5 Details of proposed changes to the council's car park season ticket charges are also provided at Appendix I.

3.6 In addition to any agreed changes to car park tariffs the Council will be increasing the charge for an on-street resident permit to reflect Hampshire County Council's

recommend minimum charge of £50 for the first permit and where appropriate £75 for a second permit.

- 3.7** Those parish councils with Hart car parks in their area have been consulted on the two options and any responses received to date are attached at Appendix 2. The parish councils have also been offered meetings to discuss the proposals and explore alternative options including the extension of the free parking period to 1 hour, on the understanding that any resulting reduction in car park income will be fully funded by them. Discussions are ongoing with Odiham, Hook and Hartley Wintney parish councils. Fleet and Blackwater parish councils have both indicated that they do not wish to see the introduction of 30 minute free parking as it will not encourage increased dwell time to shopper's visits.
- 3.8** For Hook and Hartley Wintney quotes have been provided for the provision of 60 minute free parking of £15K and £31K respectively. This assumes that the currently funded 90 minute free parking bays in Hartley Wintney are abolished. These quotes make certain assumptions about possible changes to the length of stay at individual car parks following introduction of the new charges. Therefore, to ensure fairness to the parish councils, the charge will be reviewed at the end of the first year and benchmarked against the actual income for the relevant car park for 2019/20. Any under or over recovery being charged or refunded to the Parish council.
- 3.9** Odiham Parish Council have indicated that they wish to see a more general review of parking in the village, including changes to the management of the Bury car park and changes to the on street restrictions in the High Street, the latter requiring HCC approval. It is not anticipated that discussions about these proposals will be concluded before the 2020/21 budgets are finalised.
- 3.10** The agreed comments from this committee will be considered when approving the fees and charges for the 2020/21 budget.
- 3.11** It is proposed that any changes to the car parking and on-street resident permits charges will be implemented in April 2020.
- 3.12** As part of the consultation parish councils have been asked if would like to consider the district council enforcing any car parks owned by them. The terms of use of any such car park would be for the Town Council to specify but inclusion within Harts parking order would allow enforcement to be carried out by Harts Civil Enforcement Officers. To date Hook Parish Council are the only council to have indicated that this is something that they may want to consider. The initial costs for this provision (marking, signage, advertising) will be borne by the relevant Parish council but enforcement activity will be provided from the current HDC CEOs during their normal patrols.

4 CONSIDERATIONS

- 4.1** One of the stated objectives of the District Council's car park charging policy is to derive revenue from charged car parks, support the County Council's Local Transport Plan 2011 -2031, and improve the vitality of the local economy by promoting short stay parking. The provision of free 30 minute parking would support this policy objective.

- 4.2** The council is currently preparing a climate change action plan which will set out the council's plans for reducing its carbon emissions. The reduction of vehicle carbon emissions will be a key part of this plan.

5 FINANCIAL IMPLICATIONS

- 5.1** It is estimated that implementation of the charging structure proposed in option 1 will generate an additional £62.7k in car parking income per annum, whilst implementation of option 2 will generate an additional £61.8k per annum. This income will be used to offset implementation costs during the first year.
- 5.2** It is estimated that increasing the on street resident permit charges in line with Hampshire County Council's recommended minimum charge will increase the annual income from on street permits by £5k.

ACTION

- 6** Cabinet will consider the charging structures proposed in this report as part of the 2020/21 budget process. When doing so members will be made aware of the agreed comments from this committee, together with any feedback from the parish council's.

Contact Details: John Elson – Head of Environment and Technical Services /
Extension: 4491 / **e-mail:** john.elson@hart.gov.uk

APPENDICES

Appendix 1: Proposed car park charging options.
Appendix 2: Parish council consultation responses.

BACKGROUND PAPERS: None

Proposed Car Park Charging Options

Fleet

Option 1 – Free 30 minute parking

Monday – Saturday charges (08:00 to 18:00)		
Period of charge	Current charge	Proposed charge
Up to 30 min	20p	Free
Up to 2 hr	£1	£1
Up to 3 hr	N/A	£2
Up to 4 hr	£2	£3
Up to 10 hr	£6	£7
Up to 24 hr	£7	£8

Sunday/Bank holiday charges (08:00 to 18:00)		
Period of charge	Current charge	Proposed charge
Up to 30 min	20p	Free
All day	£1	£1
Evening charges (18:00 to 8:00)		
Up to 30 mins	20p	Free
Up to 08:00	£1	£1
Up to 08:00 (Gurkha Square only)	£2	£2

Option 2

Monday – Saturday charges (08:00 to 18:00)		
Period of charge	Current charge	Proposed charge
Up to 30 min	20p	20p
Up to 2 hr	£1	£1
Up to 4 hr	£2	£2
Up to 10 hr	£6	£7
Up to 24 hr	£7	£8

Sunday/Bank holiday charges (08:00 to 18:00)		
Period of charge	Current charge	Proposed charge
Up to 30 min	20p	20p
All day	£1	£1
Evening charges (18:00 to 8:00)		
Evening	£1	£1
Evening (Gurkha Square only)	£2	£2

Hook & Hartley Wintney

Option 1

Period of charge	Current charge	Proposed charge
Up to 30 min	35p	Free (ticket will still need to be displayed)
Up to 1 hr	70p	80p
Up to 2 hrs	£1.40	£1.60
Up to 3 hrs	£2.10	£2.40
Up to 4 hrs	£2.80	£3.20
Over 4 hrs	£3.50	£4.00

