

Public Document Pack



EXECUTIVE

Date: Wednesday, 16 September 2020

Time: 2.00pm

Location: Virtual (via Zoom)

Contact: Ian Gourlay (01438) 242703

ian.gourlay@stevenage.gov.uk

Members: Councillors: S Taylor OBE, CC (Chair), J Lloyd (Vice-Chair),
L Briscoe, R Broom, J Gardner, R Henry, J Hollywell and J Thomas.

AGENDA

PART 1

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

2. MINUTES - 12 AUGUST 2020

To approve as a correct record the Minutes of the meeting of the Executive held on 12 August 2020 for signature by the Chair.

Pages 5 – 12

3. MINUTES OF THE OVERVIEW & SCRUTINY COMMITTEE AND SELECT COMMITTEES

To note the following Minutes of the Overview & Scrutiny Committee and Select Committees:

Overview & Scrutiny Committee – 19 August 2020

Pages 13 – 16

4. LOCAL DEVELOPMENT SCHEME (LDS)

To consider the approval of a revised Local Development Scheme.

Pages 17 – 34

5. PARKING PROVISION AND SUSTAINABLE TRANSPORT SUPPLEMENTARY PLANNING DOCUMENT: ADOPTION

To consider the adoption of the Parking Provision and Sustainable Transport Supplementary Planning Document.

Pages 35 – 128

6. STEVENAGE BOROUGH COUNCIL CLIMATE CHANGE STRATEGY ADOPTION AND ENGAGEMENT CONSULTATION UPDATE

To consider the adoption of the Stevenage Borough Council Climate Change Strategy and to provide Members with an update on the climate change work, achievements and engagement so far.

Pages 129 – 210

7. COVID-19 UPDATE

To consider a verbal update / presentation on the Covid-19 pandemic.

8. ANNUAL TREASURY MANAGEMENT REVIEW OF 2019/20 AND PRUDENTIAL CODE

To consider a review of the operation of the 2019/20 Treasury Management and Investment Strategy.

Pages 211 – 228

9. GENERAL FUND MEDIUM TERM FINANCIAL STRATEGY UPDATE (2020/21 - 2024/25)

To consider an update on the General Fund Medium Term Financial Strategy 2020/21 – 2024/25.

Pages 229 – 272

10. QUARTER 1 MONITORING REPORT 2020/21 (CAPITAL) - GENERAL FUND AND HOUSING REVENUE ACCOUNT

To consider the Capital Monitoring Report (General Fund and Housing Revenue Account) for Quarter 1 of 2020/21.

Pages 273 – 292

11. URGENT PART I BUSINESS

To consider any Part I business accepted by the Chair as urgent.

12. EXCLUSION OF PRESS AND PUBLIC

To consider the following motions –

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.
2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

13. PART II MINUTES - EXECUTIVE - 12 AUGUST 2020

To approve as a correct record the Part II Minutes of the meeting of the Executive held on 12 August 2020 for signature by the Chair.

Pages 293 - 296

14. LOCALITY REVIEW LAND AND SITE DISPOSAL REPORT

To consider a pipeline of site disposals identified as part of the Locality Ward Asset and Land Review to support the funding of the Capital Strategy and reduce the revenue contribution to capital from the General Fund.

Pages 297 - 332

15. URGENT PART II BUSINESS

To consider any Part II business accepted by the Chair as urgent.

NOTE: Links to Part 1 Background Documents are shown on the last page of the individual report, where this is not the case they may be viewed by using the following link to agendas for Executive meetings and then opening the agenda for Wednesday, 16 September 2020 –

<http://www.stevenage.gov.uk/have-your-say/council-meetings/161153/>

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STEVENAGE BOROUGH COUNCIL

EXECUTIVE MINUTES

Date: Wednesday, 12 August 2020

Time: 2.00pm

Place: Virtual (via Zoom) / Autun Room

Present: Councillors: Sharon Taylor OBE CC (Chair), Mrs Joan Lloyd (Vice-Chair), Lloyd Briscoe, Rob Broom, John Gardner, Richard Henry, Jackie Hollywell and Jeannette Thomas.

Also Present: Councillors Phil Bibby CC and Simon Speller (observers)

Start / End Start Time: 2.00pm
Time: End Time: 4.40pm

1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

There were no apologies for absence.

There were no declarations of interest.

2 **MINUTES - 8 JULY 2020**

It was **RESOLVED** that the Minutes of the meeting of the Executive held on 8 July 2020 be approved as a correct record for signature by the Chair.

3 **MINUTES OF THE OVERVIEW & SCRUTINY COMMITTEE AND SELECT COMMITTEES**

It was **RESOLVED** that the Minutes of the meeting of the Overview & Scrutiny Committee held on 14 July 2020 be noted.

4 **CO-OPERATIVE NEIGHBOURHOODS**

The Executive considered an update report on the implementation of Co-operative Neighbourhoods, following approval of the programme in December 2019.

The Portfolio Holder for Neighbourhoods and Co-operative Working advised that an initial prototype for Co-operative Neighbourhoods had been developed for the St. Nicholas and Martins Wood Wards, but work on this was paused when the Covid-19 pandemic struck in late March 2020. Further development was not possible as officers focussed on reacting to the pandemic and supporting the most vulnerable in the community.

The Portfolio Holder for Neighbourhoods and Co-operative Working stated that the Council was now in a position to re-launch Co-operative Neighbourhoods in order that they could play a leading role in the recovery of the town. The plan was to now

set up Co-operative Neighbourhood Teams in all six areas of the Borough at the same time. The Housing & Investment, Stevenage Direct Services and Communities & Neighbourhoods Services would continue to be at the forefront of the project. Each Co-operative area would be supported by a Strategic Lead Officer drawn from SLT members, with Operational lead Officers for each area being drawn from the cohort of Fourth Tier Managers.

The Portfolio Holder for Neighbourhoods and Co-operative Working explained that work would begin with the development of community plans for each area, which would set out what the Council would be doing in neighbourhoods. Over time these would build into a set of actions and aspirations that would be owned by Members, Officers and the community.

In considering the report, Members commented as follows:

- The Communications Plan would require some amendments to make it more user friendly for the public;
- Briefing sessions for all Members of the Council would be set up to run through the “Guide for Councillors” document (Appendix C to the report) and to introduce them to their neighbourhood teams;
- In response to a request for the names (as opposed to designations) of the Operational Leads for each area, it was confirmed that a full list of officers comprising each area team would be provided to Members in due course;
- In reply to a question concerning the Community Action Plans, it was clarified that the intention was that these would replace the existing Ward logs system.

It was **RESOLVED:**

1. That the revised strategy for resuming the development of Co-operative Neighbourhoods be endorsed.
2. That the Guide for Councillors (attached at Appendix C to the report), which will be sent to all Borough and County Councillors across Stevenage, be approved.
3. That future decisions on development of the strategy be delegated to the Strategic Director (RP), in consultation with the Co-operative Neighbourhoods Strategic Board.

Reason for Decision: As contained in report.

Other Options considered: As contained in report.

5 COVID-19 UPDATE

The Executive considered a verbal update/presentation on the Covid-19 pandemic, focusing on national and Hertfordshire positions; SBC transition arrangements; progress on recovery; and Local Outbreak planning.

In relation to the national position, the Strategic Director (TP) advised that the number of daily Covid-19 confirmed cases was starting to rise, however this may be due an increase in the number of tests being carried out and these tests being

targeted at areas where infection rates were high. ONS data based on a sample, suggested that the rise in cases may be levelling off. The R rate for England was currently estimated at 0.8 - 1. 56 cases had been reported in Hertfordshire in the latest week, a reduction of 14 compared with the previous week. There was 1 confirmed new case in Stevenage.

With regard to the Hertfordshire update, the Strategic Director (TP) commented that the key focus was currently on finalising Hertfordshire Local Outbreak Plan and arrangements, along with preparations for winter. A Local Outbreak Exercise to inform local arrangements was held in late July 2020, and event analysis was being undertaken and would be shared. The timescale for national care home testing had been delayed. The latest Government advice on the use of face masks and the 'Play your Part' campaign had been publicised. Operation Shield had now stopped, in line with the pausing of shield programme at national level. Changes were happening at national level for Test and Trace, to integrate with more local responses from Public Health teams.

In terms of the SBC transition arrangements, the Strategic Director (TP) stated that:

- Stevenage Arts and Leisure Centre and Stevenage Swimming Centre re-opened on 25 July 2020. There had been a steady flow of leisure customers and swim school participants using an advanced booking system;
- Gordon Craig Theatre and the Healthy Hub were yet to resume due to current restrictions;
- Fairlands Valleys Sailing Centre remained closed. The Café toilets were now available for park users;
- Support remained available for those who needed it via the Stevenage Helps Hub and Herts Helps; and
- 170 households remained in Emergency/Temporary Accommodation. As of 31 July 2020, all those accommodated in the Holiday Inn Express had been moved to other settings.

In respect of recovery, Members were informed that a Recovery Summit had been held in July 2020, working towards a joint, ambitious action plan. There would be a further Summit meeting in September 2020. SBC Recovery reporting was to be embedded into the quarterly "Future Town Future Council" performance reports submitted to the Executive.

In relation to local outbreak planning, the Strategic Director (TP) reported that the SBC Covid-19 Outbreak Management Cell was co-ordinating the Borough's local plans and response. SBC's response included: a register of high risk settings (other than schools and care homes) and identification of measures to prevent and manage outbreaks in the settings for which the Council had lead responsibility; prevention and enforcement in local workplaces; contact tracing in complex situations, as determined by Public Health England and Public Health; community support response in the event of an outbreak e.g. Stevenage Helps. A Local Outbreak resource plan was in preparation, as was work on the clarification of respective roles with HCC and PHE, and the development of Mutual Aid plans.

The Senior Environmental Health and Licensing Manager provided some further

details in respect of the Hertfordshire Local Outbreak Plan. He confirmed that HCC had produced a Local Outbreak Plan by the deadline of 30 June 2020. This was a collaborative, strategic document and focussed on 5 key strands:

- Governance and Programme co-ordination;
- Engaging communities;
- Surveillance, Intelligence and data;
- Testing and Contact Tracing; and
- Preventing outbreaks and responding proactively.

The Senior Environmental Health and Licensing Manager advised that a Health Protection Board had been established (an officer Board to oversee a tactical response to any local outbreak), as had an elected Member Engagement Board (comprising all 10 District/Borough Leaders and the Leader of HCC).

In respect of SBC's approach, the Senior Environmental Health and Licensing Manager reported that work would continue in collaboration with HCC's Director of Public Health to prevent community transmission; address complex cases and settings that could not be resolved by regional Public Health England health protection teams; respond to outbreaks that needed on the ground action; and augmented contact tracing.

In terms of resourcing SBC's response, the Senior Environmental Health and Licensing Manager commented that proactive and reactive work would be covered, in association with service priorities. Corporate and mutual aid support was in place, including external help from other agencies. An out-of-hours response would also be maintained.

A Member questioned the quality and timeliness of Covid-19 data being disseminated from the Government to local authorities, and whether a statement regarding this matter should be released to the local press. The Leader undertook to raise this matter at her forthcoming meeting with the other Hertfordshire Leaders and HCC's Director of Public Health.

In response to a Member's request, Officers undertook seek to provide an update at the September 2020 Executive meeting regarding the number of people in Stevenage on furlough and other key employment statistics.

The Senior Environmental Health and Licensing Manager was requested to write to all Members of the Executive to give a flavour of the enforcement activities carried out by his Team during and after lockdown.

It was **RESOLVED** that the Covid-19 update be noted.

6 CO-OPERATIVE COMMERCIAL AND INSOURCING STRATEGY 2020-2023

The Executive considered a report seeking approval of a proposed Co-operative Commercial and Insourcing Strategy.

The Portfolio Holder for Resources advised that the financial challenges faced by the

Council due to Covid-19 had been a catalyst for production of the Strategy. There need to be a prudent and efficient commercial approach in order to manage costs and generate funding to protect and invest in vital services.

The Portfolio Holder for Resources referred to the 4 main objectives set out in the Strategy as follows:

- Business process improvement – the financial performance of individual service areas would be reviewed to identify the level of subsidy or surplus generated in order to formulate the appropriate policy approach. If required, processes, levels of fees/charges, cost of service delivery and potential for new ways of working would be reviewed;
- Income generation – this would be reviewed across the whole organisation, together with the potential to sell commercial services externally;
- Insourcing – the Council would continue with its commitment to use in-house services to deliver Council operations. This would be the Council's default position, other than where there was evidence to prove that this was not an option. Conversely, the services supplied by all contracted out external providers would be reviewed to ascertain the potential for them to be brought in-house (subject to business cases); and
- Commercial culture – equipping staff with the correct skills to deliver the Council's commercial objectives, which would include a skills and culture audit, targeted training to increase commercial awareness, and a commercial resource centre (containing tools, guidance and case studies). Business units would be required to establish specific commercial objectives and would report on key commercial indicators.

The Commercial Manager gave a slide presentation on the proposed Strategy. The presentation comprised information regarding the context for the Strategy, summary financial tables, strategic aims, the key themes and decision making. She presented slides on various commercialisation case studies.

In response to a question in respect of implementation of the Strategy, it was confirmed that the skills audit would commence during September 2020, with the intention that targeted training would take place in the Autumn/Winter.

Members were pleased with the Repairs and Voids Team's insourcing plans for their work, and were supportive of the potential for future expansion of the Council's commercial activity to perhaps provide such services to private homeowners.

The Portfolio Holder for Resources confirmed that the Membership of the proposed Commercial and Investment Executive Committee would comprise herself (as Chair), together with Councillors Sharon Taylor, Jeannette Thomas, John Gardner and Lloyd Briscoe.

It was **RESOLVED**:

1. That the Co-operative Commercial and Insourcing Strategy for 2020-2023, as appended to the report, be approved and reviewed on an annual basis.

2. That the establishment of the Commercial and Investment Executive Committee be approved (with the Membership as detailed in the preamble above), and the Terms of Reference for this Committee, as shown at Paragraph 4.9 of the report, be agreed.
3. That the Assistant Director (Stevenage Direct Services) be given delegated authority to approve any final changes required to the Strategy, following consultation with the Executive Member for Resources.

Reason for Decision: As contained in report.

Other Options considered: As contained in report.

7 URGENT PART I BUSINESS

The Chair had accepted an urgent item of business in respect of new and proposed changes to the Town and Country Planning system.

Prior to the consideration of the item, the Chair referred to the sad and tragic sudden death of Dave Rusling (Development Manager) on 9 August 2020. She commented that Dave was a consummate professional, with wide skills in dealing with the complexities of the Planning System and would be sorely missed. She expressed thanks for his contribution to planning in Stevenage. She asked that the Council's condolence be conveyed to Dave's family and his colleagues in the Development Control Team.

The Assistant Director (Planning & Regulatory) outlined changes soon to come into force regarding Use Classes and Permitted Development (PD) Rights, together with a flavour of the Government's Planning White Paper which was currently out for consultation.

In relation to Use Classes, the Assistant Director (Planning & Regulatory) advised that there was to be a new Use Class E for 'commercial, business and service' uses which would allow commercial, retail and leisure uses to change within that group of uses. A new community and learning class would allow for the protection of community facilities and infrastructure. Certain uses, such as pubs and theatres, would remain protected, whilst others, such as hot food takeaways or betting shops, would require full planning consent. This would come into force on 1 September 2020.

In respect of Permitted Development (PD) Rights, Members were informed that the changes would allow a right to extend buildings upwards to create new homes and living space, up to 2 storeys extra on purpose built flats, and some commercial uses. Up to 2 additional storeys would be permitted on existing houses, detached or in a terrace, to create new self-contained homes or additional living space up to a height of 18 metres. Single storey homes would be able to add 1 additional storey. There were conditions and a number of prior approvals would be required on specific matters, including the external appearance of the proposed development and its impact on the amenity of neighbours. The Regulations would come into force on 31 August 2020.

In addition, vacant and redundant free-standing commercial and light industrial premises, and residential blocks of flats, would be able to be demolished and replaced with new residential units. At the same time the right would allow up to 2 storeys to be added to the height of the original building up to 18 metres. There were conditions. The Regulations would come into force on 31 August 2020.

In relation to the Government's Planning White Paper, the Assistant Director (Planning & Regulatory) summarised the main aspects as follows:

- New Local Plans would require whole town designation into 3 areas - "Growth", "Renewal" or "Protected";
- The planning process would be "driven by data";
- Planning authorities would be given new powers to drive up design and sustainability standards;
- A new 'single infrastructure levy' would replace the existing S106 / CIL regime;
- A "binding" housing requirement would be introduced that local planning authorities would "have to deliver through their local plans";
- Big building sites would be split between developers to accelerate delivery; and
- Community consultation at planning application stage was to be "streamlined".

The Chair of the Planning and Development Committee echoed the Chair's comments in respect of Dave Rusling. He asked that Members of his Committee be involved in the consultation response to the changes and White Paper, and in any subsequent changes to SBC Planning policies.

Members were generally dissatisfied with the proposals and content of the White Paper, and both the Leader and Portfolio Holder for Environment & Regeneration would be submitting robust responses to the Government on the matter.

It was confirmed that training would be provided to all Members on the changes, with specific detailed training for Members of the Planning & Development Committee.

8 EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED**:

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in Paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.
2. That the reasons for the following reports being in Part II were accepted, and that the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

9 CO-OPERATIVE COMMERCIAL AND INSOURCING STRATEGY 2020-2023

The Executive considered a Part II report relating to the High Level Action Plan and Insourcing Road Map (Repairs and Voids), both of which were supporting

documents to the Co-operative Commercial and Insourcing Strategy 2020-2023.

It was **RESOLVED** that the recommendations contained in the report be approved.

Reason for Decision: As contained in report.

Other Options considered: As contained in report.

10 EMERGENCY COVID-19 FUNDING SUPPORT FOR STEVENAGE LEISURE LIMITED

The Executive considered a Part II report in respect of a request from Stevenage Leisure Limited (SLL) for funding support as a result of the coronavirus crisis.

It was **RESOLVED** that the recommendations contained in the report be approved, including additional wording to Recommendation 2.1 and an extra recommendation.

Reason for Decision: As contained in report.

Other Options considered: As contained in report.

11 URGENT PART II BUSINESS

None.

CHAIR

STEVENAGE BOROUGH COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE
MINUTES

Date: Wednesday, 19 August 2020

Time: 6.00pm

Place: Virtual (via Zoom)

Present: Councillors: Lin Martin-Haugh (Chair), Philip Bibby CC (Vice-Chair), Sandra Barr, Laurie Chester, Michael Downing, Michelle Gardner, Andy McGuinness, Adam Mitchell CC, Claire Parris and Simon Speller

Start / End Start Time: 6.00pm
Time: End Time: 7.05pm

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received on behalf of Councillors John Mead, Sarah Mead and Robin Parker CC.

There were no declarations of interest.

2 MINUTES - 14 JULY 2020

It was **RESOLVED** that the Minutes of the meeting of the Overview and Scrutiny Committee held on 14 July 2020 be approved as a correct record for signature by the Chair.

3 PART I DECISIONS OF THE EXECUTIVE

The Committee considered the decisions on the following matters arising from the Executive meeting held on 12 August 2020.

Minutes of the Executive – 8 July 2020

Noted.

Minutes of the Overview & Scrutiny Committee and Select Committees

Noted.

Co-operative Neighbourhoods

A Member raised concerns regarding the nature of engagement with Ward Councillors and the level of Member input that was incorporated into the Co-operative Neighbourhoods programme. Officers clarified that the Pin Green Community Plan of 2017-18 was not directly related to the introduction of Co-operative Neighbourhoods operating model in December 2019. It was noted that the

boundaries agreed by the Executive in 2019 served to optimise staff resources. Officers acknowledged that there were distinct strengths and challenges for each Ward. The Co-operative Neighbourhoods programme focussed on supporting residents and communities in activities that improved neighbourhoods and created opportunities.

The Committee also sought clarification on projected improvements in the first two years of the Co-operative Neighbourhoods programme, implications on staff resources, prioritisation and lessons learned from previous initiatives for localised working. Officers confirmed that the programme had specific key performance indicators for individual Council services. In response to a question, Officers acknowledged that the areas used to set up teams were not necessarily recognisable neighbourhoods. However, the structure would enable staff to work and think more locally and engage with residents on the issues and in localities that were important to them. With regards to the impact of Co-operative Neighbourhoods on staff resources, it was pointed out that the Council would not engage additional staff to support the programme. Officers notified the Committee that the programme would not necessarily deliver improvements to infrastructure in neighbourhoods. Co-operative Neighbourhoods was also expected to improve procedures and reduce the volume of complaints. It was noted that the key lessons learned from past programmes were the need for strong political and management leadership, a clear and measurable purpose and a whole Council approach that sought to empower frontline staff and communities.

Covid-19 Update

In response to a Member's request, Strategic Director (RP) undertook to provide Covid-19 data where applicable that was tailored to Stevenage and Hertfordshire. The Strategic Director reported that officers were discussing with Public Health (Hertfordshire) ways of improving the flow of data from Public Health England and NHS England to the Council. Members were informed that the Council had access to the Covid-19 database that was recently launched by Public Health Hertfordshire.

Co-operative Commercial and Insourcing Strategy 2020-2023

A Member was concerned that some tenants would be priced out of their garages as a consequence of the Commercial Strategy. Officers indicated that the Council's differential pricing policy offered tenants choice in terms of cost and garage specification. With regards to the Garage Improvement Programme (GIP), the Commercial Manager informed the Committee that the programme had increased the number of garages in circulation. It was anticipated that the GIP would contribute towards neighbourhood improvements and reduction in anti-social behaviour. Officers advised that the policy of bringing newer and better garages back onto the market would help to ease parking issues in neighbourhoods.

Urgent Part I Business

Noted.

4 **URGENT PART I DECISIONS AUTHORISED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE**

None.

5 **URGENT PART I BUSINESS**

None.

6 **EXCLUSION OF PRESS AND PUBLIC**

It was **RESOLVED**:

1. That, under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as described in paragraphs 1 to 7 of Part 1 of Schedule 12A of the Act, as amended by SI 2006 No. 88.
2. That having considered the reasons for the following item being in Part II, it be determined that maintaining the exemption from disclosure of the information contained therein outweighed the public interest in disclosure.

7 **PART II DECISIONS OF THE EXECUTIVE**

It was **RESOLVED** that the Part II decisions of the Executive meeting held on 12 August 2020 be noted.

8 **URGENT PART II DECISIONS AUTHORISED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE**

None.

9 **URGENT PART II BUSINESS**

None.

CHAIR

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Meeting Executive
Portfolio Area Environment and Regeneration
Date 16 September 2020



LOCAL DEVELOPMENT SCHEME (LDS)

KEY DECISION

Author David Hodbod | 2579
Lead Officer Zayd Al-Jawad | 2257
Contact Officer David Hodbod | 2579

1 PURPOSE

- 1.1 To inform members of updates to the Local Development Scheme (LDS).
- 1.2 To seek the Executive's approval of a revised LDS.

2 RECOMMENDATIONS

- 2.1 That the LDS 2020 (attached as Appendix A) be approved as the programme for the new Stevenage Local Development Documents, subject to any necessary minor editorial modifications agreed by the Assistant Director of Planning and Regulation having consulted with the Portfolio Holder for Environment and Regeneration.
- 2.2 That the LDS 2020 is brought into effect from 24 September 2020 and published on the Council's planning web pages.

3 BACKGROUND

- 3.1 The Council is required to prepare a Local Development Scheme (LDS) under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended). The LDS must specify the local development documents which are to be “Development Plan Documents” and sets out the programme for the preparation of those. It is a statutory requirement to maintain an up-to-date LDS.
- 3.2 The Council’s current LDS was approved by Executive in April 2019 and came into effect on 13 May 2019. It scheduled the adoption of the Local Plan to take place after the holding direction on the Local Plan had been lifted.
- 3.3 The current LDS also proposed an outline timetable for the production and adoption of an Area Action Plan for the railway station and the adoption of a Community Infrastructure Levy Charging Schedule.

4 REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS

Recommendation 2.1: That the LDS 2020 (attached as Appendix 1) be approved as the programme for the new Stevenage Local Development Documents, subject to any necessary minor editorial modifications agreed by the Assistant Director of Planning and Regulation having consulted with the Portfolio Holder for Environment and Regeneration

- 4.1 The updated LDS sets out updated milestones for the production and adoption process of the Area Action Plan (AAP) for the Railway Station and introduces the new timeframes for the production of a number of Supplementary Planning Documents (SPDs) which will be produced to support policies in the adopted Local Plan.
- 4.2 There is a statutory requirement to keep the LDS up-to-date. The timeframes for planning policy documents, including the Area Action Plan, within the current LDS are out-of-date and it is essential, to ensure we continue to meet our statutory obligations, for a new and updated LDS to be adopted as soon as possible.
- 4.3 There is no statutory requirement to include details of SPDs within the LDS although the Council’s annual monitoring obligations require us to publish an update on the progress with Local Plan and SPD documents, specifically those stated in an authority’s LDS. Therefore for completeness, the updated LDS provides details on the timetable of a number of SPDs that the Planning Policy Team will be producing in the next couple of years.
- 4.4 The revised LDS 2020 comprises a brief document and chart, appended to this report. It updates and sets the following timetables:

Area Action Plan – Railway Station

- 4.5 As a consequence of discussions with MHCLG in relation to the Holding Direction on the Stevenage Borough Local Plan, the Council committed to produce an Area Action Plan for the Railway Station area (within the TC3 and

TC4 Major Opportunity Areas designated in the Local Plan) to be adopted by December 2020 (or sooner if at all practicable).