Option 2

Period of charge	Current charge	Proposed charge
Up to 30 min	35p	35p
Up to 1 hr	70p	70p
Up to 2 hrs	£1.40	£1.60
Up to 3 hrs	£2.10	£2.40
Up to 4 hrs	£2.80	£3.20
Over 4 hrs	£3.50	£4.00

Odiham

Option 1

Period of charge	Current charge	Proposed charge
Up to 30 min	35p	Free
Up to 1 hr	70p	80p
Up to 2 hrs	£1.40	£1.60
Over 2 hrs	£2.00	----
Up to 3 hrs	-----	£2.40
Up to 4 hrs	-----	£3.20
Over 4 hrs	-----	£4.00

Option 2

Period of charge	Current charge	Proposed charge
Up to 30 min	35p	35p
Up to 1 hr	70p	70p
Up to 2 hrs	£1.40	£1.60
Over 2 hrs	£2.00	----
Up to 3 hrs	-----	£2.40
Up to 4 hrs	-----	£3.20
Over 4 hrs	-----	£4.00

Blackwater

Option 1

Period of charge	Current charge	Proposed charge (Community Centre Car Park)	Proposed charge (Station Approach Car Park)
Up to 30 min	35p	Free	Free
Up to 1 hr	70p	80p	£1.00
Up to 2 hrs	£1.40	£1.60	£1.50
Up to 3 hrs	£2.10	£2.40	£2.50
Up to 4 hrs	£2.80	£3.20	£4.00
Over 4 hrs	£3.50	£4.00	£5.00

Option 2

Period of charge	Current charge	Proposed charge (Community Centre Car Park)	Proposed charge (Station Approach Car Park)
Up to 30 min	35p	35p	35p
Up to 1 hr	70p	70p	70p
Up to 2 hrs	£1.40	£1.60	£1.50
Up to 3 hrs	£2.10	£2.40	£2.50
Up to 4 hrs	£2.80	£3.20	£4.00
Over 4 hrs	£3.50	£4.00	£5.00

Proposed Off Street Season Ticket Charges

Car Park	Existing Charge (£)	Proposed Charge (£)
Fleet		
5 day charge	24.00	30.00
6 day charge	32.00	36.00
7 day charge	40.00	38.00
Monthly - 5 day	96.00	104.00
Monthly - 6 day	102.00	125.00
Monthly - 7 day	140.00	130.00
Quarter - 5 day	260.00	264.00
Quarter - 6 day	300.00	317.00
Quarter - 7 day	400.00	330.00
Annual - 5 day	900.00	900.00
Annual - 6 day	1,000.00	1080.00
Annual - 7 day	1,200.00	1125.00

Blackwater Station (Monday to Friday)		
Weekly	18.00	21.00
Calendar month	74.00	80.00
Quarter	221.00	225.00
Annual	753.00	750.00
(Monday to Saturday)		
Weekly	21.00	26.00
Calendar month	88.00	96.00
Quarter	267.00	270.00
Annual	919.00	900.00
Hook, Hartley Wintney, Odiham (Monday to Friday)		
Weekly	18.00	19.00
Calendar month	74.00	72.00
Quarter	221.00	204.00
Annual	500.00	550.00
(Monday to Saturday)		
Weekly	21.00	23.00
Calendar month	88.00	86.00
Quarter	267.00	245.00
Annual	600.00	660.00
Blackwater (Monday to Friday)		
Weekly	18.00	19.00
Calendar month	74.00	72.00
Quarter	221.00	204.00
Annual	753.00	550.00
(Monday to Saturday)		
Weekly	21.00	23.00
Calendar month	88.00	86.00
Quarter	267.00	245.00
Annual	919.00	660.00

On Street Resident Charges

Annual Fleet and Hartley Wintney (second permit)	35.00	50.00 (75.00)
Visitors Parking Permits - 2 Weeks Fleet and Hartley Wintney	4.00	10.00
1 day (Scratch cards)	0.50 - each no limit to number purchased	1.00 - limited to 20 cards per month per property
Dispensations	15.00 per week	25.00 per week

Fleet Business Improvement District Parking Survey results

This report summarises two surveys carried out by the Fleet Business Improvement District:

- A survey in June / July 2019 to get feedback on the impact of the introduction of free parking for 30 minutes or 60 minutes.
- A survey undertaken in October / November 2019 to get feedback on Hart District Council's proposed revision of car parking charges.

Summary

While there is overwhelming support for the introduction of free parking amongst businesses, people who work in and visit Fleet, 1 hour free parking would be a greater benefit to the town than 30 minutes.

Businesses said that 1 hour free parking would have a bigger impact on the number of people visiting their businesses and spend with them. 1 hour free parking would have a bigger influence on consumer behaviour with people spending more and staying longer.

The impact of 30 minute free parking will encourage convenience trips. This is positive where people make the choice to come to Fleet for a quick visit, but may damage businesses where a typical sales transaction takes longer than 30 minutes.

The Business Improvement District represents all business sectors, and the proposed increase in long stay parking and season tickets is a cause for concern. Many companies report difficulties in recruiting staff and the cost of parking has been cited as one of the reasons. The Business Improvement District, on behalf of businesses in Fleet, does not support the proposal to increase these charges as we believe it will have a negative impact on businesses in the town.

The user experience of the parking machines is also a concern to businesses, people who work in the town and residents. As the majority of survey respondents live in Fleet it is assumed they have some familiarity with the machines so this is of concern as this is a barrier to people using the town.

Concerns were also expressed about the impact on fines if people overstay, for example if they are 'stuck' in a queue. It is possible that 30 minute free parking will mean that many overstay slightly. Reports of 'over zealous' parking enforcement risks damaging the town and the introduction of free parking must therefore not be used to penalise people with fines if they overstay for a short while.

While anecdotal, many good suggestions were made to improve parking and encourage greater use. The Business Improvement District would therefore like to understand the work that has been done / cost modelling options for some alternatives: eg 1 hour for 50p, hourly pricing structure set to encourage longer stays, free evening parking, offering free parking only at quieter times (eg weekdays or Sundays / Bank Holidays).

While the Business Improvement District supports the principle of free parking, and feedback clearly shows that 30 minute free parking in Fleet would have many benefits, there is a risk that this proposal will benefit some business sectors (convenience shopping) whilst reducing dwell time, spend and number of businesses visited. This could have a negative impact on our unique retailers, hair & beauty businesses and cafes and restaurants who benefit from people staying in the town for more than 30 minutes. The Fleet Business Improvement District would like to see a proposal for free parking which encourages people to 'pop in' to a town but also encourages longer stays. Making people who work in the town bear the cost of this increase is not acceptable as it risks harming employment in the town and may act to deter service businesses from moving into the town,

something which is essential if Fleet is to adapt to the changing nature of the High Street. The Business Improvement District also urges Hart District Council to review the parking machines as a matter of urgency with a view to replacing them with machines that are straightforward, easy to use and accessible by all.

Survey results

This report summarises two surveys carried out by the Fleet Business Improvement District:

- A survey in June / July 2019 to get feedback on the impact of the introduction of free parking for 30 minutes or 60 minutes.
- A survey undertaken in October / November 2019 to get feedback on Hart District Council's proposed revision of car parking charges.

The Fleet Business Improvement District represents business and, while we were keen to get the views of businesses, we were also wanted to understand the view of people who work in Fleet, visit Fleet and/or are residents of Fleet and responses are therefore categorised for each group.

Business View

- 62.5% businesses said that the introduction of 30 minute free parking would increase the number of people visiting their business (42% this would increase the number significantly)
- 75% businesses said that the introduction of free parking for 1 hour would increase the number of people visiting their business (62.5% this would increase the number significantly)
- 50% businesses said that the introduction of 30 minute free parking would increase the sales for their business (33.3% this would increase the number significantly)
- 62.5% businesses said that the introduction of free parking for 1 hour would increase the number of people visiting their business (46% this would increase the number significantly).

In terms of the impact on the town:

- 71% said that 30 minute free parking would increase the number of people visiting Fleet
- 79% said that 1 hour free parking would increase the number of people visiting Fleet
- 50% said that 30 minute free parking would increase the spend in Fleet
- 71% said that 1 hour free parking would increase the spend in Fleet
- 21% said that 30 minute free parking in Fleet would increase dwell time
- 50% said that 1 hour free parking in Fleet would increase dwell time
- 50% said that 30 minute free parking would encourage people to come into Fleet rather than visit other towns
- 63% said that 1 hour free parking would encourage people to come into Fleet rather than visit other towns.

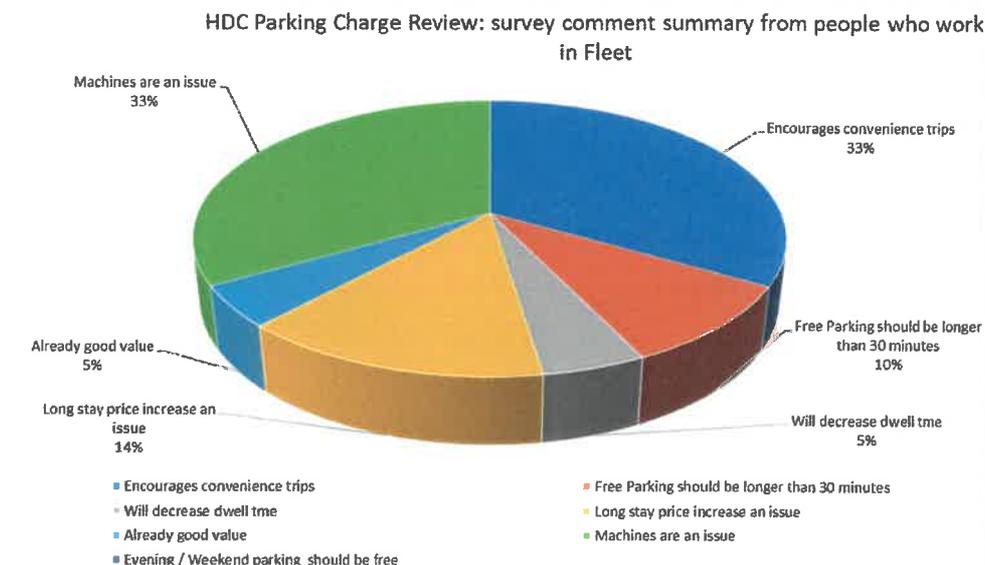
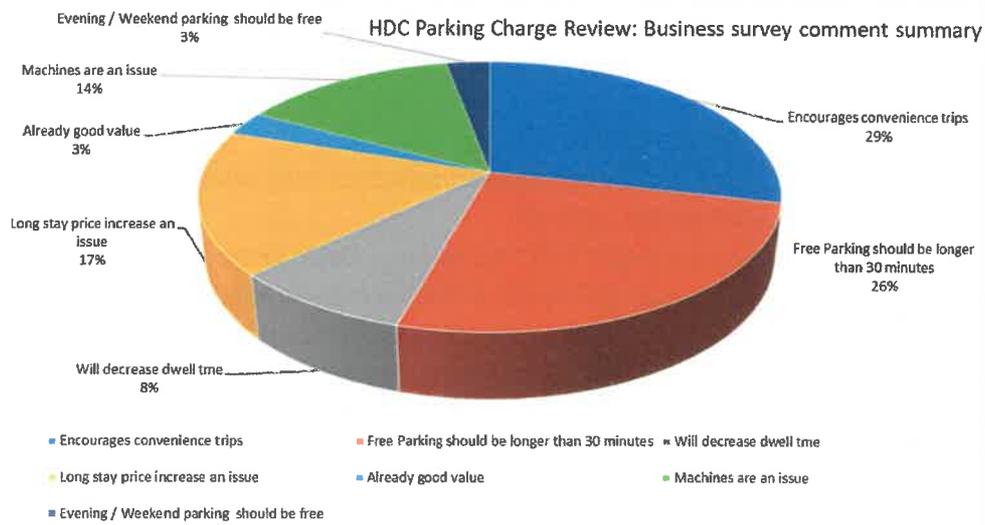
Businesses felt that free parking would have a positive impact on visits to their business and the town as a whole, and the support for the concept outweighed concerns. However, businesses felt that free parking of 30 minutes or 1 hour would not increase dwell time and some concerns were expressed that this would discourage people from staying longer than 30 minutes. There were also suggestions that free parking should be introduced when the town is quieter (eg weekdays).