- 4.6 Owing largely to restrictions enforced by the Covid-19 epidemic and due to a recent focus on the adoption and implementation of a new Community Infrastructure Levy Charging Schedule for the Borough, the timetable for the AAP adoption has slipped, albeit not significantly. The Council has been in constant contact with MHCLG who are aware and supportive of the timeframe for progress of the AAP.
- 4.7 As a result of the delays, the AAP timetable has been updated to:
- January 2021: Regulation 18 consultation
 - June 2021: Regulation 19 consultation
 - August 2021: Submission
 - September/October 2021: Examination
 - January 2022: Adoption
- 4.8 To achieve this, it is expected that the emerging AAP will be taken to the following Executive and Budget Policy Meetings:
- November 2020 Executive: to approve consultation on the draft AAP in line with Regulation 18
 - May 2021 Executive: to approve publication of the draft AAP in line with Regulation 19 and subsequent submission to the Planning Inspectorate for Examination
 - November 2021 Executive: to approve the outcome of the Examination and the recommendations of the Planning Inspector and recommend adoption of the AAP
 - January 2022 Full Council: to adopt the final AAP to become a part of the Development Plan for Stevenage

Supplementary Planning Documents

- 4.9 The Planning Policy Team are preparing to produce a number of Supplementary Planning Documents (SPDs) to take account of changes to local policy, national guidance, planning regulation as well as to give additional guidance to policies within the Local Plan. These SPDs are:
- Parking Provision and Sustainable Transport SPD
 - Biodiversity SPD
 - Developer Contributions SPD
 - Design SPD
- 4.10 The statutory process of preparing and adopting SPDs is less exhaustive than for Local Plan or for Area Action Plan documents. Therefore, the updated LDS sets out approximate year-long adoption timetables with an allowance for six months preparation for each stage involved. Officers don't expect the SPDs to take this 12 months each but as with any planning policy document subject to public consultation engagement, the it is not known exactly how long it will take to process and take account of representations.

Local Plan / Community Infrastructure Levy / Statement of Community Involvement

- 4.11 These timetables have been updated to reflect their recent adoptions and/or approval. The start of a 5-yr review has been included within the timetable, where appropriate.

Recommendation 2.2: That the LDS 2020 is brought into effect from 24 September 2020 and published on the Council's planning web pages

- 4.12 Upon receiving approval from the Executive, no further stages of production are required other than placing the updated LDS on the Council's webpages.

5 IMPLICATIONS

Financial Implications

- 5.1 The preparation of planning policy documents is funded from within an agreed departmental budget.

Legal Implications

- 5.2 The statutory duty to produce a Local Development Scheme is placed upon LPAs by the Planning and Compulsory Purchase Act 2004, as amended by provisions contained within the Localism Act 2011.
- 5.3 The updated LDS will ensure compliance with statutory requirements.

Risk Implications

- 5.4 There are no significant risks associated with updating the Local Development Scheme.
- 5.5 If updated, the LDS will provide a timetable for the production of Local Development Documents, including Development Plan Documents. It will not prejudice the content of those documents.

Policy Implications

- 5.6 The statutory Development Plan for the Borough forms part of the Borough Council's over-arching policy framework. It has potentially wide-ranging policy implications beyond the field of spatial planning.
- 5.7 There will be a need for positive interaction between the Plan and other plans and strategies of the Borough Council (and other stakeholders) as they are revised and updated to ensure that a consistent and holistic approach emerges.

Planning Implications

- 5.8 The LDS specifies future Development Plan Documents and other Local Development Documents and sets out the timetable for their production.

Climate Change Implications

- 5.9 Whilst the Local Development Scheme does not have any direct climate change implications itself, climate change will be a significant consideration of the Local Development Documents quoted within the LDS and the preparation of these documents will provide an opportunity to ensure that the need to reduce climate change will feature prominently in future developments within the Borough.

Equalities and Diversity Implications

- 5.10 The Local Development Scheme itself does not have any direct equality or diversity implications. When implementing any of the proposals the delivery body will need to consider the potential impacts on different community groups, in particular those who are less mobile or disabled.

Community Safety Implications

- 5.11 Whilst the Local Development Scheme does not have any direct community safety implications itself, safety will have to be considered when preparing the Local Development Documents quoted within the LDS, and implementing any of the proposals within those documents.

BACKGROUND DOCUMENTS

- BD1 [Planning and Compulsory Purchase Act, 2004](#)
BD2 [Localism Act 2011](#)
BD3 [Town and Country Planning \(Local Development\) \(England\) Regulations, 2012](#)
BD4 [Stevenage Borough Local Development Scheme, 2019](#)

APPENDICES

- A Local Development Scheme - September 2020

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Local Development Scheme September 2020

Local Development Scheme

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1 Introduction

Stevenage Borough Local Plan 2011 - 2031

Planning and Compulsory Purchase Act 2004 Section 15, Localism Act 2011 Section 111

Local Development Scheme 2020

What is a Local Development Scheme?

1.1 The Local Development Scheme (LDS) is the timetable for writing the Local Development Documents, including Development Plan Documents for Stevenage. It is approved by Stevenage Borough Council to come into effect on 24 September 2020.

Why have you produced a new Local Development Scheme?

1.2 This document is an update of the LDS approved by the Council in May 2019. The Council has a statutory obligation to publish an up to date LDS.

1.3 The update is required to reflect amendments to the timetable of specific Development Plan Documents and to give details on the production of several Supplementary planning Documents which will be developed and adopted to add guidance to policies within the Stevenage Borough Local Plan (adopted 2019). Following their adoption, the SPDs will become a 'material consideration' to help us determine planning applications.

Where will I find your Local Plan?

1.4 The Local Plan, can be found on our website:

www.stevenage.gov.uk/149690/planning-policy/

1.5 We prepared an appropriate and proportionate evidence base to support the Local Plan. Please see the Council's website

www.stevenage.gov.uk/149690/planning-policy/90175/90178/

1.6 The Local Plan and evidence base was assessed by an independent Planning Inspector at Examination. Details can be found here:

www.stevenage.gov.uk/149690/planning-policy/165360/

1.7 When consultations are 'live' you will be able to comment online via the Borough Council website:

stevenage-consult.limehouse.co.uk/portal

Are you preparing any documents to support the Local Plan?

1.8 The Council is producing an Area Action Plan (AAP) for the Railway Station. As a will be a Development Plan Document (DPD), this will become part of the Development Plan for Stevenage, and as such must first be subject to statutory consultation and examination.

1.9 The production of the AAP came about as a result of discussions with MHCLG following the Holding Direction placed on the Stevenage Borough Local Plan. The Council will produce an Area Action Plan for the railway station area (within the TC3 and TC4 Major Opportunity Areas's designated in the Local Plan) to detail policies for an extended and regenerated train station and surrounding development opportunities.

1.10 The AAP will provide an opportunity for stakeholders to engage and shape this area. It also acts as a catalyst for developers interested in supporting this key part of the Plan.

1.11 We review the need for additional guidance continually. It is not a requirement for Supplementary Planning Documents to be included in the LDS but we are including details of a number of proposed SPDs in this updated LDS to ensure that developers are aware of what additional guidance will come into force in the short-medium term future.

What about the Community Infrastructure Levy (CIL)?

1.12 Since we updated the LDS in May 2019, we have adopted a Community Infrastructure Levy Charging Schedule. This was adopted by Council decision in January 2020 and we started implementing the CIL Charging Schedule on 01 April 2020. This means that any planning permission granted on or after 01 April could be liable for a CIL charge. Money collected through CIL receipts will be used to fund much needed infrastructure within the borough.

1.13 It is not a requirement to include any timetable for implementing CIL in the LDS. However, the adoption of the CIL CS it is shown for completeness.

Will the timetable change again?

1.14 Timetables associated with Development Plan Documents and Local Development Documents are subject to change. However, it is hoped that progress with the Area Action Plan for the Railway Station will be swift and that the adoption process will occur in line with the timetable in this updated LDS. However, as with any planning document requiring consultation and submission to the Planning Inspectorate for Examination, progress is dependent on the level of public consultation and the availability of Inspectors to run an independent public Examination. We will do our best to comply with the timetable but this is not always within our control.

What if I have other questions?

1.15 If you have questions about the contents of this Stevenage LDS or about the Local Plan, please address them to:

Planning Policy Team

Stevenage Borough Council

SG1 1HN

Or email planningpolicy@stevenage.gov.uk

2 Stevenage Document Profiles

Stevenage Borough Local Plan (including Policies Map)

What is the subject of the document?	Sets out the vision, objectives, strategy, planning policies and proposals for the spatial development of Stevenage to 2031
What geographical area does it cover?	Stevenage Borough
Is it a Development Plan Document (DPD)?	Yes
Key dates	
- <i>Sustainability Appraisal Scoping Report consultation</i>	February/March 2012
- <i>Preparation consultation</i>	June/July 2013 June/July 2015
- <i>Publication consultation</i>	January/February 2016
- <i>Submission to Government</i>	July 2016
- <i>Examination Hearing Sessions</i>	January - March 2017
- <i>Receipt of Inspector's report</i>	October 2017
- <i>Adoption</i>	May 2019
Monitoring and review	Monitoring will be undertaken through Stevenage Borough Council's Annual Monitoring Reports. The Local Plan will be monitored and any timeline for a review will be published through an update to the LDS or the Council's AMR when appropriate.

Area Action Plan - Railway Station

What is the subject of the document?	The AAP will detail policies for an extended and regenerated train station and surrounding development opportunities covering the western part of TC4 and potentially some of TC3 depending on the final location of the 5th Platform.
What geographical area does it cover?	The Station Gateway Major Opportunity Area as set out in Policy TC3 and TC4 in the Stevenage Borough Local Plan and the Proposals Map.
Is it a DPD?	Yes
Key dates	
- <i>First consultation</i>	January 2021
- <i>Second consultation</i>	June 2021
- <i>Submission</i>	August 2021
- <i>Examination</i>	October 2021
- <i>Adoption</i>	January 2022
Monitoring and review	The AAP will be reviewed every five years. Next review commences 2025.

Stevenage Community Infrastructure Levy (CIL) Charging Schedule

What is the subject of the document?	Sets out the CIL charge(s) that will apply to new development in Stevenage, including any differential rates to be applied
What geographical area does it cover?	Stevenage Borough
Is it a DPD?	No
Key dates	
- Preliminary draft charging schedule consultation	September 2018
- Draft charging schedule consultation	April 2019
- Submission to Government	August 2019
- Examination	September 2019
- Receipt of Inspector's report	November 2019
- Adoption	January 2020
- Implementation	01 April 2020
Monitoring and review	The CIL CS will be continually monitored in line with changes to relevant legislation and local circumstances.

Stevenage Statement of Community Involvement

What is the subject of the document?	<p>Set out standards and approaches (including the procedures, processes and timings) that will be used to involve stakeholders and residents with an interest in planning in the production of the Local Plan and development management decisions</p> <p>A Statement of Community Involvement is no longer considered a Development Plan Document and is therefore not subject to examination</p>
What geographical area does it cover?	Stevenage Borough
Is it a DPD?	No
Key dates	
- <i>Start of work</i>	March 2017
- <i>Adoption</i>	November 2018
Monitoring and review	Monitored by Stevenage Borough Council every five years. Next review commences Spring 2023

Supplementary Planning Documents

Parking Provision and Sustainable Transport SPD

What is the subject of the document?	The SPD will set out requirements for vehicular and cycling parking spaces as part of new developments. It will also set requirements for disabled parking, Electric Vehicle charging points, as well as details and considerations for the implementation of schemes included in the SBC Transport Strategy. The document will not be subject to examination.
What geographical area does it cover?	Stevenage Borough
Is it a DPD?	No
Key dates	
- <i>Start of work</i>	October 2019
- <i>Consultation</i>	February 2019
- <i>Adoption</i>	September 2020
Monitoring and review	Monitored by Stevenage Borough Council every five years.

Biodiversity SPD

What is the subject of the document?	The SPD will set out the procedures for assessing, demonstrating, providing and, if required, funding a 10% net gain in biodiversity as part of new developments. This future requirement was announced in the Environment Bill 2019 and is expected to become a legal requirement of development in due course. The document will not be subject to examination.
What geographical area does it cover?	Stevenage Borough
Is it a DPD?	No
Key dates	
- <i>Start of work</i>	April 2020
- <i>Consultation</i>	October 2020
- <i>Adoption</i>	March 2021
Monitoring and review	Monitored by Stevenage Borough Council every five years.

Developer Contributions SPD

What is the subject of the document?	The SPD will set out all potential contributions that developers may be expected to pay as part of Section 106 legal agreements if developing land in Stevenage. The document will not be subject to examination.
What geographical area does it cover?	Stevenage Borough
Is it a DPD?	No
Key dates	
- <i>Start of work</i>	April 2020
- <i>Consultation</i>	October 2020
- <i>Adoption</i>	March 2021
Monitoring and review	Monitored by Stevenage Borough Council every five years.

Design SPD

What is the subject of the document?	The SPD will build on the National Design Guide to demonstrate how local context should be embedded into future development as well as promoting the inclusion of principles to reduce climate change and to promote the health and well-being of residents. The document will not be subject to examination.
What geographical area does it cover?	Stevenage Borough
Is it a DPD?	No
Key dates	
- <i>Start of work</i>	November 2020
- <i>Consultation</i>	May 2021
- <i>Adoption</i>	December 2021
Monitoring and review	Monitored by Stevenage Borough Council every five years.

3 Local Plan and Community Infrastructure Levy timetable

Local Plan Documents	2019												2020												2021												2022												2023												
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
Stewage Borough Local Plan																																																													
Policies Map																																																													
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Parking Provision and Sustainable Transport SPD																																																													
Biodiversity SPD																																																													
Developer Contributions SPD																																																													
Design SPD																																																													

Key Planning Documents and Preparation Stages									
Local Plan	AMP - Railway Station	Community Infrastructure Levy	Statement of Community Involvement	Supplementary Planning Document					
Resolution to prepare		Resolution to prepare / review of position							
Document / evidence in preparation		Document / evidence in preparation	Document / evidence in preparation	Document / evidence in preparation					
Preparation consultation (Reg. 16)	Preparation consultation (Reg. 19)	Preliminary Draft Charging Schedule (Reg. 15)							
Publication consultation (Reg. 19)	Publication consultation (Reg. 19)	Draft Charging Schedule (Reg. 16)		Public Consultation (Reg. 12)					
Submission to Government (Reg. 22)	Submission to Government (Reg. 22)	Submission for Examination (Reg. 19)							
Independent Examination (Regs. 23 and 24)	Independent Examination (Regs. 23 and 24)	Independent Examination (Regs. 23 and 24)							
Inspector's Report (Reg. 25)	Inspector's Report (Reg. 25)	Inspector's Report (Reg. 25)							
Adoption (Reg. 26)	Adoption (Reg. 26)	Approval and publication (Reg. 25)	Approval	Adoption (Reg. 14)					



Meeting Executive
Portfolio Area Environment and Regeneration
Date 16 September 2020



PARKING PROVISION AND SUSTAINABLE TRANSPORT SUPPLEMENTARY PLANNING DOCUMENT: ADOPTION

KEY DECISION

Author David Hodbod | 2579
Lead Officer Zayd Al-Jawad | 2257
Contact Officer David Hodbod | 2579

1 PURPOSE

- 1.1 To provide Members with an overview of the consultation responses to the Draft Parking Provision Supplementary Planning Document (SPD) between February and March 2020
- 1.2 To provide Members with an overview of the changes made to the Draft Parking Provision and Sustainable Transport SPD to take account of consultation responses.
- 1.3 To seek Members' approval to adopt the Parking Provision and Sustainable Transport SPD (Appendix A) and revoke the Parking Provision SPD (adopted 2012).

2 RECOMMENDATIONS

- 2.1 That the outcomes of the Draft Parking Provision and Sustainable Transport SPD consultation be noted.
- 2.2 That delegated powers be granted to the Assistant Director: Planning and Regulation, following consultation with the Portfolio Holder for Environment and Regeneration, to make minor amendments as necessary in the final preparation of the Parking Provision and Sustainable Transport SPD prior to its adoption.
- 2.3 That the Executive revoke the Parking Provision SPD (adopted 2012).
- 2.4 That the Executive approve the adoption of the Parking Provision and Sustainable Transport SPD as a material consideration for planning applications.

3 BACKGROUND

SBC Parking Provision and Sustainable Transport SPD

- 3.1 Supplementary Planning Documents (SPDs) are produced to add detail to the policies included in an adopted Local Plan. They are used to provide further guidance for development on specific sites or on particular issues. Whilst SPDs are not part of the Development Plan for an area, and cannot add unnecessarily to the financial burdens on development, the contents of a SPD are a material consideration when determining a planning application.
- 3.2 The Council's current parking requirements are set in an existing policy document - Parking Provision SPD (adopted 2012). The Stevenage Local Plan (adopted 2019) commits the Council to regularly reviewing the local parking requirements to ensure they conform with national and local guidance and local levels of car ownership.
- 3.3 In February 2020, the Executive approved the publication for consultation of a new series of parking requirements that officers considered could be included in the Parking Provision & Sustainable Transport SPD. Compared to the existing SPD, the main changes included in the consultation document were:
 - minor updates to the requirements for vehicular parking;
 - amended Accessibility Zones where reduced parking is considered appropriate;
 - increased cycle parking requirements;
 - new Electric Vehicle charging point requirements; and
 - considerations for sustainable transport projects listed in the SBC Transport Strategy: Future Town, Future Transport (2019).
- 3.4 A more detailed explanation of the changes from the 2012 version of the SPD is provided in Background Document 1, a link to which is provided at the end of this report.

Consultation
- 3.5 A link to the Draft Parking Provision and Sustainable Transport SPD (which was placed on the Council's consultation page) was sent to all individuals

who had signed up to the Council's planning consultee register. The register mainly consists of individuals who have responded to previous Local Plan consultations or specific planning applications, and also contains all statutory consultees and Duty to Cooperate bodies, as required by Regulations.

- 3.6 Those who provided an email address when registering to the list were sent an email with a link to the document and an explanation of the consultation process. This was the majority of consultees. Approximately 200 letters were also sent to individuals who had not provided an email address. The letters advised recipients how they would be able to view the document (both electronically and physically) and the process for responding to the consultation.
- 3.7 In addition, the consultation document was advertised on the Council website, on social media and hard copies were made available in the two libraries in the town.

4 REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS

Recommendation 2.1: That the outcomes of the Draft Parking Provision and Sustainable Transport SPD consultation be noted.

- 4.1 Consultation on the draft Parking Provision and Sustainable Transport SPD was held between 18 February 2020 and 22 March 2020, meeting the requirements stipulated for SPD consultations in the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 4.2 A total of 71 representations were received from a number of key consultees as well as internal teams and committees.
- 4.3 Responses were received from:
- External bodies / individuals:
- Sustainable Transport Manager, North Herts District Council
 - Growth and Infrastructure Unit (incorporating Highways and Passenger Transport comments), Hertfordshire County Council
 - Public Health Hertfordshire
 - Transport for London
 - Historic England
 - Two individuals
- Internal departments:
- Parking Manager
 - Housing Team
- Comments were received from several SBC Committees:
- The Executive
 - Overview and Scrutiny Committee
 - Portfolio Holder Advisory Group

- 4.4 In addition, a small number of calls were received to offer general support for the SPD, particularly the proposed requirement for developers to provide infrastructure to further enable cycling and the use of electric vehicles.
- 4.5 A full summary of responses is provided in Appendix B together with officer responses to each comment as well as a description of any amendments made to the SPD as a result of the submitted comment.
- 4.6 The key responses and amendments to the Draft Parking Provision and Sustainable Transport SPD are summarised below:

Take account of new Use Classes

- 4.7 The Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 made major amendments to the way that land uses are classed. The main impact is that two new broad Use Classes have been created: E - Commercial, Business and Service, and F – Local Community and Learning. These new Use Classes condense previously separate land uses together, removing the need to gain planning permission for many changes of use developments. As an example, there will no longer be a requirement for planning permission when changing a research and development facility into a restaurant.
- 4.8 As a consequence of the amendment to the Use Classes, the parking requirements in the SPD, which were categorised by Use Class, had to be rearranged within the final SPD document. More importantly, the SPD has been amended to state that proposals for specific development should be assessed against the worst impact possible caused by development permitted by a certain Use Class - rather than the specific land use that a proposal initially seeks permission for.
- 4.9 As a fall-back position, the SPD also states that developers should be prepared to agree to restrictive planning conditions or covenants as part of a Section 106 agreement to limit the use of a site within a Use Class. This would ensure that a site will not be changed to a new land use within the same Use Class without first requiring approval from the Local Planning Authority for a Variation of Condition or modification of a legal agreement. This would ensure that the developer would be required to mitigate any increased impacts from the proposed change of use even though they would not require a new planning permission. For example, this could ensure a building either remains in use for retail use instead of light industrial or would require additional mitigation to be provided if it changes to light industrial.

Amendments to Accessibility Zones

- 4.10 The SPD identifies Accessibility Zones where reduced levels of parking are considered appropriate. For example, this could be in locations close to passenger transport, or close to key local services such as shops and primary schools. The Accessibility Zones can be found on pages 14, 25 and 45-50 of Appendix A of this report.
- 4.11 The original Accessibility Zones were mapped primarily using carriageways as the extent of each Zone. It was pointed out, however, that houses on either side of a road could be as 'accessible' as each other in certain circumstances and that it would be more appropriate in some cases to use

the curtilage of a back garden as the edge of a Zone. Whilst this did not lead to any major changes to the Accessibility Zones, it did mean that some have either been extended or reduced compared to the outlines within the draft SPD.

- 4.12 It is worth noting that for development not located within Accessibility Zones, parking requirements are not changing substantially from the adopted 2012 version of the SPD as the vehicular parking requirements per unit and per number of bedrooms have not changed other than for larger flats of three bedrooms or more. Tables 1 and 2 show the parking requirements for two hypothetical developments, illustrating that whilst the requirements within an Accessibility Zone have changed significantly with a focus on reducing car parking whilst increasing cycling and EV parking, requirements outside of Accessibility Zones have not changed significant.

Table 1: Comparisons for a 250 unit development (125 x 1-bed flats & 125 x 2-bed flats) in the new Town Centre Accessibility Zone		
Requirements	Adopted SPD (2012)	Updated SPD (2020)
Car parking spaces	78 - 156	0 - 78
Disabled spaces	16	16
Additional visitor spaces (if residential spaces are allocated)	39 - 78	0 - 16
EV Charging Points	0	6 - 19
Cycle spaces	250	375 (plus 7 visitor spaces)

NB. the provision of disabled parking spaces is non-negotiable, so the minimum parking provision would be 16 spaces.

Table 2: Comparisons for a 100 unit development (25 x 2-bed, 50 x 3-bed & 25 x 4-bed homes) outside of any Accessibility Zones		
Requirements	Adopted SPD (2012)	Updated SPD (2020)
Car parking spaces	201	201
Disabled spaces	11 (or 5% of communal spaces)	11 (or 5% of communal spaces)
Visitor spaces	50	25
EV Charging Points	0	40
Cycle spaces	100	250 (plus 3 visitor spaces)

Separate parking requirements for houses and flats

- 4.13 Residential parking requirements are based on the number of bedrooms in a proposed development. It was pointed out that whilst data showed that car ownership is consistent between smaller houses and flats with the same

number of bedrooms (one or two), there is a clear difference in car ownership between larger houses and flats with the same number of bedrooms (three or more).

- 4.14 As such, the parking requirements have been separated in the final SPD between houses and flatted developments to enable a lower requirement to be included for larger flats (those with three or more bedrooms).

Reduced visitor parking requirements

- 4.15 The draft SPD contained a requirement, carried forward from the existing Parking Provision SPD, for 0.5 visitor parking spaces to be provided for each residential unit. Respondents indicated that this figure seemed particularly high. Officers agree with this view, and considering the number of significant applications due to progress through the planning system in the next few years, this would have risked a significant overprovision of parking spaces and would not promote the use of sustainable forms of transport.

- 4.16 Accordingly, the requirements for visitor parking have been reduced to 0.25 per dwelling and these are subject to further reduction if located in an Accessibility Zone.

Preference for unallocated parking

- 4.17 The Council can't categorically state what kind of parking spaces should be provided due to the variety of proposals that are submitted for application. Many residential proposals will provide parking on driveways and within garages within the curtilage of individual dwellings but this is not the case for flatted developments or some smaller housing applications.

- 4.18 The SPD now states that we would prefer communal parking to be unallocated as this provides a much more flexible parking solution compared to when all spaces are allocated to specific users. The SPD also confirms that where Electric Vehicle charging points are to be provided, it would be the Council's preference for these to be provided as unallocated spaces.

Recommendation 2.2: That delegated powers be granted to the Assistant Director: Planning and Regulation, following consultation with the Portfolio Holder for Environment and Regeneration, to make minor amendments as necessary in the final preparation of the Parking Provision and Sustainable Transport SPD prior to its adoption.

- 4.19 The Parking Provision and Sustainable Transport SPD is included in Appendix A. However, it may be necessary to make minor changes prior to its adoption. This might include cosmetic adjustments, the correction of typographical errors and any minor factual changes.

- 4.20 It is recommended that any such amendments be approved via delegated powers.

Recommendation 2.3: That the Executive revoke the Parking Provision SPD (adopted 2012).

- 4.21 The procedure to revoke a SPD is set out in Regulation 15 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

- 4.22 The Council must prepare a statement of that fact, send the statement to each of the bodies who made representations to the SPD, and cease to make any documents related to the SPD other than the adoption statement available.

Recommendation 2.4: That the Executive approve the adoption of the Parking Provision and Sustainable Transport Supplementary Planning Document as a material consideration for planning applications.

- 4.23 The procedure to adopt a new SPD is set out in Regulation 14 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 4.24 Now that consultation has been completed, the Council must make the SPD document available together with an adoption statement, and send a copy of the adoption statement to each of the bodies who asked to be notified of the adoption of the SPD.
- 4.25 In line with Regulation 12, the Council will also need to provide a statement setting out the persons consulted when preparing the SPD and a summary of the main issues raised by those persons and how those issues have been addressed in the adopted SPD document. This statement is included as Appendix B.

5 IMPLICATIONS

Financial Implications

- 5.1 The costs associated with adopting the Parking Provision and Sustainable Transport SPD will be met from the agreed departmental budget.
- 5.2 Any potential schemes that are mentioned in the SPD will need to be subject to a business case and/or will require third party funding.

Legal Implications

- 5.3 Adoption of the Parking Provision and Sustainable Transport SPD will be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, specifically Regulations 12, 14 and 15. There are no further direct legal implications associated with adopting the SPD.
- 5.4 The legal ramifications of any potential schemes mentioned in the SPD will need to be considered at the point of planning and delivery.

Risk Implications

- 5.5 There are no significant risks associated with adopting the Parking Provision and Sustainable Transport SPD.
- 5.6 The levels of parking contained in the SPD can be reviewed when the next Census data is published (expected 2022-23) to ensure they are appropriate. If necessary, this could prompt a further review of the SPD.

Policy Implications

- 5.7 The Parking Provision and Sustainable Transport SPD accords with, and has been produced to supplement policies in, the adopted Stevenage Local Plan (2019). It also accords with the policy aims of the SBC Mobility Strategy, the SBC Transport Strategy and the Hertfordshire County Council Local Transport Plan 4.
- 5.8 The document is also aligned with other corporate Council documents such as the Healthy Stevenage Strategy, the recently-declared Climate Emergency Motion and the emerging Climate Change Strategy, Action Plan and Charter.