When asked about Hart District Council's parking proposals and fees:

- 64% businesses support the introduction of 30 minute free parking and revised charging structure.
- 71% people who work in the town support the introduction of 30 minute free parking and revised charging structure.

Comments received by businesses and people working in the town show that:

- This proposal will encourage convenience trips which, while this reflects current behaviour and the predominant reasons that people visit the town, this could discourage people from staying longer. If there is a reduction in dwell time, the number of businesses visited and spend this could have a negative impact on our unique retailers, hair & beauty businesses and cafes and restaurants who benefit from people staying in the town for more than 30 minutes.
- 26% comments also requested longer than 30 minutes free parking with some concern expressed about the impact of the increase on long stay charges. Many companies report difficulties in recruiting staff and the cost of parking has been cited as one of the reasons. If this increased cost deters service businesses from moving into the town, this could be detrimental to Fleet as a variety of business types is essential if Fleet is to adapt to the changing nature of the High Street.
- Many comments were also made about the difficulty of use of the machines.



Feedback from residents / shoppers / visitors

- 51% residents said they would visit Fleet more frequently if parking was free for 30 minutes, compared to 56% who said they would if parking was free for 1 hour
- 21% residents said they would stay longer in Fleet if parking was free for 30 minutes, compared to 58% who said they would if parking was free for 1 hour
- 30% residents said they choose to come to Fleet rather than another town if parking was free for 30 minutes, compared to 35% who said they would if parking was free for 1 hour
- 33% residents said they would spend more in Fleet if parking was free for 30 minutes, compared to 42% who said they would if parking was free for 1 hour
- 40% residents said that free parking for 30 minutes would make no difference to their visits to Fleet, compared to 19% who said free parking for 1 hour would make no difference.

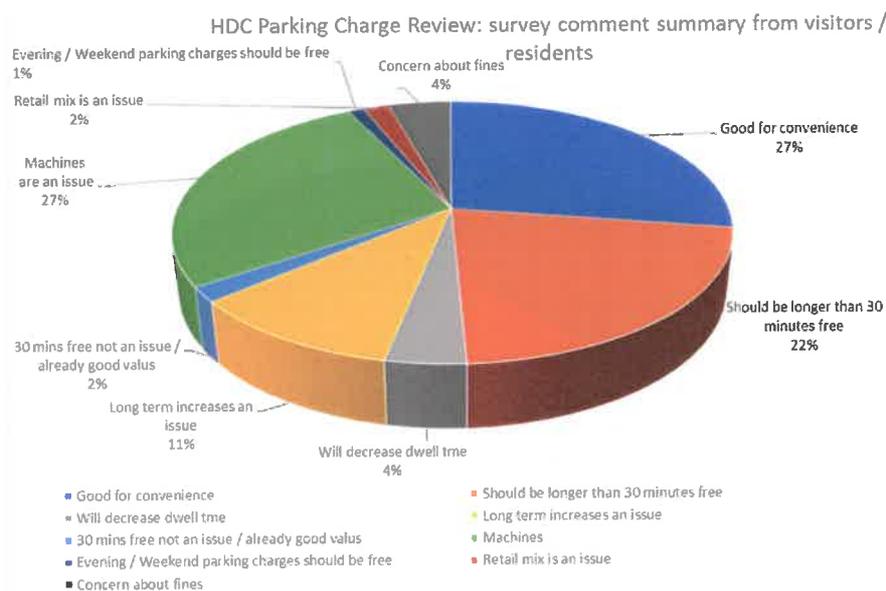
Again, the supportive comments for free parking outweighed the negative but some suggestions were made to review the pricing structure per hour to incentivise longer stays or make evening parking free.

When asked about Hart District Council’s parking proposals and fees

- 66% residents support the introduction of 30 minute free parking and revised charging structure.