Planning Implications

- 5.9 The Parking Provision and Sustainable Transport SPD will supplement the recently adopted Stevenage Local Plan (2019).
- 5.10 The document will not form part of the Development Plan for Stevenage. However, it will be a material consideration for planning applications.
- 5.11 Upon adoption, the SPD will replace the adopted Planning Provision SPD (2012) which will be revoked at that time.

Climate Change Implications

- 5.12 The Parking Provision and Sustainable Transport SPD has the potential to have a positive impact on climate change through the multiple benefits that prioritising sustainable and active modes of transport, and minimising car use, can bring. Active forms of transport, walking and cycling, can replace the need to use private-cars, cutting the emissions associated with journeys within the town. The support provided by the SPD for promotion of public transport services and active modes of transport will help to reduce reliance on private-car journeys, replacing them with more energy-efficient options. The Strategy will also have benefits in terms of air quality more generally.

Equalities and Diversity Implications

- 5.13 The Parking Provision and Sustainable Transport SPD sets out requirements for parking requirements for those with mobility disabilities. Otherwise, the SPD itself does not have any direct equality or diversity implications. When implementing any of the proposals mentioned in the SPD, the delivery body will need to consider the potential impacts on different community groups, in particular those who are less mobile or disabled.

Community Safety Implications

- 5.14 Whilst the Parking Provision and Sustainable Transport SPD does not have any direct community safety implications itself, when implementing any of the proposals the delivery body will need to consider the potential impacts on community safety.

BACKGROUND DOCUMENTS

- BD1 [Executive Paper: 12 February 2020 - Parking Provision And Sustainable Transport Supplementary Planning Document: Public Consultation](#)
- BD2 [Draft Parking Provision and Sustainable Transport SPD 2020, SBC](#)
- BD3 [Parking Provision 2012, SBC](#)
- BD4 [Stevenage Parking Strategy 2004, SBC](#)
- BD5 [Stevenage Borough Local Plan, 2011-2031](#)
- BD6 [Stevenage Mobility Strategy, SBC](#)
- BD7 [Local Transport Plan 4, HCC](#)
- BD8 [Future Town, Future Transport, SBC](#)
- BD9 [Stevenage Cycling Strategy, SBC](#)

APPENDICES

- A [Parking Provision and Sustainable Transport, 2020](#)
- B [Draft Parking Provision and Sustainable Transport Consultation Statement, 2020](#)
- C [SEA Screening Statement](#)

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Stevenage Borough Council

**Parking Provision and Sustainable
Transport SPD**

Adopted 2020

Translation Facilities

Translation Facilities

We can make published information available in different languages, Braille and large print upon request. We also have interpreting facilities for people who do not speak English. Telephone 01438 242242 or Textphone 01438 242555 for information.

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વિનંતી મુજબ પ્રકાશિત થયેલ માહિતી અમે જુદી જુદી ભાષામાં, બ્રેઈલમાં અને મોટા અક્ષરના મુદ્રણમાં ઉપલબ્ધ કરાવી શકીએ છીએ. અંગ્રેજી ભાષા ન બોલનાર લોકો માટે અમારી પાસે દુભાષિયાની સેવા પણ છે. માહિતી માટે ફોન કરો 01438 242242 અથવા ટેક્સ્ટફોન 01438 242555.

अनुरोध करने पर हम प्रकाशित जानकारी को विभिन्न भाषाओं, ब्रेल और बड़े अक्षरों में उपलब्ध करा सकते हैं। हमारे पास अंग्रेजी न बोलने वाले व्यक्तियों के लिए दुभाषिया की सुविधा भी है। जानकारी के लिए 01438 242242 पर टेलीफोन करें या 01438 242555 पर टेक्स्टफोन पर बात करें।

ਅਸੀਂ ਬੇਨਤੀ ਕੀਤੇ ਜਾਣ ਤੇ, ਵੱਖੋ ਵੱਖ ਭਾਸ਼ਾਵਾਂ, ਬਰੇਲ ਲਿਪੀ ਅਤੇ ਵੱਡੇ ਪਿੰਟਾਂ ਵਿੱਚ ਉਪਲਬਧ ਸੂਚਨਾ ਛਪਵਾ ਸਕਦੇ ਹਾਂ। ਸਾਡੇ ਕੋਲ ਉਹਨਾਂ ਲੋਕਾਂ ਵਾਸਤੇ ਦੁਭਾਸ਼ੀਆਂ ਸੁਵਿਧਾਵਾਂ ਵੀ ਹਨ ਜਿਹੜੇ ਕਿ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ। ਜਾਣਕਾਰੀ ਲੈਣ ਲਈ 01438 242242 ਤੇ ਫੋਨ ਕਰੋ ਜਾਂ 01438 242555 ਤੇ ਐਕਸਟਰਾ ਫੋਨ ਕਰੋ।

ہم درخواست کرنے پر مختلف زبانوں، بریل، اورچھاپے کے جلی حروفوں میں شائع شدہ مواد فراہم کر سکتے ہیں۔ ہمارے پاس انگریزی نہ بولنے والے افراد کے لئے ترجمانی کی سہولت بھی موجود ہے۔ معلومات کے لئے ٹیلیفون 01438 242242 یا ٹیکسٹ فون 01438 242555 پر بات کریں۔

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1 Introduction

Purpose of the document

- 1.1** The Parking Provision and Sustainable Transport Supplementary Planning Document (SPD) has been produced to supplement policies SP6, IT5, and IT8 of the Stevenage Local Plan (adopted 2019). Upon adoption, it replaced the Stevenage Borough Council Parking Provision SPD (adopted 2012).
- 1.2** The purpose of this document is to explain the Council's proposed approach to parking provision within new developments. Its intention is to provide clear guidance and certainty for developers and communities. As well as guidance on traditional aspects of parking, the SPD also provides guidance on related issues not covered in the previous Parking Provision SPD with the aim of promoting sustainable modes of transport.
- 1.3** Standards are put forward for the quantity of car parking, cycle parking, and disabled parking at all new developments. The document also provides guidance on the layout and design of these. Requirements for the provision of charging infrastructure are given to help ensure the expected rise in electric vehicle-use is realised and support is given for the implementation and installation of a cycle hire scheme and cycling hubs in line with the Council's promotion of cycling . The use of public transport is also covered by this document with references to bus priority measures and the potential for a park and ride scheme.
- 1.4** Due to its status as a SPD, this document will be a material consideration when determining all planning applications, and applications will be assessed against the standards contained within it. The SPD should be read in conjunction with policies in the adopted Stevenage Local Plan.

Production of this SPD

- 1.5** The Council's previous parking requirements were contained within the SBC Parking Provision SPD (adopted 2012). National and local guidance on parking provision has changed significantly since 2012 and a greater emphasis has been placed on sustainable transport. In particular, county-wide transport policy was updated with the adoption of the Hertfordshire Local Transport Plan 4 in 2018 and, more locally, the Stevenage Local Plan was underpinned by a Mobility Strategy explaining the need and potential for a modal shift in transportation-use. As such, much of the policy basis for the previous SPD had changed and the document had become outdated.
- 1.6** A draft version of this SBC Parking Provision and Sustainable Transport SPD was published for public consultation in February 2020. Respondents' comments were considered and incorporated into this final version. The Council formally adopted this Supplementary Planning Document and revoked the previous Parking Provision SPD on 24 September 2020 after a decision made by the Council's Executive.

Policy context

- 1.7** The Parking Provision and Sustainable Transport SPD has been created to provide additional guidance to policies within the 2019 Local Plan. It supplements policies SP6, IT5, and IT8 by providing parking standards for all types of development.

Policy SP6: Sustainable Transport

We will create the conditions for a significant increase in passenger transport, walking and cycling. We will require new development to provide an appropriate level of car parking. We will:

- a. Support the provision of new town centre sustainable transport facilities, including:
 - i. New bus termini and waiting facilities;
 - ii. New pedestrian and cycle links, with particular emphasis on connections between the Town Centre and the Gunnels Wood employment area and Old Town; and
 - iii. A remodelled railway station that reflects Stevenage's position on the network and wider regeneration ambitions;
- b. Direct high density residential and commercial uses, and other developments that generate significant demand for travel, to the most accessible locations;
- c. Support the provision of sustainable transport schemes as identified in local transport plans and other relevant plans and strategies;
- d. Refuse permission where development proposals fail to provide any relevant plans or assessments relating to transport;
- e. Assess proposals against the car and cycle parking standards set out in the Supplementary Planning Documents; and
- f. Require new development to make reasonable on-site, off-site or financial contributions in accordance with Policy SP5 including (but not limited to):
 - i. The creation or improvement of routes to, from or in the vicinity of the site;
 - ii. The provision of crossings, underpasses, bridges or other appropriate means of traversing significant barriers for pedestrians and cyclists;
 - iii. The implementation of parking control measures within or in the vicinity of the development site; and / or
 - iv. The implementation of other transport schemes identified in our delivery plans.

Policy IT5: Parking and Access

Planning permission will be granted where proposals comply with the requirements of the Parking Provision Supplementary Planning Document. Major development proposals, including redevelopments and changes of use, must additionally:

- a. Demonstrate how the development will be served by passenger transport. Planning obligations will be sought to provide services and facilities where appropriate; and
- b. Make the following provisions for pedestrians and cyclists:
 - i. Safe, direct and convenient routes within the development;
 - ii. Links to existing cycleway and pedestrian networks;
 - iii. Appropriate means of crossing vehicle roads within, or adjacent to, the site;
 - iv. Adequate landscaping and lighting of routes both within the development and on any new external links;
 - v. Contributions towards improving cycleways and pedestrian routes serving the development site, where appropriate;
 - vi. Secure bicycle parking provision; and
 - vii. Ancillary facilities such as changing rooms, showers and lockers, where appropriate.

Planning permission for development proposals which result in the loss of off-street parking spaces (excluding public car parks) or formally defined on-street bays will be granted where:

- c. The parking lost is replaced as near as possible to the existing provision in an accessible location; or
- d. It can be demonstrated that the provision is not suitable or required.

Policy IT8: Public Parking Provision

Planning permission resulting in the loss of existing public car or cycle parking provision will be granted where:

- i. Existing spaces are replaced within or adjacent to the new development;
- ii. Replacement car and cycle-parking provision are made within 200 and 80 metres walk respectively of the key attractors currently served; or
- iii. It can be robustly evidenced that the parking is no longer required.

Applications for new public car or cycle provision will be supported in principle where they respond to a demonstrated need and do not take land specifically allocated or otherwise protected for other uses.

1.8 The following policies and guidance have been taken into account:

National

- National Planning Policy Framework (2019)

County

- Hertfordshire's Local Transport Plan 4, 2018-2031 (2018)
- Roads in Hertfordshire: Highway Design Guide, 3rd Edition (2011)

Local

- Future Town, Future Transport - A Transport Strategy for Stevenage (2019)
- Stevenage Local Plan (2019)
- Stevenage Mobility Strategy (2016)
- Stevenage Design Guide (2009)
- Stevenage Parking Strategy (2004)

1.9 It also takes into account best practice guidance such as the Department for Transport's Manual for Streets (2007).

National policy approach

1.10 National policy is to locate new development preferably where it is highly accessible by passenger transport, walking and cycling. New development should offer a realistic choice of means of access in order to minimise car-use.

- 1.11** NPPF Para 105 - If setting local parking standards for residential and non-residential development, policies should take into account:
- a) the accessibility of the development;
 - b) the type, mix and use of development;
 - c) the availability of and opportunities for public transport;
 - d) local car ownership levels; and
 - e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.
- 1.12** NPPF Para 106 - Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport (in accordance with chapter 11 of this Framework). In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote accessibility for pedestrians and cyclists.
- 1.13** The Department for Transport's Manual for Streets explains how to design, construct, adopt and maintain new and existing residential streets, including offering guidance on how parking both on and off-street should be incorporated into new developments.

Hertfordshire County Council (HCC) approach

- 1.14** The Hertfordshire Local Transport Plan 4 seeks to achieve a travel demand reduction and a modal shift in transportation-use. In line with the Manual for Streets, LTP4 Policy 1 introduced a Transport User Hierarchy for the county.
- 1.15** LTP4 Policy 1: Transport User Hierarchy - To support the creation of built environments that encourage greater and safer use of sustainable transport modes, the county council will in the design of any scheme and development of any transport strategy consider in the following order:
- Opportunities to reduce travel demand and the need to travel
 - Vulnerable road user needs (such as pedestrians and cyclists)
 - Passenger transport user needs
 - Powered two wheeler (mopeds and motorbikes) user needs
 - Other motor vehicle user needs
- 1.16** LTP4 considers that greater traffic demand measures are essential in urban areas to achieve the modal shift in line with the Hierarchy to improve sustainable travel provision. This includes instigating parking restrictions as well as charges applied to on-street, off-street and potentially at workplace

parking. The document goes on to say that development proposals should align or be part of local parking policies so that decisions on parking standards and provision complement efforts to reduce demand for car use.

- 1.17** Not everyone subject to demand management policies will have viable alternatives to the car but they would benefit from reduced congestion and more reliable journeys.
- 1.18** HCC delegates the function of Parking Authority to the ten Borough and District Councils. Standards of parking to be provided in new development, or when changes of use of land are proposed, shall be in accordance with the requirements of the Local Planning Authority. HCC previously produced *Roads In Hertfordshire: a Design Guide* which predominantly offers guidance on on-street parking. The Design Guide recommends that the most appropriate solution will be to design for a level of on-street parking that takes account of the following factors:
- The overall level of car ownership in the immediate area;
 - The amount of off-street parking provided;
 - The amount of allocated parking provided;
 - The speed and volume of traffic using the street; and
 - The width and geometry of the street and its junctions

Stevenage approach

- 1.19** In responding to Government and county-wide guidance, Stevenage has adopted an approach to reduce car-use through the promotion of sustainable transport methods and by setting limits to parking provision within new development.
- 1.20** It is widely accepted that merely building additional capacity into the road network is not a suitable approach to mitigate future transport issues so the Local Plan (2019) is supported by a Mobility Strategy which seeks to promote a modal shift in Stevenage's transport network in line with Hertfordshire's LTP4.
- 1.21** As well as needing to mitigate future congestion issues, the Council declared a Climate Emergency Motion in 2019 and committed to aim to achieve zero carbon status in the town by 2030. Transport contributes greatly to overall carbon emissions, providing another important reason to try to reduce the use of privately-owned vehicles in favour of sustainable modes of transport.
- 1.22** Stevenage has an excellent network of public and active transport links and it is considered that a significant modal shift in transportation-use is possible in the town. The Council therefore prepared a Transport Strategy, "Future Town, Future Transport" (FTFT), to set out greater detail regarding the Council's ambitious approach to delivering sustainable transport, providing a strategy for coordinated action by the wide range of agencies and institutions involved in transport provision. FTFT commits the Council to reviewing the Parking Provision SPD (2012) to include aspirational levels of cycle parking, stricter levels of vehicle parking and an increased provision of electric vehicle charging infrastructure in new developments.

- 1.23** Modal shift will require multiple methods of incentivisation and discouragement. Setting levels of parking spaces is a key way of discouraging driving, however it must be done at an appropriate level that does not lead to further issues such as overcrowding on residential streets or overspill onto nearby streets.
- 1.24** As such, the Council considers that there is a clear and compelling justification, in line with NPPF paragraph 106, to set maximum parking levels and this is supported by the contents of the SBC Mobility Strategy and other Local Plan supporting studies.

Additional Stevenage considerations

- 1.25** A differentiation must be made between the parking provision required for developments where cars are kept/owned ('trip origin' - i.e. Residential developments) and developments which cars are used to get to ('trip destination' - i.e. Non-residential). It is important to acknowledge that car ownership is not the same as car usage and owning a car does not necessarily create congestion, only the using of the car does. It is important to note that the car is the most suitable form of transport for certain trips and will continue to be. Where this is the case, there is the opportunity to encourage car pooling/sharing, and electric vehicles to reduce congestion and environmental impacts.
- 1.26** There will need to be an appropriate quantum of town centre parking to ensure its ongoing viability in the medium term. This should still be set at a level, and therefore a price, which incentivises visitors to ride, walk, or take a bus into town. Over the long term, the total quantum of town centre parking may decrease to meet sustainability objectives. This will be set by the replacement Parking Strategy when adopted by the Council.
- 1.27** Parking on residential streets in Stevenage is of considerable local concern, with some roads not designed to accommodate on-street parking on both sides of the road. In some places this has a significant local impact on the function and feel of local areas. This SPD only controls parking provision within new development, and by setting maximum parking standards, seeks to reduce the overall number of private cars in Stevenage. It will be crucial that the impact of restricting parking on new sites is not the overspill of vehicles parking on nearby streets and this was taken into consideration when setting the parking standards.
- 1.28** Car pooling and car sharing, including car clubs, offer a significant opportunity to reduce parking requirements, particularly in residential developments. The advent of the electric car is also facilitated in this document, with all new off-street car parking spaces expected to be compatible with providing charging points to electric vehicles in the future.
- 1.29** Cycling is a fast, efficient, and healthy mode of transport, and Stevenage has one of the UK's best cycle networks. The Council is keen to encourage all residents to cycle or walk as their primary mode of transport. Consequently, this SPD sets out separate standards car and cycle for residential and non-residential development. For both development types, areas have been identified within the town where a reduction in the parking levels are thought to be appropriate. These 'Accessibility Zones' provide a local context when determining an appropriate quantum of parking for any individual development. The criteria are explained in Appendix 1.

2 Residential Parking Standards

2.1 Findings from the Census (2011) can be used to see the levels of car ownership of households in the borough. Table 1 shows the levels of car ownership per dwellings, split by number of bedrooms.

No. of Bedrooms	Average Car Ownership	Avg. car ownership, excl. households with 0 cars
1-bed	0.59	1.17
2-bed	0.97	1.34
3-bed	1.31	1.58
4-bed	1.79	1.94
5-bed	1.89	2.09
Total	1.20	1.56

Table 1 Average No. of Cars/Vans owned per household

- 2.2** Table 1 shows a clear relationship between the number of cars and the number of bedrooms in a household indicating that the approach of the Parking Provision SPD (2012) was appropriate.
- 2.3** Table 1 also shows that the limits set in the Parking Provision SPD (2012) exceeded the number of vehicles owned at the time the SPD was adopted. This gave leeway for the SPD to remain appropriate if car-ownership levels were to rise, and also meant that it was appropriate for 'Accessibility Zones' to be identified at particular locations where parking requirements could be lower.
- 2.4** Looking at the data in more detail, there is an obvious difference in car ownership between dwelling type. Table 2 illustrates the difference between ownership levels for houses/bungalows and those for flats/maisonettes/apartments. It is worth noting that even for houses/bungalows, car ownership is below the SPD (2012) limits other than for 1-bed houses discounting houses with 0 cars.

No. of Bedrooms	Avg. car ownership per house/ bungalow	Avg. car ownership per flat/ maisonette/ apartment	Avg. car ownership per house/bungalow excl. households with 0 cars	Avg. car ownership per flat/ maisonette/ apartment excl. households with 0 cars
1-bed	0.74	0.56	1.24	1.15
2-bed	1.04	0.80	1.37	1.26
3-bed	1.32	0.77	1.58	1.36
4-bed	1.80	1.00	1.94	1.33
5-bed	1.91	1.30	2.09	1.67
Total	1.34	0.65	1.61	1.21

Table 2 Average No. of Cars/Vans owned per household split by dwelling type

- 2.5** It is acknowledged that car ownership levels have increased since the adoption of the 2012 SPD and that an up-to-date Census could show that levels of car ownership are much closer to the Parking Provision SPD (2012) limits than the 2011 Census findings were, or potential higher. However, the Council is promoting a modal-shift in transportation use so it would be inappropriate to increase the parking limits in this document.
- 2.6** To strike a balance between the increase in car ownership and the sought decrease in car-use, it is appropriate to carry forward the car park limits from the 2012 SPD into the emerging Parking and Sustainable Transport SPD. However, these figures will be reduced in line with the aforementioned new Accessibility Zones, as explained later in this chapter. The publication of the next Census findings could necessitate a review of this document to reduce parking requirements if car ownership has fallen.
- 2.7** Table 3 sets out the Council's proposed car parking parking standards for new residential development. Where the level of provision calculated for a quantity of a particular size/type of dwelling results in a fraction of a space, the level of provision should be rounded up to the nearest whole number. If there is more than one size/type of dwelling being proposed as part of a development, the rounded up numbers of required spaces for each size/type of dwelling should be added together to give the overall required parking provision.

Description	Car parking requirement	
a) General needs		
i) 1 bedroom	1 space per house	1 space per flat
ii) 2 bedrooms	1.5 spaces per house	1.5 spaces per flat
iii) 3 bedrooms	2 spaces per house	1.5 spaces per flat
iv) 4+ bedrooms	2.5 spaces per house	2 spaces per flat
b) Houses in multiple occupation (i.e. Separate households sharing facilities) ⁽¹⁾	0.5 spaces per tenancy unit	
c) Sheltered housing for the elderly - warden control	0.5 to 1 spaces per unit	

Table 3 Residential parking standards

- 2.8** These limits apply to proposals for new residential development and to proposals at existing housing sites. For example, if a proposal was for development at a single existing household, such as an extension for an additional bedroom or a change the use of land to create additional parking space, the limits in Table 3 should be applied to the size of proposed development. For example, if a single house was being extended from a 3-bed to a 4-bed property, the finished house should have 3 parking spaces (2.5 rounded up to 3).

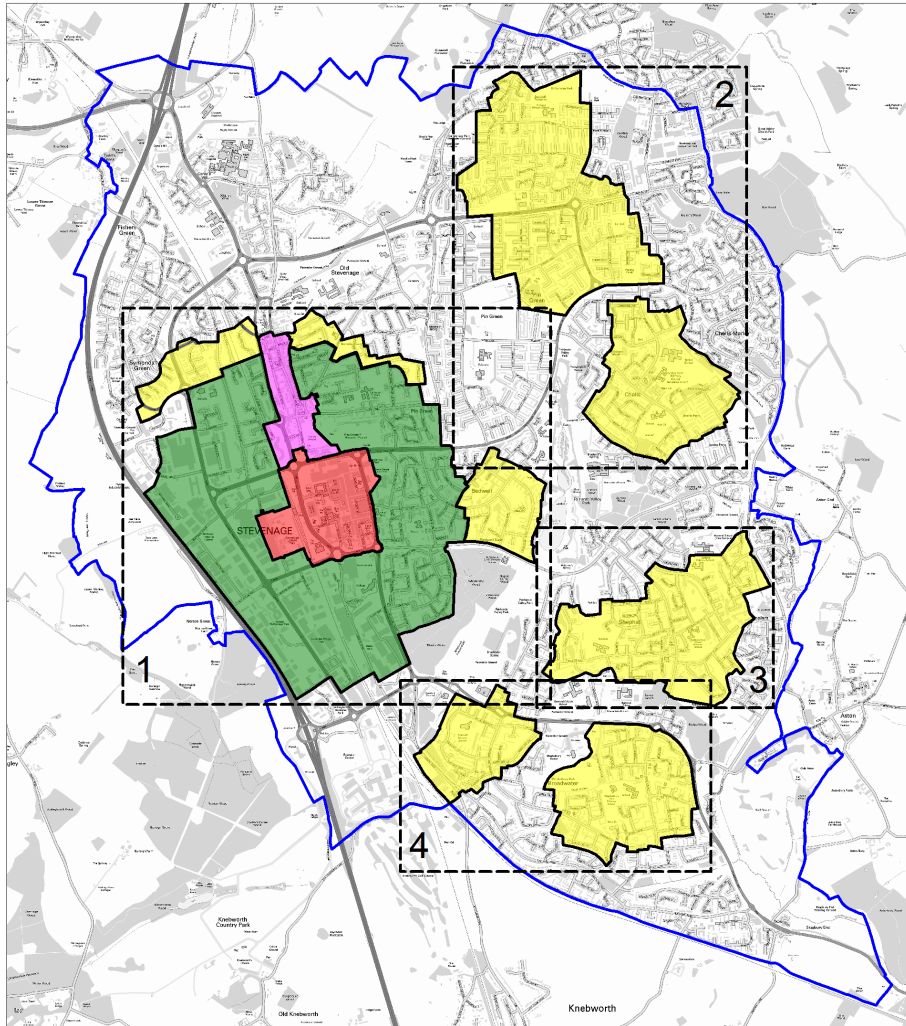
¹ Please note, the Council has made an Article 4 Direction which removes permitted development rights for changes of use from C3 (Residential) to C4 (HMO)

- 2.9** One space is defined as a space for parking one car e.g. a single garage, driveway or hardstanding. However, for new developments, garages will only be counted as a parking space where they meet the minimum size requirements of 6m X 3m.
- 2.10** Evidence shows that garages are often not used for parking provision, and are instead used for storage, or eventually converted into living accommodation. In line with advice contained within Manual for Streets and Roads in Hertfordshire, garages will only be counted as a parking space where they meet the minimum size requirements above, thus allowing for both storage and parking provision to be made.
- 2.11** The conversion of garages will only be permitted where lost spaces are reprovided within the curtilage of the dwelling to meet these standards.
- 2.12** There will be a presumption for the relevant standard above to be applied (subject to the Accessibility Zones identified below). Any parking provision proposed above or below the standard specified for that type of development will need to be justified through a Transport Assessment (TA), or within the Design and Access Statement, where a TA is not required.
- 2.13** Reductions below the standards may be permitted where the location and/or characteristics of the development could reduce car ownership levels. However, it is important that any existing residential car parking problems are not exacerbated. This will be a consideration when determining the acceptability of a lower level of parking provision. If under-provision is likely to increase on street parking problems, this will not be permitted.
- 2.14** Increased levels will generally be resisted, as these are likely to result in over-provision, which is not in accordance with our sustainability objective of reducing car use.
- 2.15** Guidance on the design and layout of parking provision is set out in Chapter 9 of this document.

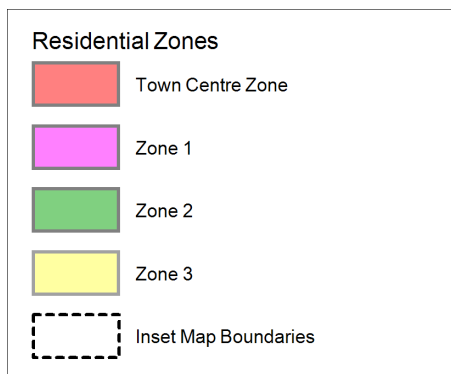
Reduced standards for areas within accessibility zones

- 2.16** National policy seeks to manage car use but not car ownership. Car use responds to non-car accessibility levels but car ownership need not. Thus residential parking standards are not considered to be directly amenable to the same zonal approach that applies to non-residential development. Car ownership responds to other factors that can relate to locational characteristics, which may reduce car ownership levels, including:
- housing with high accessibility to shops, jobs and services
 - housing with high accessibility to a wide range of public transport services.
- 2.17** In light of this, there are areas within the town where it is considered that lower levels of parking provision are likely to be appropriate. Accessibility Zones are shown on Map 1⁽²⁾ and are based on the locational criteria mentioned above to set out areas where lower levels of car ownership are likely (explained in more detail within Appendix 1).

2 Residential Accessibility Zone Inset maps 1-4 available in Appendix A



Map 1 Map of Residential Accessibility Zones



- 2.18** Reduced standards have been allocated to each of the zones by way of a percentage, representing the percentage allowance of the standards put forward in Table 3.

Accessibility Zone	Car parking provision recommended*
TC	0-25%
1	25-50%
2	50-75%
3	75-100%
*Expressed as percentages of the standards set out in Table 3	

Table 4 Accessibility Zone Reductions

- 2.19** Within each range, the higher percentage represents the maximum level of parking provision. The level of provision will normally be expected to fall within the range shown. The process of applying the parking standard in Table 3 should be completed prior to the discounting recommended in Table 4. The reduced standards will provide the basis for negotiations in these areas, as specific sites will have individual characteristics which need to be considered.
- 2.20** The introduction of residential uses into Central Stevenage will create several mixed-use development sites in the coming years. Where practical the Council will encourage the shared use of public parking facilities between different uses to maximise housing density and minimise land occupied by parking. Where residential use is proposed as part of a mixed-use development, e.g. housing over shops, car parking provision for the methodology in Section 4 of this document should be followed.

High-Density Town Centre Developments

- 2.21** Car-free residential developments may be permitted in the Town Centre, as identified by the TC Accessibility Zone on Map 1 and Inset Map 1.
- 2.22** The town centre has excellent accessibility by non-car modes and is within easy walking distance of shops, supermarkets, restaurants, bars and other facilities. The town centre regeneration is a unique, dense, place-making scheme in the town, and is therefore the one place in the borough where transport related to the development could be able to focus entirely on sustainable modes.
- 2.23** As well as reduced levels of parking at development sites within the town centre, developers may be asked to contribute to on-street parking controls to prevent residents living in these developments from parking on the street in surrounding areas. Due to the excellent non-vehicular connections and the range of proximate services and activities, the Council does not consider that residents living here have need for a car and we are keen to prevent the issue of overspill from Town Centre residents parking their cars on streets in the surrounding area.
- 2.24** Developers will be encouraged to provide car-share schemes for residents, run by the relevant management company, as specified in any legal agreements upon occupation of each development as an additional measure to reduce parking requirements.

Liveable Streets

- 2.25** As previously mentioned, overcrowding in residential streets is a cause for concern in Stevenage. Many narrow streets in the town weren't designed with the capacity to meet modern day levels of car-ownership and as such, many residential streets in the borough are dominated by parked cars. This is further exaggerated by issues of antisocial parking by cars and vans at different times of the day.
- 2.26** The Council is keen to reclaim streets for residents, pedestrians and cyclists by re-imagining and re-designing the use of space to make streets more attractive, more enjoyable and safer places to be. It has been shown that obstructing and slowing vehicles down to reduce or prevent through-traffic can help to transform residential streets from those dominated by cars and traffic, to places which encourage walking, cycling and interaction between neighbours and communities. They can promote active outdoor play for young people, as well as promoting active travel for all ages, helping to reduce obesity levels and increase health of all age groups. The lack of cars provides an improvement to air quality and reduces noise pollution for local residents. There may also be a knock-on effect of increased housing values.
- 2.27** As such, the Council supports the installation of Liveable Streets in new developments and/or the inclusion of Liveable Street principals retrofitted into existing streets.
- 2.28** The definition of a Liveable Street is not strictly defined but it is widely expected that any Liveable Streets would have significantly reduced levels of on-street parking, even if not in an Accessibility Zone. It is important that any requirements for parking spaces aren't merely displaced to other proximate locations, and that the space saved by removing parking spaces is safeguarded for public use, either through pedestrian/cycling routes or spaces for leisure and recreation. The exclusion of parking spaces should not lead to a reduced road width which does not provide any improvement to the street scene for residents and/or increases the density of housing.
- 2.29** Examples of Liveable Street projects can be found in Oxford and Tower Hamlets.

Strategic Sites

- 2.30** The Stevenage Local Plan (adopted 2019) contains three strategic sites identified for large scale residential-led, mixed-use development in Policies HO2: Stevenage West, HO3: North of Stevenage, and HO4 South East of Stevenage. Each site will contain land-uses other than residential dwellings, including important local facilities such as primary schools, shops, community services and leisure facilities. In line with Policy IT6: Sustainable Transport, the sites should also be well served by public transport.
- 2.31** Many of the non-residential requirements of these sites match the criteria of determining the extent of the Accessibility Zones (contained in Appendix 1). At the point of a Full or Reserved Matters application being submitted for any of these sites, the proposed layout of the development should enable the applicant and Council case officer to determine whether or not parts of the site are suitable to be categorised as an Accessibility Zone. If so, a reduced level of parking provision may be appropriate. If strategic sites are subject to phased applications, it could be that one phase meets the criteria to be categorised as an Accessibility Zone, whilst another phase does not.

2.32 Due to Stevenage's tight borough boundary, numerous strategic sites within our neighbouring authorities lie adjacent to strategic sites within Stevenage. Parking requirements in adjoining strategic sites should not be different merely because of the location on either side of a authority boundary. Parking levels in each site should be consistent with one another, where possible, and should take account of the services / facilities that reduce the need for car-use in the wider area, not just in the same authority as the development. Cross boundary authorities should also be prepared to work together to ensure that potential vehicle displacement, which may well occur cross-boundary where developments are close to the boundary, are resolved.

Loss of private car parking spaces

2.33 Where there is evidence of parking under-provision that is currently causing unacceptable impacts in the surrounding area, or where a loss of spaces would induce such effects, a proposed development must include measures that ensure such problems are not exacerbated or created. Measures may include providing replacement on-site parking spaces, but only after consideration is given to improvements to accessibility by non-car modes and a Travel Plan has been formulated. The package of measures will need to be justified in a TA.

Disabled car parking provision

2.34 Where communal parking is proposed, a minimum 5% of the total number of spaces should be designated for use by disabled people. This is in line with guidance set out in Manual for Streets. A higher percentage is likely to be necessary for elderly persons accommodation.

2.35 The number of disabled parking bays to be provided should be included in the total parking provision required, rather than in addition to it. However, it should always be provided at the full standard and should not be reduced according to Accessibility Zones.

2.36 Ideally parking spaces for disabled drivers should be provided in unallocated areas, including on-street, as it is not normally possible to identify which properties will be occupied by or visited by disabled people. These should be located as close as possible to building entrances.

2.37 Consideration should also be given to the provision of storage for mobility scooters, especially when dealing with schemes for elderly persons accommodation. The need for this will be assessed on a site by site basis.

Visitor Spaces

2.38 Visitor spaces must be provided at a standard of 0.25 spaces per dwelling. If parking is to be allocated, these will be in addition to the above standards. Where a significant proportion of parking is unallocated, additional visitor spaces would preferably not be provided.

2.39 The number of visitor spaces required may be reduced in line with Table 4. This will be assessed on a case by case basis depending on which Accessibility Zone a development is within.

3 Non-residential Parking Standards

3.1 The following table sets out the maximum non-residential car parking standards proposed by the council.

Description	Maximum car parking standards
B2	
General industry	
General industry	1 space per 50m ² gfa (lorry provision to be checked against benchmark standards)
B8	
Storage & distribution	
Wholesale distribution, builders merchants, storage	1 space per 75m ² gfa (lorry provision to be checked against benchmark standards)
Business Parks	
Mixed B2/B8 plus appropriate E Class (unless heavily orientated to B8) for use where individual land use components are not known	1 space per 40m ² gfa (lorry provision to be checked against benchmark standards)
C1	
Hotels & hostels	
a) Hotels	<p>All of the following:</p> <ul style="list-style-type: none"> 1 space per bedroom (including staff accommodation) 1 space per manager 2 spaces per 3 staff minus spaces related to staff bedrooms 1 space per 5m² dining area 1 space per 3m² bar area 1 space per 5m² public area in conference facility 1 space per 6m² of public area in exhibition hall <p>A minimum of 1 coach parking space per 100 bedrooms</p>

Description	Maximum car parking standards
b) Hostels	3 spaces per 4 units
i) Small (single parent or couple with no children)	1 space per unit
ii) Family (2 adults & 2 children)	
C2	
Residential Institutions	
a) Institutions/homes with care staff on premises at all times (excluding nursing homes, hospitals, residential schools, colleges or training centres)	1 space per 5 residents' bed spaces plus 1 space per 2 staff (non resident); Parking for resident staff to be based on general needs standard
b) Elderly persons residential & nursing homes (Category 3)	0.25 spaces per resident bed space; parking for resident staff to be based on general needs standard
c) Hospitals	1 space per 0.5 beds or to be decided on individual merits (including a full transport assessment & proposals in a green transport plan); special hospitals must be considered individually
d) Education - halls of residence	1 space per full-time staff plus 1 space per 6 students (but with linkage to student transport plans where appropriate)
E	
Commercial, Business and Service	
Retail foodstores	
a) Small food shops up to 500m ² gfa	1 space per 30m ² gfa
b) Food supermarkets exceeding 500m ² gfa but not exceeding 1,000m ² gfa	1 space per 18m ² gfa
c) Food superstores/hypermarkets exceeding 1,000m ² gfa	1 space per 14m ² gfa
d) Food retail parks	To be decided in each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site)
Non-food retail	
a) Non-food retail warehouses up to 1,000m ² gfa	1 space per 25m ² gfa
b) Non-food retail warehouses exceeding 1,000m ² gfa	1 space per 20m ² gfa
c) Garden centres up to 4,000m ² gfa	1 space per 20m ² gfa

Description	Maximum car parking standards
d) Garden centres exceeding 4,000m ² gfa	To be decided in each case on individual merits
e) Non-food retail parks where individual land use components are known	To be decided in each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site)
f) Non-food retail parks where individual land use components are not known	1 space per 40m ² gfa (shared parking)
Sale of food and drink	
a) Restaurants/cafés	1 space per 5m ² of floorspace of dining area plus 3 spaces per 4 employees
b) Roadside restaurants	1 space per 4m ² of floorspace of dining area plus 3 spaces per 4 employees
c) Transport café	1 lorry space per 3.5m ² gfa plus 3 spaces per 4 employees
Other food and drink not within specified Use Class	
a) Public houses/bars	1 space per 3m ² of floorspace of bar area plus 3 spaces per 4 employees
b) Hot food takeaway shops (excluding fast food drive thru restaurants)	1 space per 3m ² of floorspace of public area plus 3 spaces per 4 employees
c) Fast food drive thru restaurants	1 space per 8m ² gfa
Provision of Services	
Financial services, professional services, other services	1 space per 35 m ² gfa
Indoor Sport, recreation or fitness	
a) Badminton/squash courts	3 spaces per court
b) Fitness centres / sports clubs	1 space per 15 m ² gfa
c) Ten pin bowling	4 spaces per lane
d) Indoor bowls	4 spaces per rink
e) Places of entertainment/leisure parks for use when individual land use components are known	To be decided in each case on individual merits: parking for individual land use components should be based on the standards set out in this Guidance, but with an overall reduction in provision to reflect linked trips on site (all parking should be shared and an overall reduction of 25% should form the starting point for discussion)
f) Places of entertainment/leisure parks for use when individual land use components are not known	1 space per 15m ² gfa (shared parking)
Indoor recreation not within specified Use Class	
Cinemas (including multiplexes)	1 space per 5 seats
Medical or health services	

Description	Maximum car parking standards
Surgeries or clinics	3 spaces per consulting room plus 1 space per employee other than consulting doctors/dentists/vets
Creche day nursery or day centre	
a) Public halls/places of assembly	1 space per 9m ² gfa or 1 space per 3 fixed seats plus 3 spaces per 4 staff members
b) Community/family centres	1 space per 9m ² gfa plus 1 space per full-time staff member or equivalent
c) Day centres	1 space per 2 staff members plus 1 space per 3 persons attending; Or 1 space per 9m ² gfa
Business	
a) Offices	1 space per 30m ² gfa
b) Research & development, industrial processes	1 space per 35m ² gfa
F.1	
Learning and non-residential institutions	
a) Educational establishments (including residential)	All of the following:
i) schools	1 space per f/t member of staff 1 space per 100 pupils 1 space per 8 pupils over aged 17+ 1 space per 20 pupils aged under 17.
ii) further education	1 space per f/t member of staff plus 1 space per 5 f/t students
iii) nursery schools/playgroups	1 space per 4 pupils

Description	Maximum car parking standards
Note: overspill parking for community purposes (outside school day) should be catered for by use of dual purpose surfaces such as school play areas.	
b) Libraries	1 space per 30m ² gfa of freestanding development (otherwise assessed on merits)
c) Places of Worship	1 space per 10m ² gfa
d) Miscellaneous cultural buildings	2 spaces plus 1 space per 30m ² of public floorspace
F.2	
Local community	
Outdoor sport or recreation	
a) Outdoor sports grounds	
i) with football pitches	20 spaces per pitch
ii) without football pitches	50 spaces per hectare
b) Tennis court	4 spaces per court
c) Golf	
i) 18 hole golf course	100 spaces
ii) 9 hole golf course	
iii) golf driving range	60 spaces
iv) golf courses larger than 18 holes &/or for more than local use	1.5 spaces per tee
	to be decided in each case on individual merits
Pools or rinks	
a) Swimming Pools	1 space per 15 m ² gfa
b) Ice rinks	1 space per 12 m ² gfa of rink
Motor trade related	
a) Showroom car sales	3 spaces per 4 employees plus

Description	Maximum car parking standards
	1 space per 10 cars displayed
b) Vehicle storage	3 spaces per 4 employees plus 2 spaces per showroom space or provision at rate of 10% annual turnover
c) Hire cars	3 spaces per 4 employees Plus 1 space per 2 hire cars based at site
d) Ancillary vehicle storage	3 spaces or 75% of total if more than 3 vehicles
e) Workshops	3 spaces per 4 employees plus 3 spaces per bay (for waiting & finished vehicles) in addition to repair bays
f) Tyre & Exhaust	3 spaces per 4 employees plus 2 spaces per bay
g) Parts stores/sales	3 spaces per 4 employees plus 3 spaces for customers
h) Car wash/petrol filling station	3 spaces per 4 employees plus 3 waiting spaces per bay or run in to row of bays (additional parking is required where a shop is provided)
Passenger transport facilities	
a) Rail stations	to be decided in each case on individual merits

Description	Maximum car parking standards
b) Bus stations	to be decided in each case on individual merits
c) Other uses within unspecified Sui Generis category	to be decided in each case on individual merits
d) Other uses within specified Use Classes	to be decided in each case on individual merits
<p>Notes:</p> <ul style="list-style-type: none"> ■ <i>gfa</i> = gross floor area ■ <i>rfa</i> = retail floor area ■ <i>l/t</i> = long term ■ <i>s/t</i> = short term ■ <i>f/t staff</i> = full-time staff equivalents 	

Table 5 Non-residential parking standards

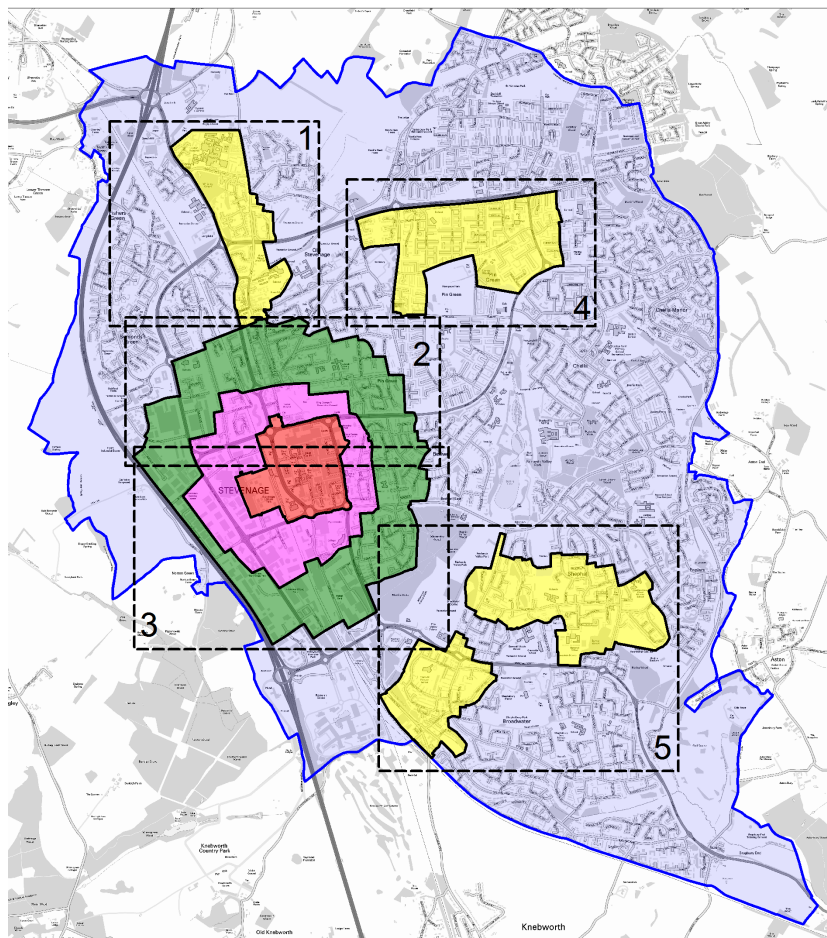
3.2 Vehicle parking provision above these standards will not be permitted, unless it can be satisfactorily demonstrated through a Transport Assessment that exceptional circumstances exist.

Use Classes Amendments

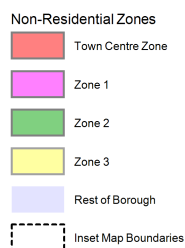
3.3 The Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020, granted freedom for a wider variety of changes-of-use without requiring planning permission. To reduce the potential for subsequent changes-of-use causing more significant impacts than initially mitigated for, the Council will assess applications for development within broad Use-Classes such as E - Business, Commercial and Service for the Highways/parking impacts of a worst case scenario based on what could be permitted by granting planning permission for that Use Class. If an application merely mitigates against the initially proposed land use rather than the worst land use within a broad Use Class, the Council may look to include restrictive conditions or covenants in a Section 106 agreement to prevent a subsequent change-of-use. This approach would be used to ensure that the Council can request that developers provide sufficient mitigation for the potential increased impacts caused by a change-of-use.

Reduced standards within Accessibility Zones

- 3.4** In some areas of the town, the ease of access by passenger transport and access to daytime public parking allows for lower levels of parking to be provided for private non-residential uses. Adoption of the standards above without further reduction would over-provide in locations where non-car accessibility is good or, just as importantly, can be improved.
- 3.5** Accessibility zones are shown in Map 2⁽³⁾ and are based on the proximity of passenger transport.



Map 2 Non-residential Accessibility Zones



3 Non-Residential Accessibility Zone Inset Maps 1-5 available in Appendix 1

Non-residential Parking Standards

3.6 The zonal mapping process allows for progressive reductions in parking provision to be made accordingly. The resulting reductions are set out in Table 5.

Zone type	Car parking provision allowed*
TC	site by site assessment**
1	0-25%
2	25-50%
3	50-75%
All other areas	75-100%
* Expressed as percentages of the standards set out in Table 5	
** See Chapter 4 for more details	

Table 6 Zonal reductions

3.7 These ranges (expressed as percentages of the standards set out in Table 3) identify the degree of restraint to be applied to new development within each zone type. Within each range, the higher percentage represents the maximum level of parking provision. The level of provision will normally be expected to fall within the range shown.

3.8 The general presumption is to use the lower provision that applies within each range. The range allows fine-tuning according to considerations such as:

- the nature of the development
- local traffic conditions
- the relevance of rail services
- the existing public parking supply.

3.9 A provision higher than the maximum standard (including zonal reduction) will only be permitted in exceptional circumstances, and where it can be demonstrated in a TA that this is justified.

Disabled motorists

3.10 The minimum parking standards for disabled motorists, in accordance with Building Standards 8300-1: 2018: Design of an Accessible and Inclusive Built Environment are set out below:

Building Type	Car park Size		Future Provision
	No. of spaces* for for each employee who is a disabled motorist	No. of spaces* for visiting disabled motorists	No. of enlarged standard spaces**
Workplaces	One space	5% of total capacity	A further 5% of total capacity
Shopping, recreation and leisure facilities	One space	6% of total capacity	A further 4% of total capacity
Education	One space	5% of total capacity	A further 5% of total capacity
Railway buildings	One space	5% of total capacity	A further 5% of total capacity
Religious buildings and crematoria	Two spaces or 6% (whichever is the greater)		A further 4% of total capacity
Sports facilities	Determined according to the usage of the sports facility***		
Hotels	One space per accessible bedroom		

* Parking spaces designated for use by disabled people should be 2.4m wide by 4.8m long with a zone 1.2m wide provided between designated spaces and at the rear, outside of the traffic zone, to enable a disabled driver or passenger to get in or out of a vehicle and access the boot safely.

** Enlarged standard spaces should be 3.6m wide by 6m long that can be adapted to be parking spaces designated for use by disabled people to reflect changes in local population needs and allow for flexibility of provision in the future.

*** Further detailed guidance on parking provision for sports facilities can be found in the Sport England publication Accessible Sports Facilities 2010.

Table 7 Parking provision for disabled motorists

Phased restraint

3.11 Phased introduction of restraint may be acceptable at some new developments e.g. the removal of parking spaces/reduction in the number of spaces per phase of built development, after a specified period or when accessibility to the site by non-car modes is improved. Appropriate developments are likely to be large scale and for regeneration areas or large brownfield sites not ideally located in transport terms. Developments completed in line with the old Parking Provision SPD could also now be suitable a reduction in parking level and could apply to reduce levels of on-site parking in line with these new requirements.

3.12 Nevertheless, travel patterns (particularly those of employees) tend to become established at the outset of starting a new job and initial car dependence may subsequently be hard to break. It is therefore important not to exaggerate allowances made in these circumstances.

Park and Ride

3.13 There may be an opportunity to establish a Park and Ride scheme which could reduce congestion and the need for parking in the Town Centre or Employment Areas. However, a potential scheme should be designed with the primary aim of reducing car-use overall rather than reducing congestion in a localised area.

3.14 A Park and Ride scheme would not be acceptable, for example, if it improved access to the town centre but, as a result, conversely, increased the number of drivers in the wider area. This could occur if the Park and Ride scheme made accessing the Town Centre sufficiently easy so as to attract more people to drive to the Park and Ride terminal than originally drove to the Town Centre. Schemes have caused this issue historically and this is not something the Council would wish to promote. It may be more appropriate to implement other support for existing bus services, such as small parking areas or sustainable transport hubs close to existing bus stops to promote their inclusion in a multi-part journey.

3.15 A Park and Ride scheme could have a regional focus with the aim of reducing the level of overall car-use in a wider-than-S Stevenage area rather than merely being a Stevenage-focussed scheme. This could incorporate numerous Park and Ride terminals across local towns including Stevenage, Letchworth, Hitchin and Welwyn Garden City and would seek to promote passenger transport between towns, rather than merely within a town. It should also seek to promote sustainable forms of transport to and from each terminus. This could incorporate pedestrian routes, electric charging points or cycle hubs/parking as specified elsewhere in this document.

3.16 Sufficiently sized-sites, based on a detailed Feasibility Study created with input from bus operators, would need to be located on the Strategic Road Network and with easy access for users and on direct routes to the locations where routes would be likely to terminate or stop at.

3.17 It is likely that any Park and Ride scheme would require significant bus priority measures as well as a reduction in town centre car parking availability to incentivise the use of such a service. Demand is vital for a Park and Ride project to be commercially viable and it is likely that unless current levels of car-use are significantly reduced, there would not be sufficient potential customers.

3.18 Other standards for car and bicycle parking within this Parking Provision and Sustainable Transport SPD are in line with the Transport Hierarchy from the Hertfordshire Local Transport Plan 4 and should be provided off-road which would leave additional on-road capacity to enable passenger transport to run more efficiently.

4 Mixed-Use Sites and Town Centre Parking Provision

Mixed-use sites and linked trips

- 4.1** Exact parking standards are not provided for mixed-use sites. Parking provision for such developments should be calculated on a site by site basis, and assessed via the TA process.
- 4.2** As a starting point, parking requirements for each individual land-use should be calculated, incorporating the reductions allowed by residential and non-residential Accessibility Zones. However, this is merely a starting point as mixed-use sites offer great potential for different land-uses to share parking provision. This means that overall parking could be reduced significantly below the accumulated demand of each individual land use on-site. An assessment should be undertaken to take account of linked trips on site and the fact that time profiles of car parking demand will vary according to use.
- 4.3** It is expected that parking provision on mixed-use sites would be below the accumulated demand of each individual land-use's requirements from Tables 4 and 6, however, if that is deemed inappropriate by a TA, the Council would seek parking provision in line with the lower end of the percentages in Tables 4 and 6. As an additional method of reducing parking provision, residential parking on mixed-use sites should be predominantly unallocated to maximise the opportunity to share parking spaces between different land-uses. Developers are advised to submit a Parking Management Plan to show how shared parking will work.
- 4.4** Research⁽⁴⁾ shows that trip rates for retail parks are significantly lower than the sum of the individual land use components. Linked trip-making can reduce parking demand by up to 50% and a reduction of 25% appears readily attainable. A similar pattern will apply to mixed leisure developments. Developers should demonstrate such effects in their TAs.
- 4.5** Single land use sites that have multiple functions e.g. schools used for community purposes outside of the school day raise similar issues to be addressed through TAs. In these instances, consideration should be given to the use of dual purpose surfaces such as school playing areas doubling as car parks if occasional overspill parking is envisaged.
- 4.6** Where a new use is being added to an existing site, parking provision should be based on the parking requirements of the site as a whole. Parking requirements should not just be based on the needs of the individual land-use being introduced to the site. For example, if adding residential properties to a site with existing offices, the applicant should look to provide a quantum of new parking spaces that, in combination with existing levels of parking, meets the demand of the existing and proposed uses. The overall parking requirements should take account of the new Accessibility Zones and should assess the opportunity for shared parking as a way of reducing levels of parking on-site.