Comments received by residents show that:

- Free parking for 30 minutes will encourage convenience trips which is often as an alternative to other options (supermarkets, online)
- Again over 1/5 comments thought that free parking should be for longer than 30 minutes with concern expressed about the impact of the increase on long stay charges.
- The difficulty in using parking machines was frequently raised. They were reported as breaking down frequently, hard to use, both from a physical perspective as well not being straightforward. This is of particular concern for the elderly as well as younger users who have had to help them. As the majority of respondents live in Fleet and Church Crookham (86%) it is assumed they have some familiarity with the machines so this should be addresses as a matter of urgency as this is a barrier to people using the town.



Research Data Summary

A survey in June / July 2019 to get feedback on the impact of the introduction of free parking for 30 minutes or 60 minutes.

- 26 businesses responded to the survey. 67% were retail, 13% Service businesses, 8% Hair % Beauty, 4% cafes, 4% health and 4% other.
- 46 residents / shoppers / visitors responded to the survey and were predominantly female (78%) and 90% respondees were over 35.

A survey undertaken in October / November 2019 to get feedback on Hart District Council's proposed revision of car parking charges.

- 33 businesses responded to the survey. 36% were retail; 14% cafes, bars or restaurants; 11% service; 11% Hair & Beauty; 7% health and 18% other
- 24 people who work in the town responded to the survey. 67% lived in Fleet or Church Crookham.
- 231 residents / visitors /shoppers responded to the survey. 83% were female; 94% were aged over 35 and 86% lived in Fleet or Church Crookham

Appendix 2

Blackwater and Hawley Town Council
Council Offices
Blackwater Centre
12-14 London Road
Blackwater
Camberley
Surrey GU17 9AA

www.blackwaterandhawleytowncouncil.gov.uk
enquiries@blackwaterandhawleytowncouncil.gov.uk
Tel: 01276 33050

31st October 2019

John Elson
Head of Environmental and Technical Services
Hart District Council
Harlington Way
Fleet
GU51 4AE

Dear Mr Elson,

Review of Car Park Charges in Blackwater

Thank you for your letter of 7th October regarding off street parking charges in Blackwater. This is the formal response of Blackwater and Hawley Town Council.

I should start by highlighting that in addition to your two car parks, other parking is available in Blackwater, including:

- Aldi and Lidl both have customer car parks with a 90 minute time limit
- Mr Bumble also has a car park for its customers
- Shop premises in between the Community Centre and the Railway Station have their own parking spaces in front of their shops
- There is one-hour time limited parking in front of the shops between Rosemary Lane and the Royal Swan pub, and alongside the A30 embankment
- There is also privately-owned parking at the back of some of the premises
- Finally, there is an amount of on-street parking that takes place in nearby residential roads, although this is often controversial when it impacts on those residents, and there is often pressure for more yellow lines.

The only parking for which there is any charge is in the two Hart car parks. In these circumstances, and bearing in mind the time-limited nature of most of the public parking in Blackwater, the suggestion of a 30 minute period of free parking is not really the main issue.

The big issue is what is charged for those who have to park all day, either as employees of local businesses or as users of the railway. It should be borne in mind here that employment in Blackwater is mostly at the lower end of the salary scale in retail or similar activity.

It should also be borne in mind that Blackwater Station offers no direct connection to London. People who are travelling to high paid jobs in London tend to drive to Farnborough or Fleet Stations where they can get fast trains to Waterloo, not slow trains and then another

connection as they would experience from Blackwater. Instead, a high proportion of the daily users of Blackwater Station are people travelling to towns like Reading or Guildford, again often in modestly paid retail employment. In addition to the car park charges they also have to fund their rail fares to get to these jobs.

In these circumstances the Town Council is deeply alarmed at your suggestion of a 43% hike in the up to 4 hours and all-day charges in the Station car park. How on earth can you justify such a huge proposed increase?

Even the proposed 14% increases in the Community Centre car park are well beyond any method of calculating inflation, although we do recognise that there have not been any increases for a couple of years.

So, our main concern is the 43% increase in charges in the Station car park. This is extremely likely to result in several impacts:

1. Some people are likely to avoid paying altogether and increase the parking pressures already suffered on nearby residential roads instead. Is Hart Council geared up for the work that will need to be done to handle this?
2. Some people may find that this extra burden is the final straw which doesn't make it worthwhile to continue travelling to a modestly-paid job.
3. Some people may decide that £100 a month for parking alone makes it more viable to drive to their destinations, particularly those who don't work in the town centres.
4. It is hard to see how this will do anything but increase car usage and decrease rail usage at a time of a serious climate emergency.

We would therefore strongly urge you to reconsider these huge increases, particularly the 43% hikes. You might achieve an overall increase in income by imposing them, although that is doubtful for the reasons set out above, but at what cost? Surely the impacts on the local residential environment, the health of our economy and, most importantly, climate change should lead you to conclude that this is a step too far.

Yours sincerely,



Adrian Collett
Chair
Blackwater and Hawley Town Council

Appendix 2

Copy of an email received from a Hook resident.

John,

My apologies for a delayed follow-up to our phone conversation last week, I hope this feedback is still of interest. Thank you for making time to listen to my views in the phone call.