Town centre development

- 4.7** Non-residential development within the town centre will not follow the maximum standards provided in Table 5. Parking provision for such developments will be calculated on a site by site basis, and assessed via a Transport Assessment.
- 4.8** Town centre developments should meet any parking needs through shared public parking provision. Dedicated provision for customers and staff will only be permitted in exceptional circumstances.

4 for the TRICS consortium (Transport Characteristics of Non-Food Retail Parks, TRICS Report 97/1, 1998)

- 4.9** It will be important to ensure that the supply of town centre parking is sufficient to support the vitality and viability of the retail economy. Town centre developments may necessitate changes in public parking supply. To ensure that an appropriately balanced level of town centre parking is maintained, Transport Assessments should justify the level of parking proposed having regards to:
1. The existing level of parking on the site;
 2. The uses proposed to be developed on the site;
 3. The status and progress of other town centre developments and their net parking change;
- 4.10** The acceptability of proposals for parking provision within these areas will be assessed in relation to the adequacy of the existing public parking supply. A Transport Assessment will form the basis for this assessment. This will be informed by the Stevenage Parking Strategy 2004 (or replacement strategy document), the Retail Capacity Study and the town centre allocations included in the Local Plan.
- 4.11** Where the parking needs of a development cannot be accommodated by the existing supply of public parking provision, developers will be required to provide for publicly-available car parking as part of their proposals.
- 4.12** The provision of public parking by developers will involve:
- funding new car parking structures within the development site, and/or
 - funding new car parking structures in other suitable off-site locations.
- 4.13** If funding is for off-site spaces then a per space contribution will be sought based on the cost of providing one multi-storey car parking space.
- 4.14** In principle, the level of public parking provision (that will be sought as multi-storey car parking structures) will be in proportion to each development's contribution to total regeneration floorspace. A higher or lower level of provision than that determined by a development's contribution towards total regeneration floorspace may be acceptable if this can be justified through a TA.
- 4.15** Any new car park(s) will be subject to planning conditions and legal agreements that provide for their control and management.
- 4.16** In addition, developers may be asked to fund suitable on-street parking controls, if there is likely to be a significant time-lag between redevelopment and replacement of lost parking spaces. This issue should be addressed in the relevant TA.

Future conversion of parking spaces

- 4.17** The current level of parking in the town centre is very high which is an economic benefit to town centre retailers and employers. The Council does not want to jeopardise the health of the town centre, but does over time want to create mode shift for journeys into the town centre away from the private car and onto more sustainable modes.

4.18 Through policies and behavior change, it is hoped that fewer people will access the town centre by private car. If this occurs, it might create opportunities to convert a portion of town centre car parking into new town centre floorspace. To achieve this, new parking should be designed in such a way that it can be converted into another use in the future. This will include consideration of floor-to-ceiling heights, outlook, pedestrian access, and materials.

Car Sharing

4.19 In line with the Council's active encouragement of sustainable transport, a dedicated supply of car pooling or car sharing parking will be required as part of the new town centre suite of parking supply. Only cars which are enrolled in a recognized car share program, and are made available for a specified minimum amount of time would be eligible to park in this area/s.

4.20 It would be suggested that the price for parking in this area/s is lower than for standard private parking. Car sharing can be accomplished through a car share company, who either supply the car(s) to be shared or set up mechanisms to allow private car owners to share their own vehicles at specified times or arrange lift-sharing when multiple individuals on the car share scheme have compatible journeys which they can make together. This arrangement will mean that fewer cars are needed to accommodate the same number of trips, thereby freeing up parking space elsewhere in the town, while also fostering reduced car ownership.

5 Electrical Charging

- 5.1** The motor industry has started to transition from internal combustion engine towards hybrid electric-petrol, and electric vehicles. There are benefits associated with this in terms of improved local air quality, reduced carbon dioxide emissions, and noise pollution impacts, and cheaper overall travel. Electric vehicle use is set to reach 25% by 2030⁽⁵⁾ and the Council wants to support this transition. As such, the Council would like new developments to abide by the following requirements:
1. All new car parking should be designed to fulfill a Passive Electrical Vehicle Charging Point standard. This will mean that the underlying infrastructure is provided for connection to the electricity network but it will need to be activated through the installation of a charge point to be used in the future as technologies evolve and uptake increases.
 2. The blend of access to charging points provided within new developments (i.e. public, restricted access, open access, shared) should be determined having regard to a travel plan.
 3. A minimum of 20% of new parking on a site should have access to an active EV charging point.
 4. A flexible approach to the requirement for speed of charging will be taken due to the pace of change of this technology. Ultra-fast charging points will become expected at short term, non-residential parking spaces as technology improves to make the use of electric vehicles more efficient.
- 5.2** All EV charging points should be protected from weather if they are located outdoors. They should also be protected from collisions with cars and therefore their positioning is important. EV Charging Points can be further protected from cars by using a metal “cage” around them and should also be positioned in a manner that minimises the trip risk from the cable connecting the EV to the charging point.
- 5.3** EV charging points should be supplied for a range of parking spaces, including disabled parking bays. For flatted developments, all EV charging points should be unallocated. In proposed non-flatted housing developments, the Council's preference would be for all allocated spaces in the curtilages of an individual house to be designed to a Passive EV Charging point standard, and the majority of the 20% Active Charging Points being in shared, unallocated spaces. This would allow individual home owners to install their own Charging point easily, if the purchased an EV. However, the Council appreciates that not all housing developments will have unallocated shared spaces if spaces can be provided within the curtilages of proposed houses.
- 5.4** EV charging should also be promoted for non privately-owned cars. Proposals to promote EV charging for passenger transport and commercial fleets will be supported by the Council as the roll-out of EV vehicles of all types accelerates. The Council would also be supportive of charging points being included in proposals for cycle and scooter storage as part of developments.

5 <https://www.gov.uk/government/statistical-data-sets/all-vehicles-veh01>

6 Additional Requirements

Powered two-wheelers

- 6.1** Developers will be expected to allow for around 5% of the total stock of publicly accessible vehicle parking spaces to be for motorcycle use.
- 6.2** This standard accords with advice on motorcycle use and parking provision produced by the Institute of Highways Engineers⁽⁶⁾.
- 6.3** The use of mopeds, scooters or small motorcycles can be beneficial in replacing car journeys; thus reducing congestion and emission levels. Secure parking for powered two-wheelers should be considered on its merits in every instance, taking into account the needs associated with the type of development proposed, particularly as its demands on development land are limited compared to those associated with car parking (i.e one car parking space can accommodate 5 or 6 motorcycles). Under or over-provision will be assessed on a site by site basis.

Service vehicle/lorry parking requirements

- 6.4** The following figures should be used as a guidance for what is likely to be considered acceptable in terms of service vehicle parking requirements:
 - B2 general industrial: 1 lorry space per 200 m² to 1 lorry space per 1,000 m² gross floor area
 - B8 warehousing/storage and distribution: 1 lorry space per 200 m² gross floor area (minimum 1 space) to 1 lorry space minimum plus 1 lorry space per 500 m² gross floor area.
- 6.5** The ranges reflect the variation in such standards and are not intended to reflect location. Provision for proposed developments will be assessed on a case by case basis.
- 6.6** In terms of other land uses (e.g shops and offices) any service vehicle/lorry parking requirements are likely to be very specific to the operation in question. Therefore, the onus will be on the developer to make a convincing case. Requirements are likely to differ from those of B2/B8 uses where parking may well be required to accommodate lorries overnight.
- 6.7** The benchmark standards above were identified by Hertfordshire County Council, following a review of lorry parking standards adopted/proposed by authorities outside of Hertfordshire.

6 IHIE Guidelines for Motorcycling: improving safety through engineering and integration, Version 1.1, Nov 2007

7 Cycle Parking Standards

Cycle Parking

7.1 The minimum cycle parking standards for all new development within the borough set below. Levels were originally set in the SBC Cycling Strategy (2018).

Land Use		Long term minimum cycle parking standard	Short term minimum cycle parking standard	
B2	General industrial	1 space per 500 sqm	1 space per 1,000 sqm GFA	
B8	Storage and distribution			
C1	Hotels	1 space per 20 bedrooms	1 space per 50 bedrooms	
	Hostels	1 space per 2 units		
C2	Hospitals	1 space per 5 staff	1 space per 30 staff	
	Care homes / secure accommodation		1 space per 20 bedrooms	
	Student accommodation	1 space per 2 bedrooms	1 space per 40 bedrooms	
C3-C4	Residential (without garage)	1-bed	1 space per 40 units	
		2-bed		2 spaces per unit
		3-bed		3 spaces per unit
		4-bed		
	Houses in multiple occupation (without garage)	1 space per bedroom		
E	Food Retail	From a threshold of 100 sqm: -1 space per 175 sqm	1 space per 150 sqm GFA	
	Non-food retail	From a threshold of 100 sqm: -First 1000 sqm: 1 space per 250 sqm -Thereafter: 1 space per 1000 sqm	1 space per 350 sqm GFA	
	Cafes and restaurants	From a threshold of 100 sqm:	1 space per 100 sqm	
	Finance/professional services	-1 space per 175 sqm		
	Offices	1 space per 500 sqm	1 space per 1,000 sqm GFA	

Land Use		Long term minimum cycle parking standard	Short term minimum cycle parking standard
	Light industry and research		
	Sports clubs, gyms and indoor racket sports	1 space per 8 staff	1 space per 100 sqm
	Ten pin bowling, indoor bowls	1 space per 10 FTE staff	1 space per 3 lanes 1 space per 25 spectator seats
	Health centre and dentist	1 space per 5 staff	1 space per 3 staff
	Nurseries	1 space per 8 staff + 1 space per 8 students	1 space per 100 students
F.1	Primary and secondary schools	1 space per 8 staff + 1 space per 8 students	1 space per 100 students
	Universities and colleges	1 space per 4 staff + 1 space per 20 FTE students	1 space per 7 FTE students
	Libraries and misc. cultural buildings	1 space per 8 staff	1 space per 100 sqm GFA
	F.2 Public halls / places of worship	1 space per 8 staff	1 space per 100 sqm GFA
F.2	Places of assembly, community centres,	1 space per 8 staff	1 space per 100 sqm GFA
	Outdoor sports grounds		1 space per 10 players at busiest period
	Golf	5 spaces per 9 holes	
	Swimming pools, , ice rinks,	1 space per 8 staff	1 space per 100 sqm
Sui Generis	Drinking establishments	From a threshold of 100 sqm:	1 space per 100 sqm
	Takeaways	-1 space per 175 sqm	
	Cinemas	1 space per 8 staff	1 space per 30 seats
	Car showroom, vehicle storage, hire cars, petrol filling station etc	as per the most relevant other standard	as per the most relevant other standard

Table 8 Cycling Parking Standards

7.2 The minimum cycle standards differentiate between long and short stay provision, as the type of provision which needs to be made for each is different. The standards are based on “full-time equivalent” staff numbers where relevant. Provision on this basis can relate directly to mode choice

targets. The standards are based on a mode choice target of 10%. This ambitious target is considered suitable for Stevenage, due to the town's exceptional infrastructure for cyclists. Cycle parking should be provided as close as possible to the entrance of the facility it serves, so that it offers a real advantage over using a private vehicle.

- 7.3** Cycle parking provision at a specific development should be increased to allow for higher levels of cycling where local characteristics and employee travel plans indicate that this would be appropriate.

Variation of Parking Type by Land Use

- 7.4** The type of cycle parking provision required will vary depending on its use and up to date best practice guidance should be used at the point of application for any proposal.
- 7.5** In public areas, cycle parking should be well overlooked to allow for maximum security. For short stay use such as this, Sheffield stands are generally appropriate, as these provide a simple and effective facility.
- 7.6** For longer stay use, such as for employment premises, covered parking areas should be provided either within the building itself or located in close proximity to the building entrance. This will allow for weather and security protection. This can be accommodated through the use of cycle lockers or secure cycle sheds. For employment premises, shower facilities should also be provided in conjunction with these facilities.
- 7.7** In terms of residential development, particularly flatted developments, there is a preference for shared cycle parking facilities to be provided, as opposed to providing spaces within each dwelling, as this is normally more efficient. Shared cycle parking facilities should be secure and convenient to use, ideally provided by a cycle shed. Cycle parking must be covered. Short stay cycle parking should also be provided for visitors. For non-flatted developments, long term cycle parking should be provided for each dwellings with short term parking provided communally.
- 7.8** Some forms of cycle parking are inappropriate for all cyclists or all forms of cycles that cyclists use. For example, "double decker" parks are inaccessible for those that ride adapted bikes or less traditional bike such as a recumbent. The type of parking installed should be designed to be used by anybody and should not prohibit certain users or bikes from use.

Town Centre

- 7.9** Future residents in the town centre are likely to rely on sustainable transport more than residents outside of the town centre. Residential developments in the town centre should therefore go beyond the standards set out above in Table 8. To encourage greater numbers of cycling trips into the town centre, non-residential developments should also exceed the standards in Table 8 and locate high quality parking facilities close to key locations which minimise the distance cyclists must walk to reach their destination.
- 7.10** The town centre has historically been pedestrianised. As such, where appropriate, town centre developments should make financial contributions towards measures to enable cycling to be undertaken easily and safely within the town centre.

Cycle Hubs

- 7.11** The Council has already opened one Cycle Hub in Fairlands Valley Park and other locations in the borough are considered suitable for additional facilities. In particular the Council is keen for Cycle Hubs to be installed in the town centre and at the rail station. Cycle Hubs could consist of many configurations but key aspects could include: secure parking, changing facilities, mechanical assistance and cycle hire opportunities. The town centre and rail station are considered important locations for Cycle Hubs due to their importance as key trip destinations.
- 7.12** Cycle hubs should be in publically-accessible locations which help to promote multi-part journeys (ie. home to station, station-station, station to work) be undertaken by sustainable modes instead of relying on privately-owned vehicles being used for part of a journey. This would have the dual benefit of reducing congestion and reducing the amount of parking spaces being used all day at car parks close to the station.

Cycle Hire

- 7.13** The council is also keen to introduce a cycle hire scheme in the borough. This would consist of an amount of bikes being made available for short-term hire by users of the scheme. Bikes are likely to be kept at 'docking' stations in strategic locations on key routes and at key destinations. Docking stations should be an appropriate size for the particular location, based on projected use. For example, stations in residential areas are likely to require fewer parking bays than stations in the town centre or by a large employment site.
- 7.14** Stations should be located in areas that maximise their accessibility to potential users. This could be at future Cycling Hubs, by key employment sites, at the bus and rail stations, in community or neighbourhood centres, and/or close to key routes and key destinations, promoting increased use of the segregated cycle network.
- 7.15** A scheme may incorporate electric bikes, in which case, the provision of active charging points will need to be taken into account.

8 Transport Statements, Assessments, and Travel Plans

Transport Statements & Assessments

- 8.1** Local Plan Policy IT4 requires Transport Assessments (TAs), Transport Statements (TSs), and Travel Plans (TPs) to be prepared and submitted for developments that have significant transport implications.
- 8.2** County guidance, Roads in Hertfordshire, sets out the criteria for schemes which will generally require a Transport Statement or Assessment. These have been translated into the Local Plan:

Transport Statement	Transport Assessment
<ul style="list-style-type: none"> Residential development of between 50 and 80 units; Non-food retail development of between 800m² and 1500m² floorspace; Class B1 (now within Class E) Business of between 1500m² and 2500m² floorspace; Class B2 General industrial of between 2500m² and 4000m² floorspace; Warehousing development of between 3000m and 5000m floorspace; 	<ul style="list-style-type: none"> Residential development of over 80 units; Non-food retail development of over 1500m² floorspace; Class B1 (now within Class E) Business of over 2500m² floorspace; Class B2 General industrial of over 4000m² floorspace; Warehousing development of over 5000m² floorspace.

Thresholds for Transport Statements and Assessments

- 8.3** An assessment may also be required for smaller developments if significant transport impacts are likely. Examples include proposals which are in a sensitive location, where congestion already exists, where a high level of traffic is expected to be created, and proposals for certain leisure facilities.
- 8.4** Pre-application discussions should be held with the Borough Council, as well as Hertfordshire County Council, as the Local Highway Authority, in order to determine whether or not a TA is required.

What a Transport Statement or Assessment should contain

- 8.5** The coverage and detail of a TA should reflect the scale of development and the extent of the transport implications of the proposal. However, the following main subjects should be covered:

Transport Statement

- Existing conditions - including site information and baseline transport data;
- Proposed development - including information such as site accessibility, parking strategy, traffic impacts of construction, drawings and trip generation.

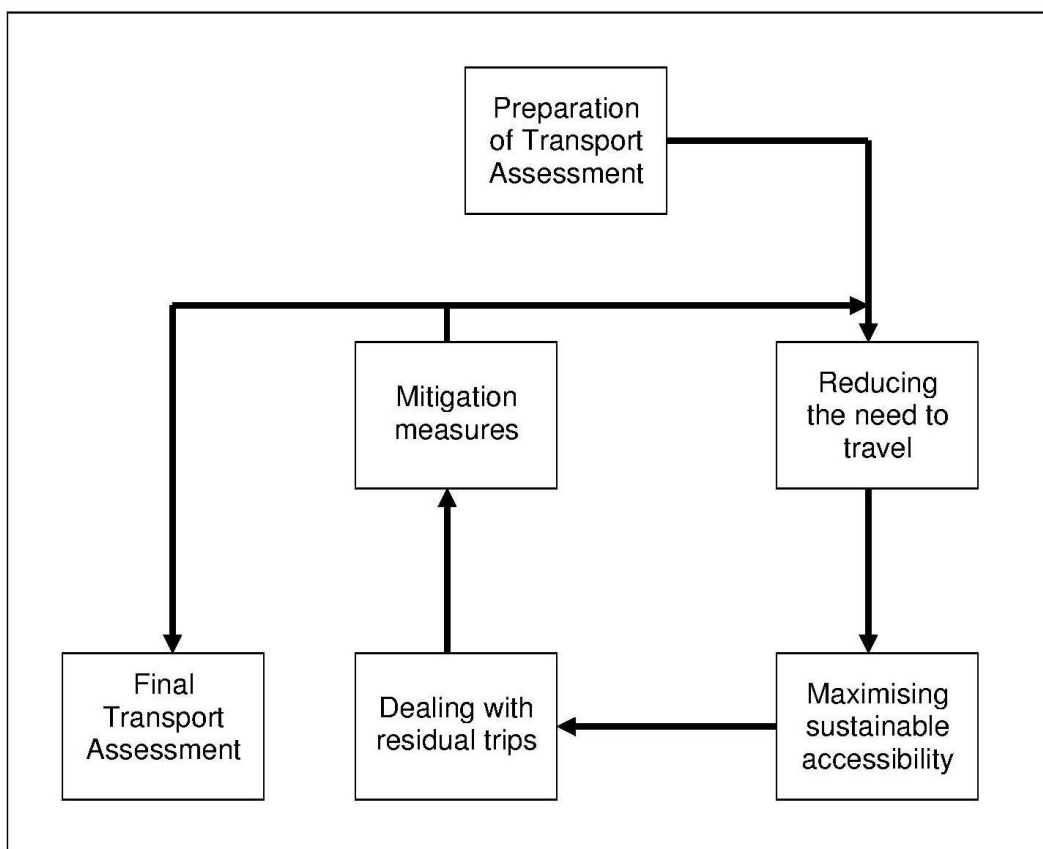
Transport Assessment

- Existing conditions and proposed development, as above.
- Assessment years/analysis period
- Development trip generation
- Air quality issues

- Environmental impact issues
- Reducing the need to travel, especially by car
- Sustainable accessibility - promoting Smarter Choices via Travel Plans
- Transport impacts and mitigation measures

8.6 TAs involve an iterative process with many inter-related factors influencing the transport characteristics of a new development (e.g. location, public transport accessibility, accessibility on foot and by cycle, on-site parking provision). The process should combine these factors to maximise sustainability.

8.7 The following diagram illustrates the process involved in producing a TA:



8.8 A location that reduces the need to travel is the starting point for the TA process and is the foundation for current Government policy on planning for new development. Location determines catchments and influences overall accessibility to the development by different modes.

8.9 Maximising the use of non-car modes is the next consideration. Accessibility is influenced by the design of the development and new transport infrastructure and services provided for it. These factors may be required to meet operational requirements and standards but they may also help overcome poor accessibility by reducing pedestrian severance. Travel plans, planning conditions and legal agreements can also influence transport impacts by requiring measures that reduce car dependency.

- 8.10** Finally, assessing the effect of these influences allows analyses of consequent impacts on existing traffic and the site's surroundings. If these are unacceptable, the procedure may be repeated with different solutions.
- 8.11** It is highly desirable for developments to accommodate attracted vehicles off-street to avoid intrusion in surrounding areas through overspill parking. However, it is also important that on-site parking provision minimises car dependency. The amount of parking provided on-site should not be such that it encourages car use by people for whom travel by non-car modes is practical.
- 8.12** Car parking is both an input and an output of the TA process. While car parking standards provide a starting point by indicating the degree to which car usage could be discouraged, the demand for off-street parking provision is a conventional and independently derived output of a TA.
- 8.13** An acceptable Transport Assessment will need to demonstrate that the levels of parking proposed for a development are suitable in terms of meeting sustainability objectives, will not have an adverse impact on the site or the surrounding area and will not create an increase risk of accidents.
- 8.14** Further guidance on the production of Transport Assessments can be found in the DfT document *Guidance on Transport Assessments*⁽⁷⁾.

Travel Plans

- 8.15** The value of travel plans in increasing the awareness of transport implications and sustainable development is now widely recognised. County level guidance⁽⁸⁾ encourages the submission of a travel plan alongside planning applications for all major developments. This is translated into Policy IT4 of the Local Plan.
- 8.16** Travel plans comprise measures to be adopted by businesses and other organisations to encourage staff to use sustainable and less polluting forms of transport with the overarching aim of reducing the amount of cars on the roads.
- 8.17** Travel plans can also have a positive impact upon large-scale residential development. For example, in addition to sufficient high quality cycle parking, management companies for flatted developments could ensure that cycle routes and key destinations are advertised, and employers could ensure shower and changing facilities are installed at workplaces.
- 8.18** Initiatives within these plans often involve all forms of active and sustainable transport, not just related to parking. They might include cycle storage, showers, walking clubs, dedicated bus services, car sharing arrangements, car pool clubs and low levels of car parking provision. Initiatives to reduce the demand for car parking through improved passenger transport accessibility, and other relevant schemes will be supported.
- 8.19** Developments in or outside of Accessibility Zones will require Travel Plans / Transport Assessments and the content of individual plans or assessments will be dependent on that specific location. It could be that the use of public transport is heavily promoted in one travel plan but walking and cycling is more appropriate in another.

7 *Travel Plans, Transport Assessments, and Statements*, DfT, March 2014

8 Hertfordshire Local Transport Plan 4 (2018-31): Policy 3 - Travel Plans and Behaviour Change

9 Design and Layout

- 9.1** The County Council document Roads in Hertfordshire⁽⁹⁾ provides more general design standards and advice in relation to parking provision for vehicles, as well as other modes of transport. In addition, a number of best practice guidance documents covering parking provision also exist nationally. Manual for Streets provides detailed advice on the design and layout of parking provision including dimensional requirements for all types of spaces, requirements for disabled parking provision, cycle parking standards and advice, and guidance on motorcycle parking.
- 9.2** The above publications should be used, in conjunction with this SPD, when creating an integrated development proposal.
- 9.3** This chapter provides locally specific guidance, in terms of which types of provision work best, and provides an overview of the more specific design details. The following guidance should be followed when creating a development proposal.

Vehicle Parking

- 9.4** Unallocated parking will be the preference for most developments, and some unallocated parking should be included in all residential layouts, where possible.
- 9.5** On-street parking is a significant issue in Stevenage with many cars still parking on the street. This is often despite there being dedicated spaces allocated. The reasons for this include:
- Allocated parking does not always allow for differing levels of car ownership between different properties, and over time. Some dwellings have a higher level of car ownership than their allocated number of spaces, and some may have less/not own a car meaning their spaces may be completely unused.
 - Available spaces are not in a convenient location i.e. not situated next to the property. Evidence⁽¹⁰⁾ shows that car owners prefer to park as near to their dwellings as possible, both for convenience, and for security reasons, so that parked cars can be overlooked.
- 9.6** Unallocated parking may provide a solution to these problems by offering a more flexible approach. Unallocated parking allows for differing levels of car ownership at different properties and over time, and provides for the needs of both residents and visitors. It can also provide the opportunity for spaces to be used for non-residential use during the daytime.
- 9.7** Unallocated off-street parking should be designed to be well integrated with the overall site layout and offer a proximate parking to residents. Spaces should be overlooked by nearby dwellings, ideally provided at the front of properties, but without being allowed to dominate the development. If blocks of parking are to be provided, these should be as small as possible, and should be dispersed through the development area, to allow for convenient and safe use.

9 Roads in Hertfordshire: Highway Design Guide, 3rd Edition, 2011

10 Urban Design Compendium, Homes and Communities Agency

- 9.8 Where allocated parking is to be provided, the layout and design of this should be carefully considered. Each space should be located in close proximity to its associated dwelling, but should not be allowed to dominate the street scene.
- 9.9 Developments should be designed with layouts which ensure that additional on-site provision cannot easily be achieved informally (to the detriment of amenity). However, designing developments to achieve these objectives should not compromise other residential design principles.
- 9.10 Parking provision should be designed in line with Secured by Design objectives⁽¹¹⁾. Parking should be overlooked by nearby properties to create a high level of natural surveillance. Where security may be an issue, car parking areas should also be well lit throughout the night.
- 9.11 Guidance within Manual for Streets and the Stevenage Design Guide SPD should be referred to for further details on the design and layout of car parking.

Garages

- 9.12 Garages should be located close to the property that they serve. Segregated garage courts should be avoided. Experience of these within Stevenage shows that they are often not well used, and create dead frontages and security concerns.
- 9.13 The Manual for Streets recognises that, in some developments, less than half the garages are used for parking cars; many are used primarily for storage or have been converted to living accommodation. To take this into account, a minimum size requirement for garages has been set within this SPD. Garages that do not meet these dimensions can be provided, but these will not be counted towards car parking provision. However, they would still count towards cycle parking requirements.