In summary:

- I live in Hook but walk to the village shops and other facilities unless stopping off on a car journey to/from elsewhere. Thus **my feedback should be seen as primarily directed to Hart from a Fleet (town council) perspective.**
- **I very much support an initial free period of parking** in (all) off-street car parks. 30 minutes is often enough time to complete one or two tasks, whether shopping, collecting school children, a library visit, etc.
 - Since Basingstoke introduced a free period in the 'top of town' car parks, a similar distance to Fleet from Hook, I tend to shop there. The initial success of free 30-minute parking caused an upgrade to free 1-hour parking, allowing shoppers to spend more time patronising the top-of-town businesses which are more individual than the chain type found in Festival Place.
 - Such is the popularity, sometimes it is necessary endure a very short wait for a space. There is a high turnover of spaces. The approach is successful.
 - Since Farnham introduced no free parking (on Castle Hill), I've stopped shopping there, despite the range of 'individual' businesses.
 - I'm never sure who is 'responsible' for Fleet High Street - the town council or the district council? But whoever it is, supporting the businesses is paramount - high streets across the country are dying through lack of business. Internet shopping is a major factor but convenient and economic access is critical.
 - Since the world finally has started to recognise the environmental foolishness of a throw-away society, those businesses delivering longer lasting goods, and those supporting repair, should flourish and should be encouraged. They are more likely to be individual than chain.
 - As an example, Fleet still has a one of those rare ironmongers, Bakers; Hook's Wellworths closed years ago. The cost of a bolt to repair an item may be less than a pound, but the additional cost of parking is out of proportion, even to the point where one might stop off at an out of town free parking B&Q to buy a packet of bolts, the rest of which will remain unused. Anyone need a fluorescent tube starter...rest of packet of 5 from Screwfix now gathering dust.
- **I totally disagree with seeking to retain the same income level from parking by increasing charges to compensate for the free initial period.**
 - Parking charges should be used to discourage long-term parking in short term car parks.

- It is ridiculous that I read on Saturday:
 - "English councils made a record £930m surplus from parking activities in the past financial year, according to a new study. The figure for 2018-19 represents a 7 per cent increase compared with the £867m total during the previous 12 months, research commissioned by the RAC Foundation found." [Independent 16/11/19]
 - Approximately 50% was from penalties, most of the rest, revenue.
- **Parking charges must not be seen as a revenue stream.**
- **Evening parking should be free to encourage the patronizing of restaurants and similar businesses.**
 - Otherwise I am much more likely to dine out elsewhere.

Please contact me for any clarification.

Kind regards,

CABINET

KEY DECISIONS/ WORK PROGRAMME, AND EXECUTIVE DECISIONS MADE

January 2020

Cabinet is required to publish its Key Decisions and forward work programme to inform the public of issues on which it intends to make policy or decisions. The Overview and Scrutiny Committee also notes the Programme, which is subject to regular revision.

Report Title	Date item agreed for report	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)
Local Government Mutual	Nov 19	To consider the next step in the set up of the Local Government Mutual and its offer to the council.	Jan 20			JR	F
Fleet Pond Feasibility Study	Nov 19	To consider the release of S106 funding for the feasibility study to deliver the Fleet Pond environmental enhancement in relation to green grid project and the revision of the current management plan.	Jan 20		Y	DN	TS
Phoenix Green Flood Alleviation Scheme	Nov 19	To approve funding contributions towards the flood alleviation scheme for Phoenix Green	Jan 20		Y	AO	TS
Garden Communities Programme	Nov 19	To consider the findings of the Working Group on governance structure and work streams for the	Jan 20			GC	P

Report Title	Date item agreed for report	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)
		Garden Community Project, and approve any necessary revisions.					
Crondall Neighbourhood Plan	June 19	To consider the examiners' report.	Nov 19	Jan 20		GC	P
Traffic Management Programme 2020/2021	Nov 19	Post consideration by Overview and Scrutiny, to approve the traffic management programme for the coming year	Feb 20		Y	AO	TS
Draft 2020/21 Revenue Budget, Capital Programme and Council Tax Proposals	Annual	Post consideration by Overview & Scrutiny Committee, to agree to recommend to Council the 2020/21 Revenue Budget, Capital Programme and Council Tax Proposals.	Feb 20			JR	F
Draft 2020/21 Capital Strategy and the Treasury Management Strategy Statement	Annual	Post consideration by Overview & Scrutiny Committee, to agree to recommend to Council the 2020/21 draft Capital Strategy and the 2020/21 Treasury Management Strategy Statement	Feb 20			JR	F
Asset Management Plan	Aug 19	Approval of updated draft Asset Management Plan, post consideration Overview and Scrutiny Committee	Nov 19	Feb 20		DN	TS

Report Title	Date item agreed for report	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)
Civic Campus Regeneration	July 19	Update from the Working Group to consider the future of the Civic Campus	Feb 20			RQ	JCX
Climate Change Strategy		To consider the Climate Change Strategy and Action Plan proposed by the working party, post consideration by Overview & Scrutiny Committee	Feb 20			AO	E
Planning Management Development Peer Review	Aug 19	To consider the Action Plan for Planning Management post the Peer Review	Feb 20			GC	P
Community Infrastructure Levy (CIL)	Aug 19	To consider if it is beneficial to introduce CIL rather than retain the current S106 arrangements	Feb 20			GC	P
Public Space Protection Order - Dog Fouling	Aug 19	To consider a District wide Dog Fouling Public Space Protection Order (PSPO) post public consultation.	Jan 20	Feb 20	Y	SK	P
Crookham Village Neighbourhood Plan	June 19	To consider the examiners' report.	Nov 19	Feb 20		GC	P
Update on Peer Review further to revisit of LGA	Dec 18	Post consideration by Overview and Scrutiny - to consider the outcomes of the revisit of the LGA.	Jan 20	Mar 20		DN	JCX