Motorcycle parking

- 9.14 Designated motorcycle parking provision should be provided close to the use it is serving. This will help to avoid the informal use of vehicle and cycle parking spaces, or other areas close to the building curtilage.
- 9.15 Parking spaces specifically for motorcycles are not required for residential development as standard, as in most cases spaces for cars can be used. Where designated spaces are provided, these should ideally be covered, to increase security and allow for protection against the elements.
- 9.16 Manual for Streets sets out the recommended dimensions for effective motorcycle parking.
- 9.17 For further, more detailed, advice on parking provision for motorcycles, the guidance issued by the Institute of Highways Engineers should be followed.

11 Secured by Design: The Official Police Flagship for Security and Designing out Crime
<http://www.securedbydesign.com>

10 Accessibility Contributions

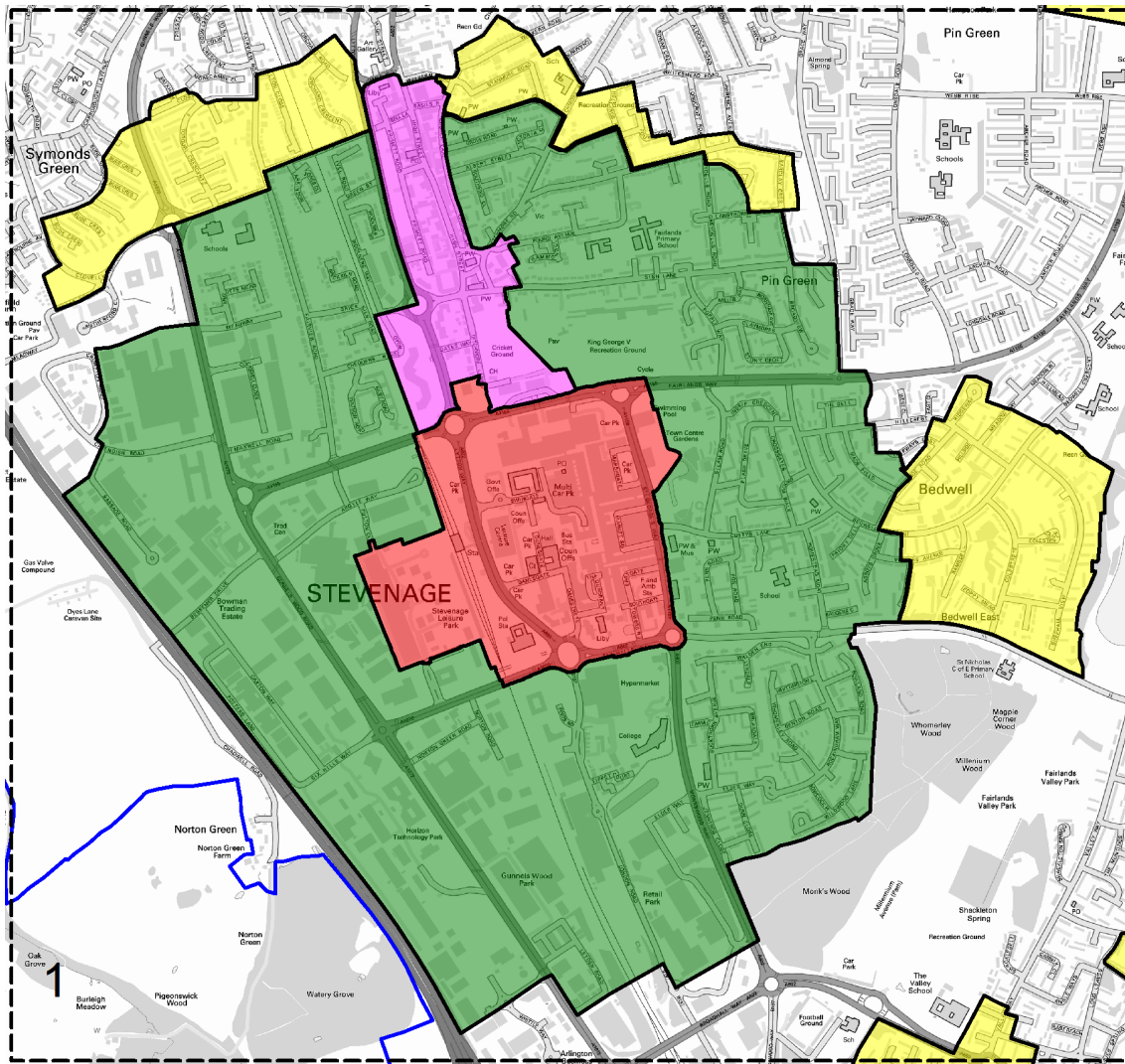
- 10.1** Policy IT3 of the Local Plan states that 'where appropriate, conditions, legal agreements or other mechanisms will be used to ensure that development is phased to coincide with the delivery of infrastructure.'
- 10.2** In line with this requirement, planning obligations will be sought to enable improvements in accessibility to a site by all modes (with an emphasis on walking, cycling and passenger transport), where such measures would be likely to influence travel patterns to and from the development site.
- 10.3** Individual site circumstances will determine the nature of the planning obligations required, but schemes can include initiatives such as improvements to bus services and cycle routes, highway improvements, parking improvements around the site and car-share schemes. The Draft Growth & Transport Plan for Stevenage provides some guidance on the larger scale schemes proposed for Stevenage, and, where appropriate, may be used as a guide when requesting planning obligations for new development.

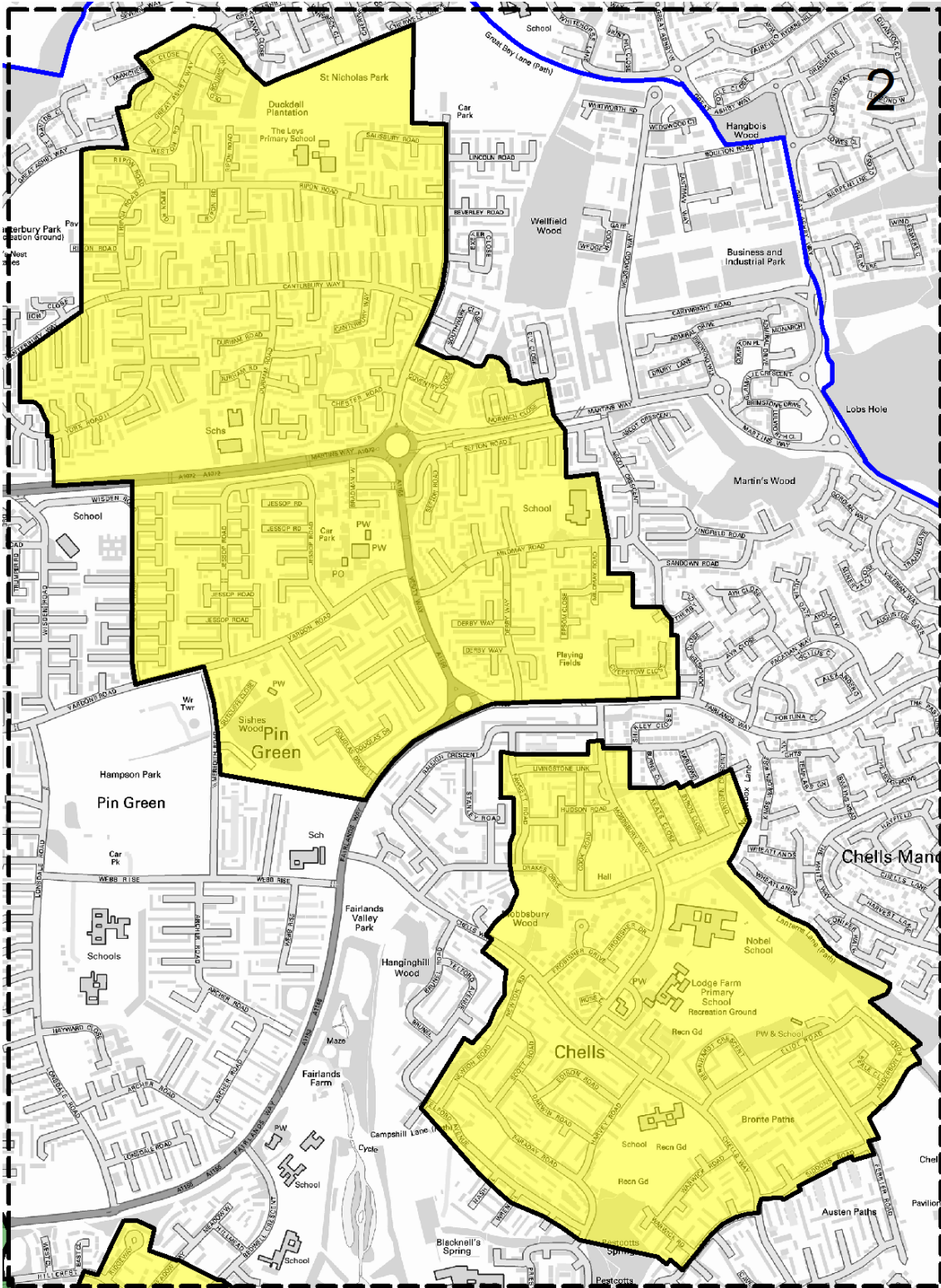
Appendices

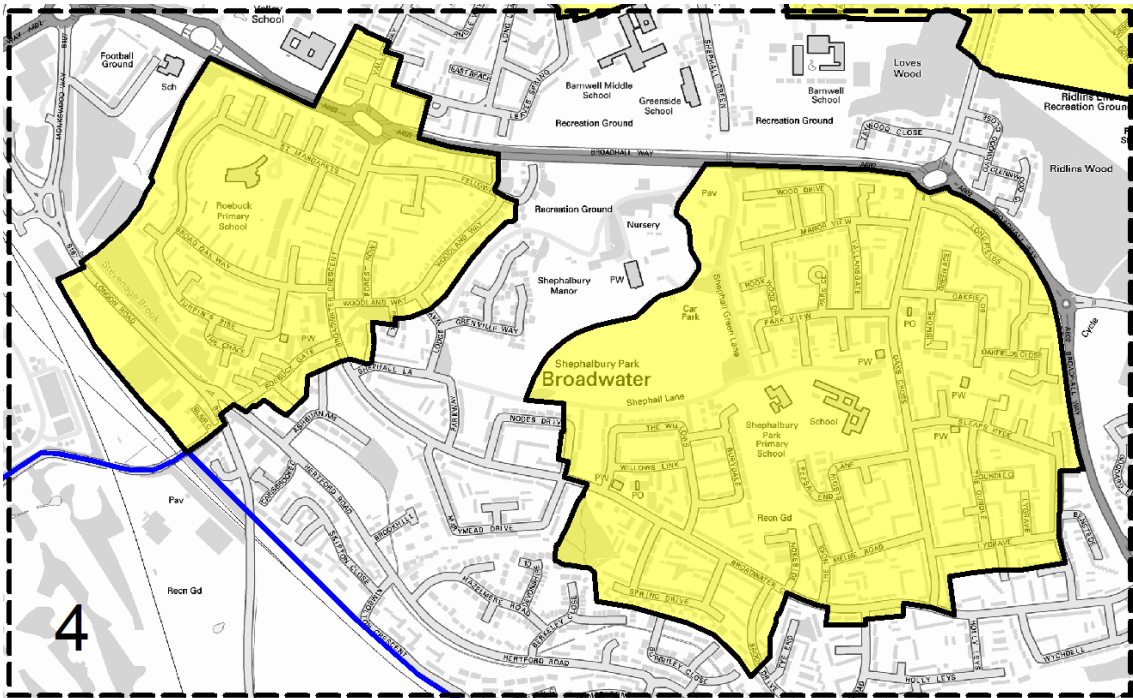
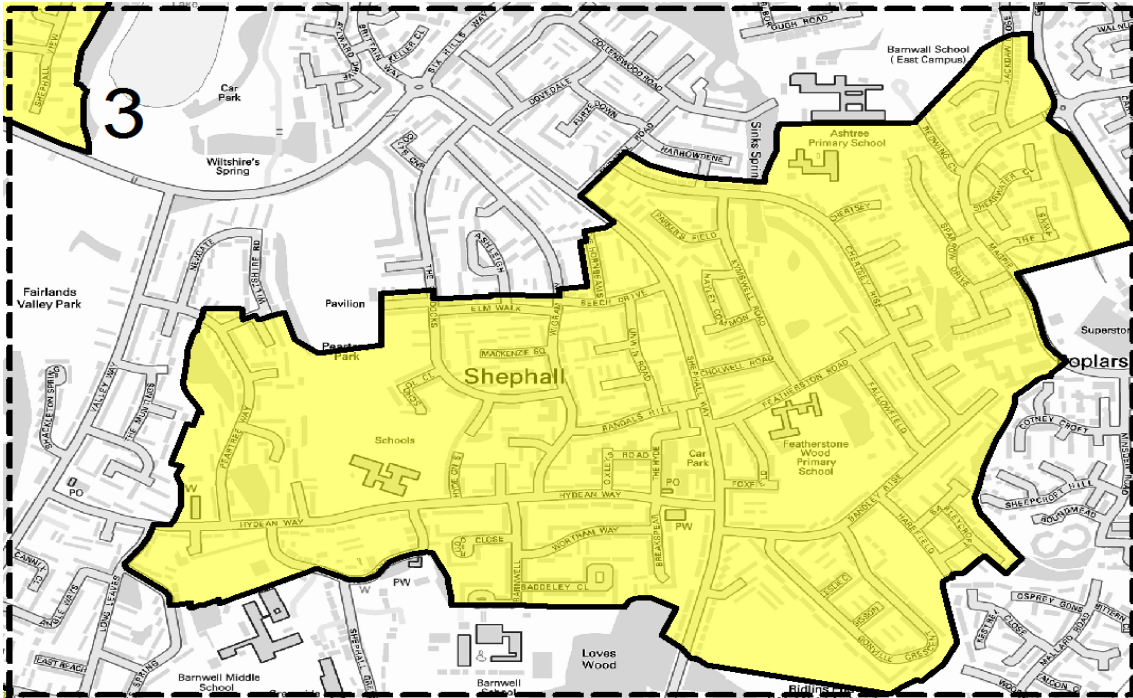


Appendix 1 Accessibility Zones

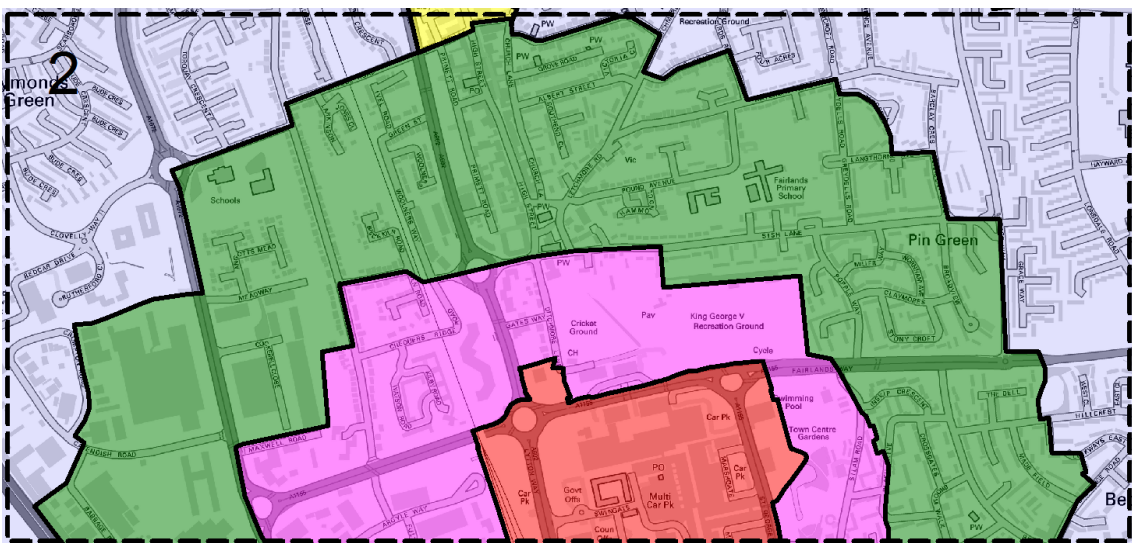
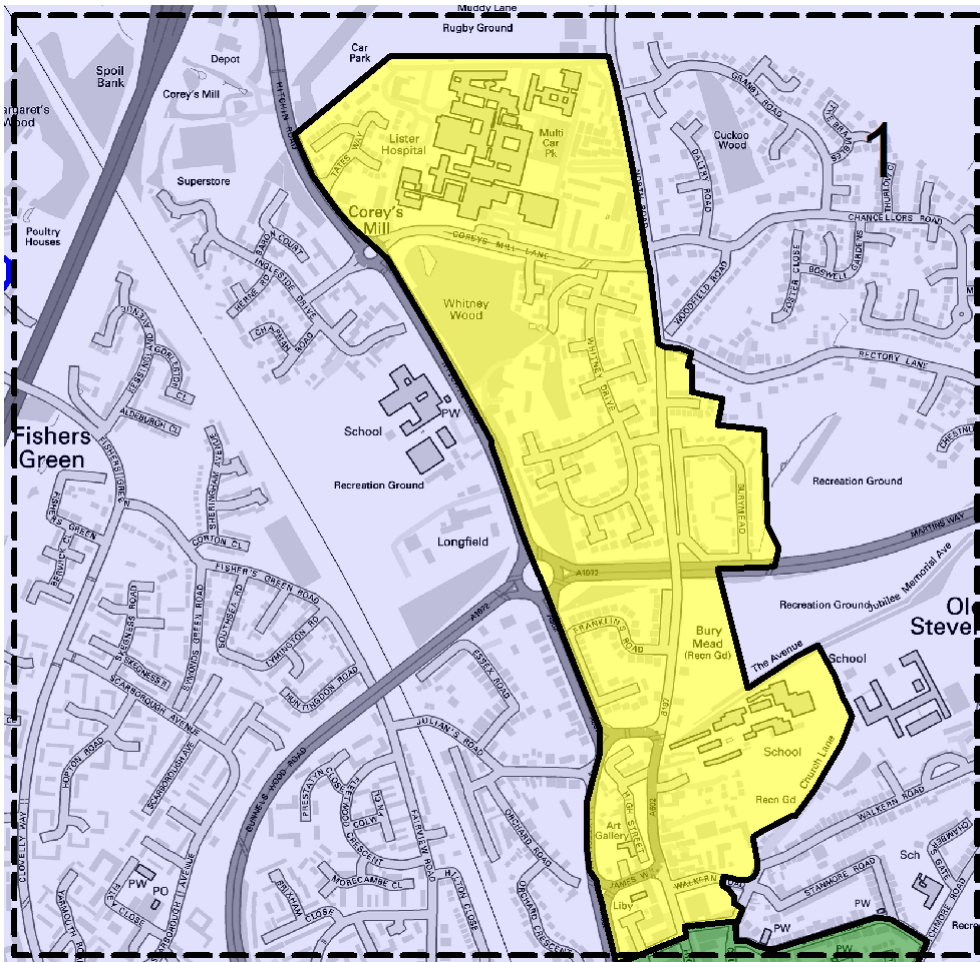
Residential Accessibility Zones Inset Maps

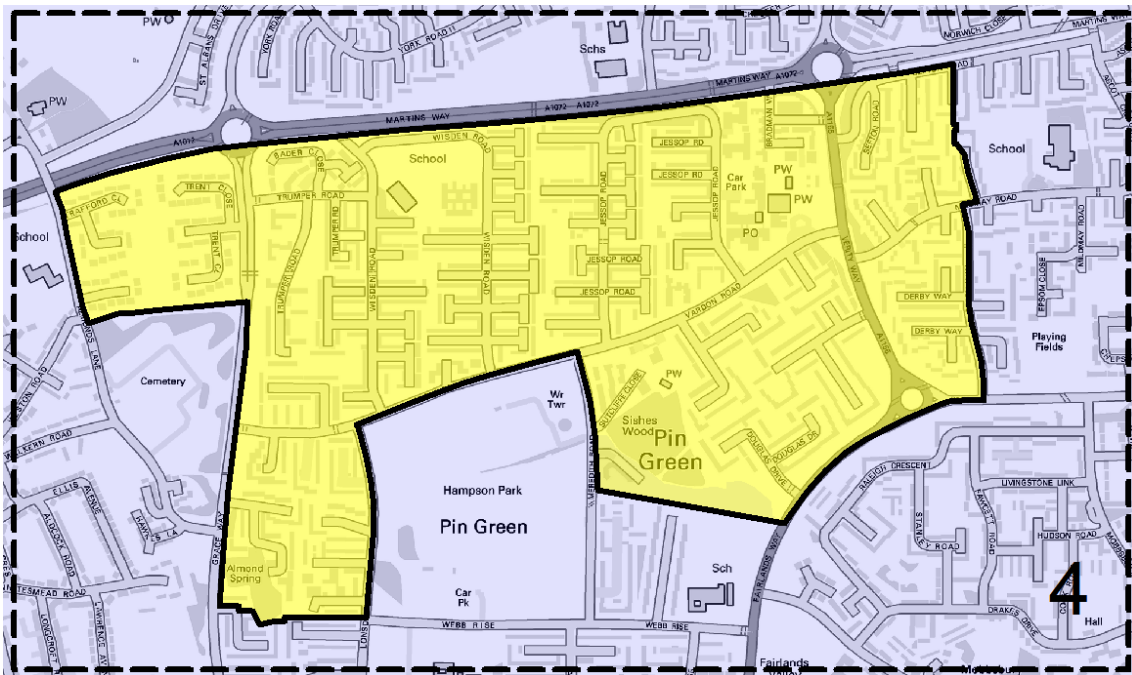
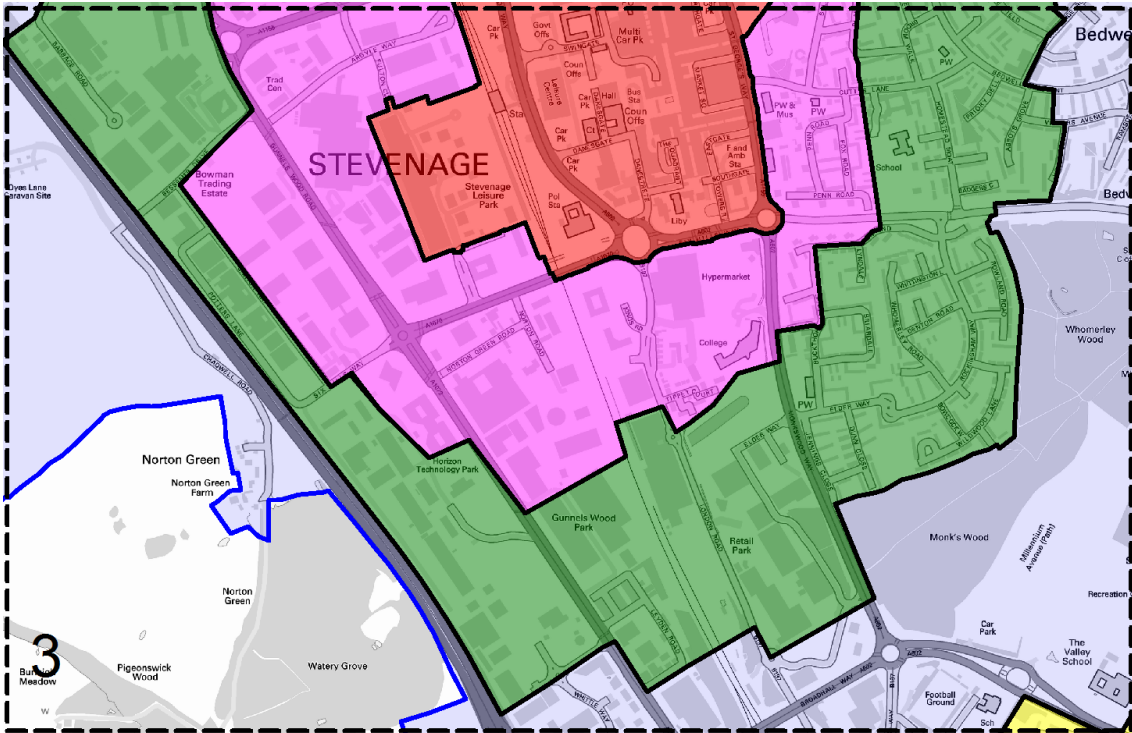


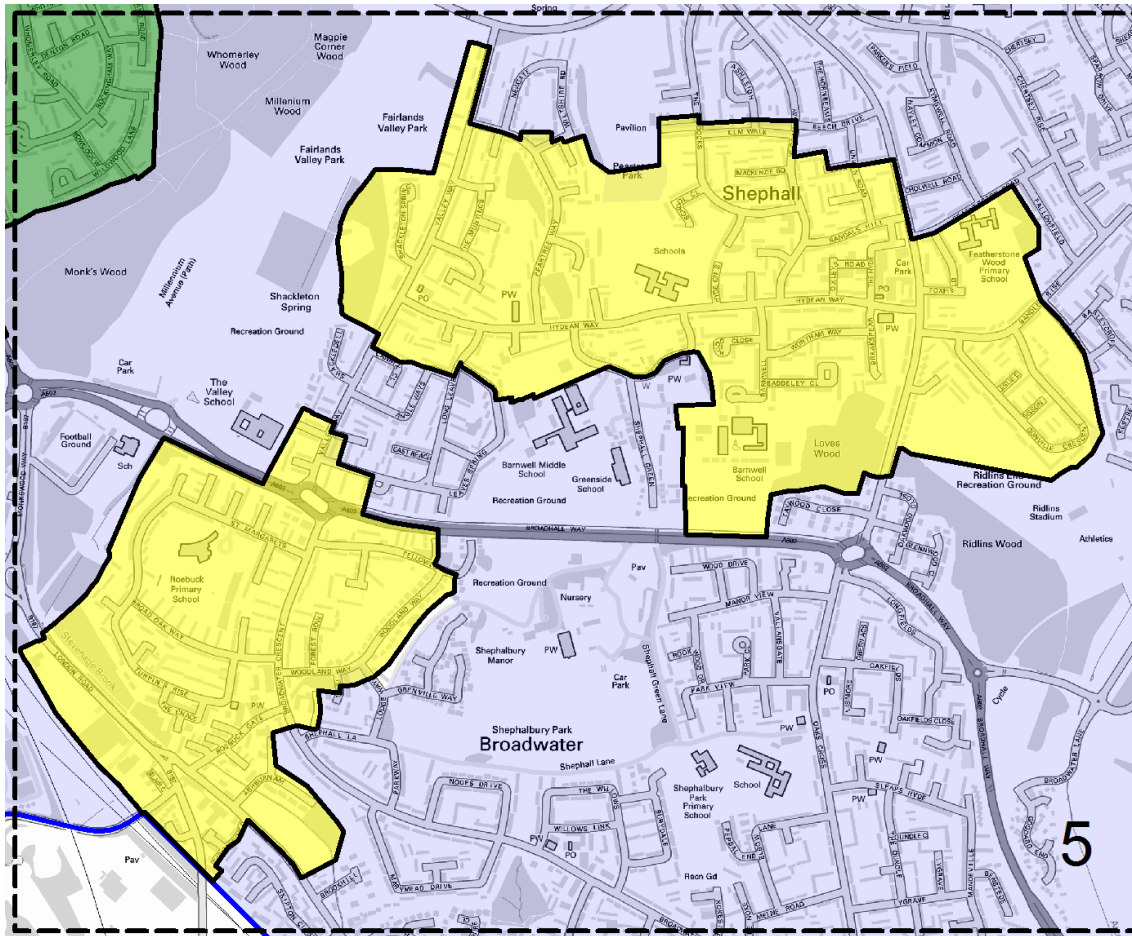




Non-residential Accessibility Zones Inset Maps







The zoning process

The zoning process used in this SPD is broadly based on the methodology used within the HCC Best Practice Guide on Parking Provision at New Development (March 2003). It involves assessing different areas within Stevenage according to how closely they meet accessibility criteria. Separate maps have been produced for residential and non-residential development, as the criteria which determine car ownership/use levels for each of these is different.