Report Title	Date item agreed for report	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)
Budget Monitoring	Quarterly	Post consideration by Overview & Scrutiny Committee, to consider a report on Quarterly Budget Monitoring	Mar 20 Sept 20 Dec 20			DN	F
Service Plans	Annual	Post consideration by Overview & Scrutiny Committee, agree the 2019/20 Service Plans	April 20			DN	All
Outside Bodies	Annual	Post consideration by Overview & Scrutiny Committee of the effectiveness of the Council's involvement outside bodies, to confirm the Council 2020/21 representatives.	June 20			DN	JCX
Food and Health and Safety Service Plan	Annual	Recommend to Council that the annual Food Safety Plan be adopted	July 20			SK	RS
Revenue and Capital Outturn 2019/20	Annual	Post consideration by Overview & Scrutiny Committee, to consider the Annual report on outturn.	Aug 20			DN	F
Treasury Management 2019/20	Annual	Post consideration by Overview & Scrutiny Committee, to consider the Annual report on Treasury Management Activities 2019/20	Aug 20			JR	F

Report Title	Date item agreed for report	Outline/Reason for Report/Comments	Original Due Date	Revised Due Date	Key Decision Y? Note 1	Cabinet Member (Note 2)	Service (Note 3)
Medium Term Financial Strategy	Annual	Post Consideration by Overview and Scrutiny to consider the Medium Term Financial Strategy	Dec 20			JR	F
Treasury Management 2019/20	Annual	Post consideration by Overview & Scrutiny Committee, to consider a Half Year review report on Treasury Management Strategy 2019/20	Dec 20			JR	F

Note 1

A “key decision” means an executive decision which, is likely to -

- a) result in Council incurring expenditure or the making of savings which amount to £30,000 or 25% (whichever is the larger) of the budget for the service or function to which the decision relates; or
- b) be significant in terms of its effects on communities living or working in an area comprising two or more wards within the area of the district of Hart.

Note 2

Cabinet Members

DN	Leader	SA	Digital	RQ	Commercialisation (Cn)	SB	Community (Cy)
SK	Regulatory	AO	Environment	JR	Finance and Corporate Services	GC	Place

Note 3

Service:

JCX	Joint Chief Executive	CS	Corporate Services	P	Place Services
CSF	Community Safety	PP	Planning Policy	TS	Environmental & Technical Services
F	Finance	H	Community Services		
SLS	Shared Legal Services	MO	Monitoring Officer		

EXECUTIVE DECISIONS - None

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME – December 2019					
Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Due Date	Resources Required	Contact
Local Government Mutual	Prior to consideration by Cabinet, to consider the next step in the set up of the Local Government Mutual and its offer to the council.	Dec 19		Report	Head of Finance
Garden Communities Programme	To consider the findings of the Working Group on governance structure and work streams for the Garden Community Project and approve any necessary revisions prior to consideration by Cabinet.	Dec 19		Report	Joint Chief Executive
Parking Charge Review	To consider the review of District Parking Charges	Sept 19	Jan 20	Report	Environment & Technical Services
Community Infrastructure Levy (CIL)	To consider the case for introducing a Community Infrastructure Levy (CIL)	Jan 20		Report	Joint Chief Executive
First Commercialisation project - review	Review of the procurement of the first Commercialisation project.	Jan 20		Report	Head of Finance
Treasury Management Strategy	Annual report setting out the treasury management strategy for the Council, prior to consideration by Cabinet	Annual	Jan 20	Report	Head of Finance
Draft Budget 2020/21	Report	Annual	Jan 20	Report	Head of Finance

Asset Management Plan	Approval of updated draft Asset Management Plan, prior to consideration by Cabinet	Nov 19	Jan 20	Report	Head of Finance
Climate Change	To consider the Climate Change Strategy and Action Plan proposed by the working party, prior to consideration at Cabinet	Jan 20		Report	Joint Chief Executive
Traffic Management Programme 2020/2021	To consider the traffic management programme for the coming year, prior to consideration by Cabinet	Jan 20		Report	Environment & Technical Services
Public Space Protection Order (PSPO)	To consider a District wide Dog Fouling Public Space Protection Order (PSPO) post public consultation.	Jan 20		Report	Environment & Technical Services
Update on Peer Review further to revisit of LGA	To consider the outcomes of the revisit of the LGA, prior to consideration by Cabinet	Dec 19	Feb 20	Report	Joint Chief Executive
Performance Information	Quarterly highlight reports.	Feb 20 Aug 20 Nov 20		Report	Performance and Innovation Officer
Quarterly Budget Monitoring	Quarterly update on budget	Feb 20 Aug 20 Nov 20		Report	Head of Corporate Services
Service Plans	To make recommendations to Cabinet the proposed 2020/2021 Service Plans	Annual	Mar 20	Report	Joint Chief Executive
Corporate Risk Management Report	Half-yearly update on corporate risk profile	Mar 20 Sept 20		Report	Audit Manager
Flooding	Update from twice yearly meeting of Agencies and Parish Flood Forums	Mar 20 Oct 20		Report	Environment & Technical Services

Outside Bodies	Reports from Representatives on Outside Bodies on their involvement in the organisations and any recommendations to Cabinet regarding the value of these partnerships.	Annual	April 20	Report	Joint Chief Executive
RIPA	Annual monitoring of usage of the RIPA regulations.	Annual	April 20	Report	Monitoring Officer
Annual Review	The Chairman's end of year report from Committee to full Council on the work of the Committee 2017/18	Annual	April 20	Report/ Discussion	Committee
Economic Development	Presentation from the Economic Development Officer	July 20		Presentation	Economic Development Officer
Treasury Management Outturn	Annual report on outturn	Annual	July 20	Report	Head of Finance
2019/20 Revenue and Capital Outturn	Annual report on outturn	Annual	July 20	Report	Head of Finance
Ombudsman Annual Review letter	Consideration of complaints statistics forwarded by the Ombudsman	Annual	Aug 20	Report	Joint Chief Executive
Medium Term Financial Strategy	Annual report setting out the Council's Medium Term Financial Strategy position, prior to consideration by Cabinet	Annual	Nov 20	Report	Head of Finance
Treasury Management 2020/21	To consider a Half Year review report on Treasury Management Strategy 2020/21 prior to consideration by Cabinet	Nov 20		Report	Head of Finance
Planning Development Management Peer review	To receive a Peer Review report on the Council's Planning Development Management Service	TBC		Report	Joint Chief Executive

CAPITA Contract	To receive monitoring information on Key Performance Indicators	TBC		Report	Performance and Innovation Officer
Scrutiny Workshop	Workshop to be arranged (Spring) for all Members raising awareness of what effective scrutiny looks like, how to conduct it effectively and the benefits it can bring.	TBC		Training Workshop	Joint Chief Executive
Heads of Service Attendance	Post June Committee - once a quarter the respective Heads of Service (in rotation) each be invited to attend Committee to update on performance, targets, and delivery against Service Plans Dec - Head of Place Jan - Head of Environment and Tech Services Feb - Head of Community Services Mar - Head of Corporate Services Apr - Head of Place				Heads of Service

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: Tuesday, 17 December 2019 at 7pm

Place: Council Chamber, Civic Offices, Fleet

Present:

COUNCILLORS

Axam, Crookes (Chairman), Davies, Dorn, Farmer, Lamb, Makepeace-Browne, Smith, Worlock

In Attendance: Cockarill, Forster, Neighbour, Oliver

Officers:

Patricia Hughes	Joint Chief Executive
Mark Jaggard	Head of Place
John Elson	Head of Environment and Technical Services
Gill Chapman	Committee Services

85 MINUTES

The minutes of the meeting of 19 November 2019 were confirmed and signed as a correct record.

86 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Drage and Wildsmith. Councillor Makepeace-Browne had replaced Councillor Collings on the Committee.

87 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that the item on Local Insurance Mutual would be taken later (see Minute 92) bearing in mind the exempt appendices.

88 DECLARATIONS OF INTEREST

Councillor Neighbour declared a non-pecuniary interest in the Local Government Mutual item (Minute 92) as he was a member of the LGA Commercial Advisory Board and on the board of the LGA Commercial Services Ltd.

89 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

A statement had been circulated from members of the Fleet Business Improvement District (Fleet BID) relating to Review of Hart Car Parking Charges (Minutes 94). Hook Parish Council also participated.

90 HEADS OF SERVICE ATTENDANCE

Members welcomed the new Head of Place, Mark Jaggard. Mark introduced his broad vision for the service.

91 EXCLUSION OF PUBLIC

The following item contained exempt information.

Members decided whether the public interest in maintaining an exemption outweighs the public interest in disclosing the information.

DECISION

In accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to, on the grounds that they involved the likely disclosure of exempt information, as defined in paragraph 3 of Part I of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

92 INSURANCE: OFFER FROM THE LOCAL GOVERNMENT MUTUAL

Members considered the purchase of insurance from the Local Government Mutual.

Members had a wide ranging debate which touched on the insurance market, risk assessment, procurement of quotes and benefits and governance of mutuals. Councillor Neighbour responded to questions and requests for clarification, which assured the Committee and led to the endorsement of this approach to Cabinet.

NB Appendices 1 and 2 were CONFIDENTIAL

DECISION

That the proposal to procure insurance from the Local Government Mutual, subject to a satisfactory offer being received, be recommended to Cabinet.

93 GARDEN COMMUNITY GOVERNANCE

The Committee were updated on the governance arrangements for the Garden Community further to consideration by Cabinet in November.

There was substantial debate around partnership of forums and board and details of representatives and responsibilities, which led to the endorsement of the governance approach proposed.

DECISION

That the Governance approach as set out in Appendix I be recommended to Cabinet for adoption.

94 REVIEW OF HART PARKING CHARGES

The Committee's views were sought on proposed changes to Hart's car parking charges. Further information on responses from Odiham and Fleet parish Councils were circulated.

Members considered the report and its implications to the various areas in the district. After substantial discussions on the differing needs of each community, financial restrictions and implications, evaluation and evidence of the use of each car park, and the different options, Members acknowledged that there was no blanket solution to suit all localities.

It was agreed that the detailed information Parishes had requested on each car park would be forwarded as soon as possible in order for them to make informed decisions regarding their precept.

After lengthy discussion the responses of the Overview and Scrutiny Committee were agreed as follows:

DECISION

That the Committee's response to the proposed changes to the Council's off street parking charges be considered as part of the 2020/2021 budget process:

- 1 That different communities have different needs regarding parking charges and issues in their locality, and all efforts should be made to try to tailor parking charges to local needs within the limits of Hart's financial capability
- 2 That more information to be given to Parishes and organisations regarding income and potential costs to help them in their views and feedback.

Committee did not resolve to leave confidential session, a technical fault with the camera at this point meant that the live streaming could not be resumed.

95 CABINET WORK PROGRAMME

The Cabinet Work Programme was considered and noted.

96 OVERVIEW AND SCRUTINY WORK PROGRAMME

The Overview and Scrutiny Work Programme was considered and amended, and the knock on effect on the Cabinet Work Programme was noted:

- Community Infrastructure Levy (CIL) - February
- Update on Peer Review - April
- Traffic management programme - February

The meeting closed at 9.34 pm