Residential accessibility is affected by the provisions of passenger transport but levels of car ownership may not necessarily be lower just because there is good passenger transport. Residential car ownership is predominantly dependent on access to primary schools, access to shops and access to other services/facilities commonly found without neighbourhood centres. For non-residential development, the proximity to passenger transport is the main determinant of whether or not people can use non-vehicle modes of transport and whether parking levels can be reduced.

Criteria for residential accessibility zones

The residential Accessibility Zones were based on a series of criteria with the exact areas taking account of the following as a starting point:

Town Centre Zone

- The Town Centre, as defined on the Policies Map of the adopted Stevenage Local Plan

Zone 1

- The remainder of the primary retail/leisure core.

Zone 2

- Excellent passenger transport - within 1200m of the train and bus stations.

Zone 3

- Within 400m of a primary school and a district, local or neighbourhood centre, as defined on the Policies Map of the adopted Stevenage Local Plan.

Once these areas were determined, they were increased/decreased taking account of road layout, non-vehicular connections, and/or obstructions to sustainable forms of transport. In many cases, the Accessibility Zones were extended or reduced so that either a carriageway or garden curtilage marked the edge of the zone.

Areas within Zone 1 are most likely to have lower levels of car ownership, as they have access to local facilities as well as the ability to easily travel outside of the Borough by passenger transport, to access facilities and jobs in other towns.

Criteria for non-residential accessibility zones

The non-residential Accessibility Zones were based on a series of criteria with the exact areas taking account of the following:

Zone 1

- Within 800m of bus and train stations

Zone 2

- Within 1200m of bus and train stations

Zone 3

- At least one bus every 5 minutes; and
- At least 6 routes available

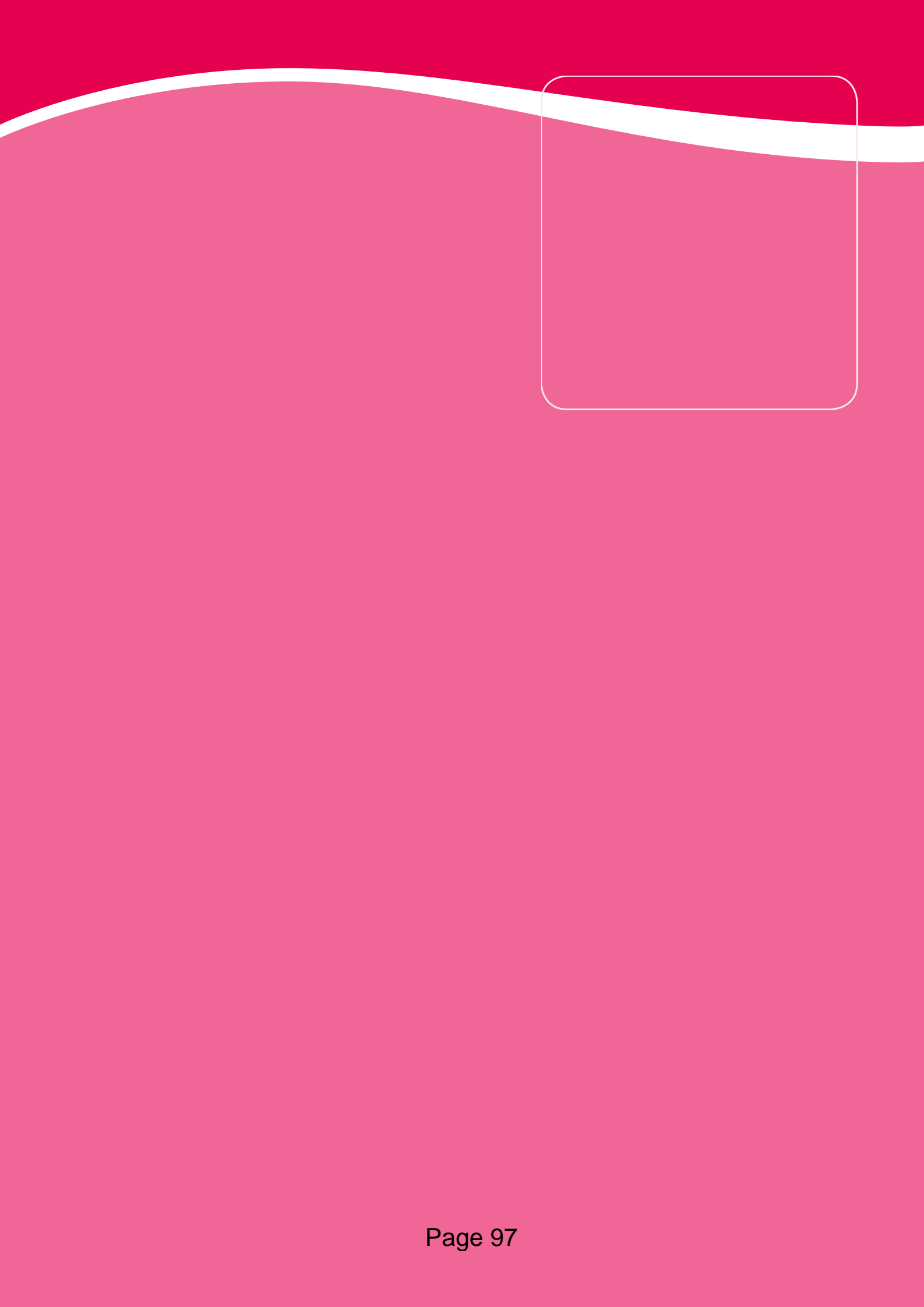
Zone 4

- All other areas

As with the residential Accessibility Zones, the exact 800m/1200m were amended taking into account road/development layout, links and obstructions and to ensure that a carriageway or curtilage marked the edge of the zone.

Good access by passenger transport means that employees can travel more easily, and are therefore more likely to travel, by passenger transport rather than in a private car. In these locations, developers can encourage lower levels of car use effectively through minimising car parking provision.

The criteria used to calculate the accessibility of an area (by non-car modes) have been chosen to reflect local characteristics, and to designate areas where lower levels of car use/ownership are/could be likely. The criterion (within the Best Practice Guide) on the attractiveness and availability of pedestrian and cycle routes, for example, has not been included, as cycle routes and pedestrian routes exist across the town and are very similar throughout.



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Stevenage Borough Council

**Parking Provision and Sustainable Transport
Supplementary Planning Document (2020)**

Consultation Statement

18 February 2020 – 22 March 2020



1. Introduction

This document has been prepared to show how the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 were adhered to during the production and adoption of the Stevenage Borough Council Parking Provision and Sustainable Transport Supplementary Planning Document (2020).

The SPD will be a material consideration in planning decisions and the purpose of the SPD is to give further guidance and clarity regarding policies SP6, IT5 and IT6 of the adopted Stevenage Local Plan.

2. Town and Country Planning Regulations

The SPD has been produced in accordance with Town and Country Planning (Local Planning) (England) Regulations 2012. The most relevant regulations relating to the process are as follows:

- Regulation 12: Regulation 12(a) requires the Council to produce a consultation statement before adoption of the SPD, this must set out who was consulted, a summary of the issues raised, and how these issues were incorporated in to the SPD.
- Regulation 12(b) requires the Council to publish the documents for a minimum 4 week consultation, specify the date when responses should be received and identify the address to which responses should be sent.
- Regulation 35: Regulation 12 states that when seeking representations on an SPD, documents must be available in accordance with Regulation 35. This requires the Council to make documents available by taking the following steps;
 - Make the document available at the principal office and other places within the area that the Council considers appropriate;
 - Publish the document on the Council's website

3. Details of consultation

Following approval at a meeting of the SBC Executive, consultation was undertaken on the Draft Parking Provision and Sustainable Transport SPD for a period of over four weeks, from 18 February 2020 to 22 March 2020. Consultation was undertaken in line with the Council's Statement of Community Involvement. Consultees who have previously signed up to the planning consultation list were contacted by email, or by post where no email address had been provided.

The consultation was also advertised on the Council's website home page, Planning Policy pages, and on social media. A hard copy of the consultation document was available at the Council offices, in the Customer Service Centre and in the town's two libraries.

Representations were submitted on the Council's planning consultation portal, Objective (<https://stevenage-consult.objective.co.uk/portal/>), or were sent via email to Planning.Policy@Stevenage.gov.uk.

4. Who was consulted?

A list of consultees is provided in Appendix 1.

5. What were the main issues raised during the consultation?

The main topics raised during the consultation were:

- Amend the edges of Accessibility Zones as carriageways aren't always the most appropriate distinction between levels of accessibility
- Supportive of promoting cycling and Electric Vehicles
- The level of Electric Vehicle charging points should be increased
- Parking requirements should be different for houses and for flats
- Overspill parking will continue to be an issue
- Parking enforcement is an issue
- If the Council wants to force people not to drive, we should remove/reduce parking spaces
- Banning white van drivers from parking in residential areas would ease parking stresses
- Visitor parking requirements should be reduced
- How should EV charging points be split in developments with allocated and unallocated parking?
- Take account of new Use Class legislation

6. How has the Council responded to these issues and what changes has the Council made to the SPD document as a result?

The main concepts and principles of the Draft SPD have been maintained and brought forward into the adopted version of the SPD. However, a number of minor amendments have been made to take account of respondents' comments.

A complete schedule of consultation responses, the Council's response to the comments and any changes made to the SPD as a result are provided overleaf:

Name/Organisation	Comment ID	Paragraph	Comments:	SBC Response	SPD Amendment
JA England	PPST1	2.8	As garages are converted into living areas owners are required to ensure that parking spaces are available elsewhere, and as a result they are paving over front gardens. This is also being done where parking is not available close enough to properties. But paving over gardens that are designed to absorb rain water are leading to more local flooding on roads and around properties. How are you going to address this - will you place restrictions on existing green area being paved over, will you provide additional rain water drainage solutions or is there some other way the risk will be mitigated?	This is outside of the scope of the SPD. Loss of garages will only be permitted where re-provision of the lost parking spaces is provided within the curtilages of the house. This would be part permitted by planning application, and as part of a planning application, drainage would have to be assessed and have to be considered acceptable by the Lead Local Flood Authority.	No changes necessary
Xavier Preston, Growth and Infrastructure Unit, Hertfordshire County Council	PPST2	1.24	Electric vehicles are still part of the congestion issues careful consideration should be given to any parking provision which encourages electric vehicle car use to ensure its does not facilitate like for like swap from fuel vehicles therefore offering no incentive to change to other modes.	Comment noted. The promotion of Electric Vehicles is for the environmental benefit (namely reduced CO2 emissions and improved air quality) as a replacement for traditional motor vehicles.	No changes necessary
	PPST3	1.30	Paragraph 106 of the NPPF states that "Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network...". The draft SBC guidance quotes this, but in section 1.30 states "The parking standards expressed in this document are maximum levels", why has this approach has been taken, in the light of NPPF advice?	The approach to set maximum levels has been taken due to the importance placed on promoting a modal shift in transportation-use, identified in the Local Plan and supporting evidence-base. The Council believes there is sufficient need to set maximum levels as one of a number of methods to promote the use of other forms of viable transportation to ensure that growth can occur within Stevenage without causing unacceptable impacts on the Stevenage Highways network.	Additional explanation in paragraph 1.30

PPST4	2.1	Actual car ownership levels are on the basis of Census 2011 statistics – which are now very out of date. Is there more up to date car ownership statistics that can be used – perhaps consider using HCC’s County Travel Survey (2018) to support this? Is there scope for dynamic change to development levels when new evidence of actual ownership statistics is forthcoming?	The Council believes the Census statistics are the most complete and robust dataset with regards to car ownership levels and using them provides a consistent approach to historic parking provision requirements. Rather than use less robust data, it is intended that when the next Census data is published, the data will be reviewed and if a review of this SPD is considered important based on findings of the new Census data, it will be reviewed. SPD review processes do not take as much time as DPD reviews so a review of the SPD could be undertaken relatively promptly.	No changes necessary
PPST5	2.4	This paragraph states there is an obvious difference in car ownership between dwelling type - is this the case at super output areas?	We have not looked at super output areas in this analysis of available Census data. We have provided a consistent approach by focussing on bedrooms and dwelling types with a geographic context provided by defining Accessibility Zones. Super Output Areas could be assessed following the publication of the next Census data and incorporated into a review then, if considered necessary.	No changes necessary
PPST6	Table 3	Why have standards which go above the actual Census 2011 statistics – with the adoption of LTP4, lower parking levels should be sought. What are the actual parking levels within the zoned areas e.g. has there been more detailed ‘super-output’ Census assessments, or are the Census assessments just generally for the whole of Stevenage?	The Census assessments cover the whole of Stevenage. Whilst the standards go over the levels of the Census 2011 statistics, anecdotally, car ownership is thought and has been seen to have increased	No changes necessary
PPST7	2.24	“As an alternative...[developers will be encouraged to provide car-share schemes]”. This could be in addition to the measures stated in the preceding paragraph in some circumstances, rather than an either/or scenario?	Agreed.	Minor rewording to ensure this could be an additional approach, not an either/or scenario.
PPST8	2.37	How has this statement been decided?	This was originally carried forward from the existing SPD but due to consultee feedback, has been reduced in the final SPD.	Minor rewording to reduce the level of visitor parking.
PPST9	Table 5	How have these figures been derived?	These percentage reductions have been carried forward from the existing SPD.	No changes necessary

PPST10	3.10-3.11	As noted in 3.11 travel patterns are established from the outset therefore would not support phased removal. Travel options and how to ensure good travel patterns can be developed from the outset and should be discussed during the planning phase and implemented from occupation of the site. More emphasis should be placed on the alternatives through the Travel Plan and provisions of the S106 agreements.	Noted. Travels Plans and Travel Assessments and the thresholds for their requirement are discussed later in the SPD	No changes necessary
PPST11	3.15	HCC would request the Enhanced Partnership is party to any further discussions around development. Depending upon the location of the chosen site cycle parking/interchange should also be considered.	Noted. Any plans for a Park and Ride facility would need to be fully considered by all stakeholders and the input of the Enhanced Partnership would be welcomed.	No changes necessary
PPST12	4.6, 4.9, 4.11&4.12	Car free developments are to be considered (2.21) but this section discusses funding by developers of new car parking structures (4.10). Is it foreseen that town centre developments will require increased parking levels. This is the location where low car ownership should be promoted with increased accessibility to facilities/services and promotion of alternatives modes be a requirement of any development proposals within the area.	It is unlikely that town centre developments will necessitate new parking premises however the SPD needs to clarify the process of requesting financial contributions in case a development proposal does come forward where the existing parking levels are not sufficient to meet the needs of that development.	No changes necessary
PPST13	4.18	Car sharing is supported as a mode, but careful consideration needs to be given around the management of any scheme. At the 'normal' cost levels, car sharing would be a reduced rate for those participating, what is the reasoning behind further reduced cost?	Reduced costs would be promoted to make the use of car-share scheme more preferable to the ownership and use of private cars by residents in the town centre.	No changes necessary
PPST14	5.1	Point 3 – SBC should be considering and seeking more ambitious targets than 20%.	In the long run, the Council will seek more than 20% but 20% is currently considered an appropriate amount that doesn't will promote a higher use/ownership of Evs than at present without taking up too high a proportion of parking spaces and causing overspill parking issues.	No changes necessary
PPST15	7.9	HCC are supportive of increased cycle parking facilities. Developments located on the current cycle network (and any planned extension to the network) should be encouraged to have higher levels of parking and facilities to enable use.	Noted	No changes necessary

	PPST16	8.18	The provision of public transport services and considerations to facilitate and encourage use should have greater consideration in certain locations to enable the reduction/no increase in the provision of vehicle parking.	Agreed	Minor rewording to ensure site context is used to determine appropriate measures for a Travel Plan to promote.
	PPST17	General	As per Hertfordshire County Council's Enhancement Partnership statutory document (section 11.4) parking controls play an important role in making public transport options more attractive to be consistent with LTP4 and Intalink Bus Strategy policies, in particular through pricing mechanisms, supply/standards in new developments and by managing parking in such a way to provide bus priority through congested areas. Role of district and borough councils Some elements of the Enhanced Partnership can only be delivered with the support of the district and borough councils, including with respect to powers for duties for planning, parking, some highways schemes and air quality management. These powers are likely to be important in delivering effective bus priority through the feasibility studies.	Noted	No changes necessary
	PPST18	General	Hertfordshire County Council would welcome the opportunity to continue working alongside SBC as one of the main stakeholders involved with all parking issues across the Borough.	Noted. HCC's involvement will be welcomed in the future.	No changes necessary
Public Health Hertfordshire	PPST19	2.21	Anti-social parking often discourages walking, cycling and informal play. How will the planning authority enforce to avoid overspill from these developments to surrounding areas?	The design of road layouts, parking areas will seek to prevent the informal use of space for overspill parking. In addition, following assessments during and/or after the planning application stage, if it is identified that a certain development will cause or has caused parking stresses elsewhere, developers will be expected to provide a financial contribution towards parking management mitigation.	No changes necessary

PPST20	2.25-2.29	Public Health supports the liveable streets approach (set out in 2.25 – 2.29), and suggests the SPD could be strengthened by setting out the key role this will play in creating greater opportunity for informal outdoor play as a small part of tackling childhood obesity, and promoting greater levels of active travel for all ages. The approach may also improve social connectivity. We are more than happy to contribute further wording on this.	Agreed. Liveable Streets have many benefits.	Minor rewording to promote the many benefits of Liveable Streets.
PPST21	General	The emphasis throughout the SPD on mode shift is focussed on cycling. Whilst Public health fully supports this, it is worth considering that this is not entirely inclusive and we'd encourage the SPD to further raise the profile for walking.	Walking is promoted alongside cycling in the Local Plan and Mobility Strategy and doesn't have the infrastructural requirements related to parking as cycling does.	No changes necessary
PPST22	General	There is no mention of waymarking for active travel in the SPD	A separate study has already been undertaken which identifies improvements required for waymarking to promote cycling and walking (active travel) across the borough	No changes necessary
PPST23	3.12 & 7.9	There is no connection drawn between the Park & Ride proposals (3.12 – 3.17) and Cycle Hubs (7.9 – 7.10). This is considered a missed opportunity.	Agreed. Cycle Hubs should promote sustainable transport to and from their terminals.	Minor rewording to ensure potential Park & Ride terminals are designed to promote sustainable transport to the terminal by people who would use the service.
PPST24	8.5	Transport Assessments (8.5) should be specifying air quality, not just environmental impact. Air quality has specific health impacts, particularly in relation to health inequalities; environmental impact assessments will usually not identify these.	Agreed. Air quality is an important consideration of transport.	Minor rewording to incorporate air quality issues in the scope of Travel Assessments.
PPST25	General	The planning authority may wish to consider strengthening the SPD to include specifics on the positive health benefits and opportunities for improved community wellbeing to ensure development in Stevenage is positively planned.	The benefits of sustainable transport are explicitly specified in other SBC policy documents, namely the Local Plan, Mobility Strategy and Transport Strategy.	No changes necessary

Richard Carr, Transport for London	PPST26	General	I can confirm that we have no comments to make on the draft parking provision and sustainable transport SPD	Noted	No changes necessary
Andrew Marsh, Historic England	PPST27	General	I can confirm that we have reviewed the document, and whilst we do not have any specific comments at this stage we thank you for making us aware of this document, and can advise that we will be interested in receiving subsequent consultations on the SPD.	Noted	No changes necessary
Mr M Right	PPST28	General	Verbally supported the SPD, particularly the EV Charging requirements.	Noted	No changes necessary
SBC Overview and Scrutiny Committee	PPST29	2.10	Can we ensure developers provide garages which are fit for purpose (ie, large enough)?	A minimum size requirement is included in the SPD, below which garages will not count towards parking provision	No changes necessary
	PPST30	2..17	Parking enforcement is key.	Noted. Parking enforcement falls outside of the scope of the SPD but where necessary, the SPD seeks financial contributions from developers to help with parking management of their sites.	No changes necessary
	PPST31	General	Forster Country will receive lots of Lister Hospital overflow.	Parking at Lister Hospital has already been established. This SPD seeks to ensure that new developments have an appropriate level of parking.	No changes necessary
	PPST32	5.1	Disabled parking. Need to be married up with EV provision	Agreed.	Minor rewording to ensure that EV parking provision is provided across a range of parking spaces, including disabled parking spaces.
	PPST33	5.1	Is there ability to introduce mobility scooter charging points in the town centre?	This is outside of the scope of this SPD. It would be possible to include mobility scooter charging points in the town centre, however, this is most likely to occur on a shop-by-shop basis (ie within cafes where a customer stays for a prolonged time) or as part of the shop mobility stores which already exist or are planned as part of the Bus Station relocation.	No changes necessary
	PPST34	5.1	Is there ability to introduce mobility scooter charging points in the town centre?	Comment duplicated accidentally	No changes necessary

	PPST35	General	Can we introduce higher charges for vehicles that don't fit in a standard space?	This is outside of the scope of this SPD. This would be for the Parking Strategy and on-going parking management to decide and formalise through existing Council procedures.	No changes necessary
	PPST36	General	Cynical that the modal shift will ever happen as people use their cars	Noted. The Local Plan is predicated on a modal shift occurring so it is a Council-priority to promote the modal shift to ensure that planned growth does not have an unacceptable impact on the Highways network.	No changes necessary
	PPST37	7.1	What are we doing to promote female cycling?	This is outside the scope of the SPD. The SPD, the Local Plan, the Transport Strategy and the Mobility Strategy seek to promote a modal shift across the population of Stevenage more generally than promoting individual groups.	No changes necessary
	PPST38	General	Can we use income from charges to promote the modal shift?	This is outside the scope of the SPD. The decision of what to spend parking charge income on is agreed through existing Council procedures.	No changes necessary
	PPST39	General	Very happy with the content of the document but we have to marry this with serious promotion of bus and cycling (and we should pay for them)	Noted.	No changes necessary
	PPST40	General	Very happy with the content of the document but we have to marry this with serious promotion of bus and cycling (and we should pay for them)	Comment duplicated accidentally	No changes necessary
	PPST41	2.7	If you want to stop people from driving, get rid of the parking spaces	The promotion of alternative forms of transport is a long term project. The widespread removal of parking facilities would have major impacts on the residents of Stevenage who rely on driving. It would be possible to remove parking spaces in localised areas, but that is outside the scope of this SPD. This SPD identifies where reduced levels of parking is appropriate for new developments as a way of promoting alternative forms of transport.	No changes necessary
	PPST42	2.7	Unless we start taking parking seriously, we should stop pretending we're doing anything to help Climate Change	Noted. The transportation sector contributes significantly to carbon emissions. Methods to create the modal shift away from the dominance of private-owned motor vehicles are listed in Future Town, Future Transport, and the reduction of parking provision in new developments is one of those schemes.	No changes necessary

	PPST43	3.12	Why don't we have a park and ride, like in Royston?	Stevenage is served by an existing bus service that is one of the most extensive in the county. Opportunities for a Park and Ride would require a private operator to promote a scheme cooperatively with the Council, the surrounding district Councils and Hertfordshire County Council as local highways authority. This has not occurred yet. A potential scheme would have to look at reducing overall levels of driving rather than focus on a narrow location to reduce congestion in a specific area.	No changes necessary
	PPST44	General	Banning white vans from residential areas would solve all the problems. Can we not ban them and make them park in one designated area on the periphery of town?	This is outside the scope of the SPD.	No changes necessary
	PPST45	2.23	Can we put in parking enforcement BEFORE a development is inhabited?	The transfer of land from a developer to the Highways Authority (if highways land), SBC or to a management company is formalised through a Section 106 agreement at the planning determination stage. Planning enforcement becomes part of ongoing management practices once the land transfer has occurred.	No changes necessary
Executive Page 109	PPST46	General	Lobby government for funding for EV charge points	Noted	No changes necessary
	PPST47	General	There will be an issue in the future regarding enforcement of parking on the land of new developments which isn't owned by SBC or HCC.	Noted	No changes necessary
	PPST48	2.33 / 3.9	We need a clear direction on whether we are to ask for any disabled spaces to be enforceable or merely allocated. Who would enforce them?	The enforcement of disabled parking spaces would depend on whether or not the space was on public land or within a private development. Developments would be obligated to provide disabled spaces in line with approved plans permitted through a specific planning permission. The management of that private car park would then be up to the enforcement of the management company.	No changes necessary
Phil Howard, SBC Engineering	PPST49	2.7	The basic residential car parking standard seems to be unchanged, is that correct? Should they all be turned down by 0.5?	Yes. Whilst the basic car parking standard remains unchanged, the Accessibility Zones have been increased and reductions also increased from the previous SPD.	No changes necessary
	PPST50	2.33	Worth inserting "a minimum of" before "5%"?	Agreed	Minor rewording to ensure it is clear that 5% is a minimum level of provision

	PPST51	7.1	Can I suggest that for residential premises the standard should be a simple “1 per bedroom” as without being an HMO you are likely to find more people living in a house than it has bedrooms and the proposed standard risks excluding a noticeable proportion of residents. I’d also question why this is caveated “(without garage)” as the garage will be counted toward the house’s car parking, and with a car in it is unlikely to be particularly practical for getting cycles in and out? Particularly in the number you might have in a 4 bed house? Or can we discount garages from car parking counts, and require they have 1 cycle stand per bedroom concreted in, positioned to ensure you don’t put a car in them?	The cycle levels were set in the Stevenage Cycling Strategy and based on research into potential cycling levels of different households. However, agreed that larger dwellings should provide more cycle parking. Garages are included in cycle parking provision as it is still most likely that that is where bikes will and can be kept with access just as easy, if not easier, than it is for a parked car.	Minor rewording to increase cycling parking provision of larger properties.
	PPST52	7.7	Reads as to me as preferring shared cycle parking (though particularly for flats) for all residential developments. Why is this the case? For developments made up of housing I would not see shared cycle parking as an attractive offer, except perhaps for some visitors: residents would want to keep their bicycle at home.	Agreed. Whilst appropriate for flatted development, shared cycle parking is not an optimal solution for traditional housing.	Minor rewording to ensure cycle parking is provide in each unit for non-flatted developments.
	PPST53	7.1	Something should definitely be said about “Double decker” cycle parking as proposed in all the recent town centre planning apps for flats. This type of parking is inaccessible to those who are unable to ride a safety bike and need to use adapted or unusual cycles such as hand bikes (and it is therefore not EA compliant to only provide this type), or wish to ride a recumbent (which could also be for medical/ability reasons), or wish to use a bakfiets or longtail cargo bike to avoid needing a car to move bulkier/heavier items (including children). As with disabled parking in car parks, for flatted developments proposing to use double decker parking there should be a minimum percentage of accessible cycle parking suitable for these users.	Agreed, some forms of cycle parking are not appropriate for all cyclists and/or cyclists of all forms of bike.	Minor rewording to ensure consideration of the type of cycle parking being provided is suitable to all potential users.
	PPST54	7.8	The SG1 application boasts of going over spec as this says, then depending on the site doesn’t or does so minimally (i.e. Sheffield stands naturally house 2 bikes so if the requirement is 19 it is difficult not to provide 20). How about setting a required % uplift for cycle parking in accessible areas, corresponding to the drop in car requirement?	Noted. Whilst it could be beneficial to request higher amounts of cycle parking in more accessible locations, it is considered these requirements already provide a high level of parking to ensure cycling is a viable option for transport for those living, working or visiting the Accessibility Zones.	No changes necessary

	PPST55	9.9	Unless backed up by real prevention of informal parking, parking standards are largely meaningless. That means either physical measures that really will prevent parking where the designers don't intend, which is very likely to "compromise other residential design principles", or an RPZ approach where there is an entry sign at the entrance to the street, and repeater plates, and no parking is permitted except in marked bays (which can be sympathetically done using paving styles etc) – for which DCs would be needed to cover the costs of implementing the control and the early years of enforcement.	Noted. The SPD already contains an explanation that developer contributions may be needed to help manage overspill and inconsiderate parking brought about by new developments.	No changes necessary
	PPST56	General	Informal parking on the verge/footway is detrimental to pedestrians and the street scene, and developers should expect to pay a Developer contribution for this to be prevented in any new street that is to be adopted as public highway.	Agreed. Requirements to pay developer contributions to prevent subsequent parking issues outside of the development but caused by the development are stipulated in the SPD.	No changes necessary
	PPST63	Table 7	Again, seems to generally mirror past standards, however does the change in cycle parking for several business use classes to m2 only rather than 1 l/t per 10 staff risk lowering the requirement?	The cycle levels were set in the Stevenage Cycling Strategy and based on research and are considered to be higher than was included in the existing Parking Provision SPD	No changes necessary
North Hertfordshire District Council	PPST57	1.8	Policy Context: Under the policies and guidance that have been considered, specifically local, consideration should be given to also including North Hertfordshire's Transport Strategy (2017). There is alignment on many aspects between the two local authorities' aspirations for encouraging the growth in sustainable transport modes, especially between Stevenage and neighbouring towns in North Hertfordshire, where there is already much travel between destinations. In addition, the Transport Strategy is consistent with both HCC's (Hertfordshire County Council) Local Transport Plan 4 (2018) and, draft North and Central Hertfordshire Growth and Transport Strategy (2019).	Noted	No changes necessary

	PPST58	2.30	Strategic Sites: Where reasonably possible, NHDC would welcome the opportunity to ensure alignment of parking standards, especially with regards to planned strategic sites, including HO3 North of Stevenage, that adjoin the planned new strategic sites in North Hertfordshire, to ensure a consistent design and approach, that benefits future residents, ongoing relevant SBC and NHDC policies and strategies, as well as HCC as the Highways Authority. As such, NHDC would welcome the opportunity to discuss these aspects in more detail going forward to ensure a consistent approach is adopted where possible by both local authorities.	Agreed. It would be beneficial for adjacent strategic sites across our local authority boundary having consistent and/or complementary parking requirements.	Minor rewording to promote a joined up approach to parking levels where strategic sites lie adjacent to one-another but on opposite sides of a authority boundary.
	PPST59	3.12-3.17	Park and Ride: Whilst supporting SBC's commitment to support usage and patronage growth of local bus services, we would express reservations about the effectiveness of the introduction of a new Park and Ride service for Stevenage. There is much evidence to suggest that Park and Ride schemes can be counterproductive, encouraging the growth in private vehicle usage, as well as abstracting passengers from existing bus services. Instead, a more effective approach could be to use existing local bus services, with enhancements where appropriate, with smaller car parking facilities located near bus stops or hubs along the route, where it is possible for the driver/passengers to transfer to the bus to continue their journey into the town/city.	Noted. The SPD already contains considerations that must be adhered to for a Park and Ride scheme to be implemented in Stevenage and/or the wider region.	Minor rewording to add alternatives to a new Park and Ride scheme which have been shown as more effective for promoting bus use than a brand new service.
	PPST60	3.12-3.17	In a similar approach the Cambridge Busway, whereby using local bus services that operate at a high frequency and with guaranteed journey times services along the Busway have seen big growth in patronage, including modal shift from the car as passengers have confidence in the reliability of the service. In a similar approach, by enhancing existing bus services, the aims of a Park and Ride service can be achieved, without the need to procure a bespoke service for this purpose.	Noted	No changes necessary

	PPST61	5.1-5.2	Electric Charging: Whilst SBC's commitment to the roll out of residential EV charging is both laudable and to be welcomed, we feel it is worth highlighting that it appears consideration is given solely to domestic EV's. However, given that the document is also considering sustainable transport, should consideration also be given to future proofing EV charging for buses and other passenger transport vehicles as well? With Government commitment to the phase out of petrol and diesel vehicles, combined with the roll-out of EV charging nationally, given the SPD's longer term aims and vision for Stevenage, should consideration, or reference in some way be made to SBC's support for the introduction of EV charging facilities for bus services as well.	Noted. The recently approved proposal for a new bus station in the town centre incorporates the technology to charge EV buses as and when bus services in Stevenage start to use EV technology.	Minor rewording to emphasise that EV transport is not just related to privately-owned cars.
	PPST62	2.30	Working with neighbouring local authorities: Whilst not specifically mentioned, NHDC considers that there would be merit in referring in the SPD statement about working with neighbouring local authorities to monitor vehicle displacement, and any subsequent collaborative working as part of the Duty to Co-operate between local authorities.	Agreed. Vehicle displacement could be an issue as both authorities have sites close to the Stevenage border and issues could become cross-boundary.	Minor rewording to promote cooperative working against vehicle displacement.
Will Wilkojc, SBC Housing Development	PPST64	Table 3	Can you amend parking restrictions for a specific development based on the SPD once it is adopted, if the parking requirement differs compared to what it was at the time of permission being granted?	Yes, if an application is submitted for an amendment of some form at an existing development permitted prior to the adoption of this SPD, amendments should take into account the parking requirements in this SPD.	No changes necessary
	PPST65	2.17	There seems to be a steep drop-off in locations from 25-50% to 100% provision on the other side of the road, (top of the Old Town in particular). Could there be more of a transition?	The reason for that steep drop off is that the area just to the north of the north end of the Old Town does not meet any of the criteria to be included in an Accessibility Zone, and due to it's distance from the train and bus stations, the accessibility gets worse very quickly as you move away from the High Street.	No changes necessary
	PPST66	2.17	Boundaries for Accessibility Zones seems to be down the middle of roads so one side of a cul-de-sac would be in a different zone to the other side despite having the same length journeys. Boundaries could be run down the back of garden curtilages.	Agreed. Garden curtilages form a more sensible edge of Accessibility Zones in some instances. Large carriageways act as a block in many cases, so remain an appropriate edge to the Accessibility Zones, but this is not the case in all circumstances.	Accessibility Zone boundaries have been reviewed and in some places amended depending on whether the carriageway or

					garden curtilage was considered more appropriate for determining accessibility.
PPST67	2.37	Visitor parking of 0.5 spaces per unit seems high.	Agreed.		The visitor parking requirement has been reduced to 0.25 to prevent overprovision of poorly-used parking spaces.
PPST68	3.10	How would phased restraint be conditioned? Would there be a trigger met and signed off by the Council or would it be time-based? This could be important if modal shift occurs and parking could be initially provided with a view for removal.	Phased restraint is likely to only be used in large, multi-phase applications and would not need to be conditioned as follow-up applications could amend previous parking levels. However, we agree that there will be some cases where		Minor rewording to explain how a small development could utilise phased restraint.
PPST69	5.1	What would the preferred distribution be for 20% electric parking spaces in a scenario with allocated parking or private driveways?	Ideally, EV charging points would be installed in unallocated shared spaces with Passive charging point standards being met for private driveways or allocated spaces. However, the Council accepts that not all proposed developments will have shared parking or unallocated spaces so this is likely to be a case-by-case discussion for each development with the aim of promoting the alternative forms of transport to the traditional privately-owned vehicle		Minor rewording to explain the Council's overriding aim for EV provision.
PPST70	5.1	What if demand for electric parking isn't there to install 20% on Day 1 of a development?	The 20% requirement is included to promote EV use in the future not to meet current, low demand. The provision of EV spaces will hopefully promote demand for EV cars.		No changes necessary
PPST71	Table 3	Car ownership levels for 3- and 4- bed units differ significantly between housing and flatted development so there should be a different target specified.	Agreed, the parking requirement for larger flats was unnecessarily high.		Parking requirements have been split for flatted developments and housing developments to reduce the

					parking requirements of 3-bed or 4-bed flats/apartments.
	PPST72	5.1	County Council are conditioning 10% electric charging as part of the County Transport Plan, so will this be taken as a floor to the provision amount that we don't fall below?	All applications will be asked to provide 20% EV charging points.	No changes necessary
	PPST73	7.1	Should charging points be considered in cycle stores as electric bicycles and scooters become more widely adopted?	Agreed that cycle parking may also require charging points.	Minor rewording to ensure the promotion of EV is not limited to cars but to all forms of vehicle, however requirements beyond including charging points at Cycle Hubs have not been added to the SPD at this point.

Appendix 1 - Consultees

Specific Consultee Bodies and Duty to Cooperate Bodies consulted

- The Coal Authority,
- The Environment Agency,
- Historic England,
- The Marine Management Organisation,
- Natural England,
- Network Rail,
- Highways England,
- East And North Herts NHS Trust
- East and North Herts Clinical Commissioning Group
- Communications operators/organisations (including; Mobile Operators Association, BT Cellnet Limited, Telefonica, O2 UK Limited, Telereal Trillium, T-Mobile, Virgin Media, Virgin Mobile, Vodafone Ltd.,)
- The Homes and Communities Agency
- North Hertfordshire District Council
- East Hertfordshire District Council
- Other Hertfordshire authorities (including; Borough of Broxbourne, Dacorum Borough Council, Hertsmere Borough Council, St Albans City And District Council, Three Rivers District Council, Watford Borough Council, Welwyn Hatfield Borough Council)
- Hertfordshire County Council (including Growth & Infrastructure Unit, Public Health, Passenger Transport)
- Hertfordshire Highways
- Hertfordshire LEP
- Parish councils (including; Aston Parish Council, Codicote Parish Council, Datchworth Parish Council, Graveley Parish Council, Knebworth Parish Council, St Ippolyts Parish Council, Walkern Parish Council, Weston Parish Council, Woolmer Green Parish Council, Wymondley Parish Council)
- Hertfordshire Constabulary
- Anglian Water
- Thames Water
- Veolia Water Central (VWC)
- National Grid

General consultation bodies/organisations

5th Stevenage Air Scout Group	Broadwater Community Association
Aberdeen Asset Management	Broom Barns JMI
Active4Less	Brown And Lee
Adlington Planning Team	Brown And Lee Chartered Surveyors
Age Concern Stevenage	Buddhist Centre
Ahmadiyya Muslim Association	Building Research Establishment
Aldi Stores	Bus Users Group Stevenage
Aldwyck Housing Association	C.D.Bayles
Almond Hill Junior Mixed School	Campaign for Real Ale
Alzheimer's Society	Campaign For Real Ale Ltd
Anglian Water	Camps Hill Community Primary School
Aragon Land And Planning	Canyon Play Association
Archangel Michael And St Anthony Coptic Orthodox Church	Carers in Hertfordshire
Arriva	Catesby Property Group
Arriva The Shires And Essex Buses	CBRE Ltd.
Ashtree Primary School	Central Bedfordshire UA
Asian Women Group	Centrebus
Association of North Thames Amenity Societies	Chair North Herts Ramblers Group
Aston Parish Council	Chambers Coaches Stevenage Ltd
Aston Village Society	Chells Community Association
Aviva Investors	Chells Manor Community Association
BAA Safeguarding Team	Chells Scout Group
Barclay School	Chelton Radomes
Barker Parry Town Planning	Christadelphian Community
Barnwell School	Churches Together
BEAMS Ltd	Churches Together in Stevenage
Bedwell Community Association	Circle Anglia
Bedwell Primary And Nursery School	Citizens Advice Bureau
Bell Cornwell LLP	Clague Ashford
Bellway (Northern Home Counties)	Codicote Parish Council
Bellway Homes	Colinade Associates Ltd
Bellway Homes Miller Homes	Colliers International
Bellway Homes, Miller Homes & Wheatley Plc	Commercial Estates Group
Bidwells	Connexions Stevenage
Bloor Homes	Cortex
Bloor Homes South Midlands	Costco Wholesale UK Ltd
Borough of Broxbourne	Countryside Management Service
Bragbury End Residents Group	Countryside Properties plc, Stevenage Rugby Club and the Homes and Communities Agency (Cambridge)
Bridge Builders Christian Trust	CPRE Hertfordshire
British Horse Society	Crossroads Care (Hertfordshire North)

Croudace Strategic Ltd	Finishing Publications Ltd
CTC The National Cycling Charity	First Plan
Cycling UK Stevenage	Fitness First Plc
Dacorum Borough Council	Friends of Forster Country
Datchworth Parish Council	Friends of the Earth (Luton)
Davies And Co	Friends Religious Society
Defence Infrastructure Organisation	Friends, Families and Travellers and Traveller Law Reform Project Community Base
Deloitte	Fusion
Department For Business, Innovation and Skills	Gabriel Securities Ltd
Department For Culture Media And Sport	Genesis Housing Group
Department For Environment Food And Rural Affairs	GHM Consultancy Group Ltd (Logic Homes)
Department For Transport Rail Group	Giles Junior School
Design Council	Giles School
Dixons Dispatch Ltd	Glanville
Douglas Drive Senior Citizens Association	Glasgow City Council
DPDS Consulting Group	GlaxoSmithKline
EADS Astrium	Government Equalities Office
East and North Herts Clinical Commissioning Group	Graveley Against SNAP Proposals (GASP)
East and North Herts NHS Trust	Graveley Parish Council
East Coast	Graveley School
East Hertfordshire District Council	Great Ashby Community Council
East Herts District Council	Great Ashby Community Group
East Herts Footpath Society	Great Ashby Community Resource Centre
East of England Ambulance Service	Greene King Plc
East Of England Local Government Association (formerly EERA)	Greenside School
Eastlake Stevenage Limited	Gregory Gray Associates
Ecovril Ltd	Gujarati Hindu Association
Endurance estates	Hanover Housing Association
Environment Agency	HAPAS
Epping Forest District Council	Heaton Planning Ltd
Essex County Council	Hermes Real Estate Investment Ltd
Executive	Hertford Road Community Association
F&C REIT Asset Management	Hertfordshire Action on Disability
Fairlands Primary School And Nursery	Hertfordshire Association for the Care and Resettlement of Offenders
Fairlands Valley Sailing Centre	Hertfordshire Association Of Parish And Town Councils
Fairview Road Residents Association	Hertfordshire Association of Parish and Town Councils / Welwyn Hatfield Association of Local Councils
Featherstone Wood Primary School	Hertfordshire Association Of Young People
Fields in Trust	Hertfordshire Biological Records Centre

Hertfordshire Care Trust	Iceni Projects Ltd
Hertfordshire Chamber Of Commerce And Industry	Independent Custody Visitors Scheme
Hertfordshire Constabulary	Intercounty Properties
Hertfordshire County Council	J Young Investments Ltd.
Hertfordshire County Council (Archaeology)	JB Planning Associates
Hertfordshire County Council (Estates)	Jehovah's Witnesses
Hertfordshire County Council (Highways)	John Henry Newman RC School
Hertfordshire County Council Public Health	Jones Day
Hertfordshire Fire And Rescue Service	Jones Lang LaSalle
Hertfordshire Gardens Trust	Kirkwells
Hertfordshire Hearing Advisory Service	Knebworth Estates
Hertfordshire Highways	Knebworth House Education and Preservation Trust
Hertfordshire LEP	Knebworth Parish Council
Hertfordshire Police	Lambert Smith Hampton
Hertfordshire Police Authority	Land Registry Head Office
Hertfordshire Police Eastern Area	Lanes New Homes
Hertfordshire Property (HCC)	Langley Parish Meeting
Hertfordshire Society for the Blind	Larwood School
Hertfordshire Stop Smoking Service	Lepus Consulting
Hertfordshire University	Letchmore Infants And Nursery School
Hertfordshire Visual Arts Forum	Letchworth Garden City Heritage Foundation
Herts & Middlesex Wildlife Trust	Leys Primary And Nursery School
Herts Against the Badger Cull	Lincolns Tyre Service Ltd.
Herts and Middlesex Wildlife Trust	Living Streets
Herts Gay Community	Lodge Farm Primary School
Hertsmere Borough Council	London and Cambridge Properties Ltd
Hightown Praetorian Churches Housing Association	London Borough of Barnet
Highways England	London Borough of Enfield
Hill Residential Limited	London Borough of Harrow
HilliersHRW Solicitors LLP	London Gypsies and Travellers Unit
Historic England	Longmeadow Primary School
Hitchin Town Action Group	Lonsdale School
Holiday Inn Express	Luton Borough Council
Holy Trinity Church	Mantle
Home Builders Federation	Marine Management Organisation
Home Group	Marriotts Gymnastics Club
Homes And Communities Agency	Marriotts School
Howard Cottage Housing Association	Martin Ingram Opticians
Howard Property Group	Martins Wood Primary School
HSBC Trust Company (UK) Limited	Mayor of London
Hubert C Leach Ltd	MBDA UK Ltd
Hythe Ltd	Miller Strategic Land

Mind in Herts	Pin Green Community Centre
MKG Motor Group	Pin Green Residents Association
Moss Bury Primary School	Pin Green Residents Group
Moult Walker Chartered Surveyors	Planning Issues Ltd
MS Society Mid Hertfordshire	Planning Potential Ltd
NaCSBA	Planware Ltd
National Express	Planware Ltd.
National Housing Federation	POhWER
Natural England	Princes Trust
Network Rail	Putterills Of Hertfordshire
NFGLG	Rapleys LLP
NHS East and North Hertfordshire CCG	REACT
North Hertfordshire and Stevenage Green Party	Redrow Homes (Eastern) Ltd
North Hertfordshire College	Redrow Homes Eastern Division
North Hertfordshire District Council	Regional Land Holdings Ltd.
North Hertfordshire Friends Of The Earth	Relate North Hertfordshire And Stevenage
North Hertfordshire People First	Renshaw UK Limited
North Herts & Stevenage Green Party	rg+p Ltd
North Herts and Stevenage Community Learning Disability Team	Richborough Estates
North Herts Homes	Ridgmond Park Training Centre
North Herts People First	River Beane Restoration Association
North Stevenage Consortium	Road Haulage Association
Odyssey Group Holdings	Roebuck and Marymead Residents Association
Office for Rail Regulation	Roebuck Nursery And Primary School
Old Stevenage Community Association	Round Diamond Primary School
On Behalf Of St. Peter's Church	RPF Developments
Origin Housing Group	RPS Planning and Development Ltd
Oval Community Centre	RSPB
PACE	Sainsbury's Supermarkets Ltd
Paradigm Housing Group	Savils
Passenger Transport Unit, Hertfordshire County Council	Saving North Herts Green Belt
Patient Liaison Group	Secretary of State for Communities
Peacock And Smith	Seebohm Executors
Peartree Spring Junior School	Shephalbury Sports Academy
Pennyroyal Ltd.	Shephall Community Association
Pentangle Design	Shephall Residents Association
Persimmon Homes	Showmen's Guild Of Great Britain
PHD Associates	Simmons And Sons
Physically Hanidcapped And Able Bodied Club	South East Midlands Local Enterprise Partnership
Picture Ltd	Sport England
Pigeon Investment Management Ltd	Sport Stevenage
Pigeon Land Ltd	Springfield House Community Association

St Albans City And District Council	Thames Water Property
St Ippolyts Parish Council	The Baha'I Community of Stevenage
St Margaret Clitherow RC Primary School	The Campaign for Real Ale
St Nicholas Community Centre	The Coal Authority
St Nicholas School	The Greens & Great Wymondley Residents Association
St Vincent De Paul RC Primary School	The Guinness Trust
St. Nicholas and Martins Wood Residents Association	The Guinness Partnership
Stanhope Plc	The Gypsy Council
STARCOURT CONSTRUCTION LTD	The Hitchin Forum
Stevenage And North Hertfordshire Indian Cultural Society	The Living Room
Stevenage and North Herts Women's Resource Centre	The National Trust
Stevenage Borough Council	The Nobel School
Stevenage Borough Council Transportation Development	The Salvation Army
Stevenage Business Initiative	The Theatres Trust
Stevenage Caribbean and African Association	The Woodland Trust
Stevenage Caribbean And African Association (SCARAFa)	Theatres Trust
Stevenage Cricket Club	Thomas Alleyne School
Stevenage CVS	T-Mobile
Stevenage Depression Alliance	TRACKS (Autism)
Stevenage Haven	Transport for London
Stevenage Irish Network	Trotts Hill Primary And Nursery School
Stevenage League Of Hospital Friends	Troy Planning
Stevenage Mosque	Turley
Stevenage Polish Association	Universities Superannuation Scheme Ltd
Stevenage Quakers	USF Nominees Ltd.
Stevenage Regeneration Ltd.	Veale Associates
Stevenage Sikh Cultural Association	Veolia Water Central (VWC)
Stevenage Town Rugby Club	VEOLIA WATER CENTRAL LIMITED
Stevenage Women's Refuge	Vincent And Gorbing Planning Associates
Stevenage World Forum For Ethnic Minorities	Virgin Media
Stevenage Youth Council	Visit East Anglia
Stewart Ross Associates	Vodafone Ltd
Strutt and Parker LLP	Waitrose Ltd
Symonds Green Community Association	Walkern Parish Council
Taylor Wimpey	Watford Borough Council
Taylor Wimpey / Persimmon	Welwyn Hatfield Borough Council
Telefónica O2 UK Limited	Welwyn Hatfield Council
Telereal Trillium	West Stevenage Consortium
Terence O'Rourke Ltd	Weston Parish Council
Thames Water	Wheatley Homes

Wheatley Homes Ltd	Woolmer Green Parish Council
Willmott Dixon Housing	WPNPF
Wm Morrisons Supermarket Plc	Wymondley Parish Council
Women's Link	Wyvale Garden Centres Ltd
Woodland Trust	Young Pride in Herts
Woolenwich Infant And Nursery School	Youth Council

Approximately 950 individuals on the Council consultation register were also consulted.

Stevenage Borough Council

Parking Provision and Sustainable Transport Supplementary Planning Document Strategic Environmental Assessment Screening Statement

1. The Purpose of this Statement

This screening statement has been prepared to determine whether the proposed SBC Parking Provision and Sustainable Transport Supplementary Planning Document (SPD) should be subject to a Strategic Environmental Assessment (SEA) in accordance with the European Union Directive 2001/42/EC (SEA Directive) and the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations).

The purpose of the Parking Provision and Sustainable Transport SPD is to aid the effective implementation of policies in the Stevenage Borough Local Plan, adopted May 2019. Specifically, the SPD is being introduced to support:

- Policy SP6 – Sustainable Transport
- Policy IT5 – Parking and Access
- Policy IT8 – Public Parking Provision

The SPD will be a material consideration in the determination of planning applications and will inform Development Management decisions. The SPD will provide practical advice to all parties seeking to comply with the Local Plan policies and will therefore be of particular use to developers and agents looking to bring forward development.

2. Strategic Environmental Assessment – Regulatory requirements

The basis for Strategic Environmental Assessment legislation is European Directive 2001/42/EC. This was transposed into English law by the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations). Detailed guidance of these regulations can be found in the Government publication 'A Practical Guide to the Strategic Environmental Assessment Directive' (ODPM, 2005) and Paragraph 11- 008 of the Planning Practice Guidance (PPG), which states that "supplementary planning documents do not require sustainability appraisal but may in exceptional circumstances require a strategic environmental assessment if they are likely to have significant environmental effects that have not already been assessed during the preparation of the local plan.

Under the requirements of the European Union Directive 2001/42/EC and Environmental Assessment of Plans and Programmes Regulations (2004), certain types of plans that set the framework for the consent of future development projects, must be subject to an environmental assessment.

The objective of Strategic Environmental Assessment is to provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development.

The 2001 Directive has been updated a number of times, with the most recent Directive issued in April 2014. While Article numbers cited in the 2005 guidance have been updated/removed, the

principle of determining whether a Plan or Programme will have likely significant effects on the environment remain the same. Therefore, this screening statement uses the only Government guidance available.

3. The Strategic Environmental Appraisal Process

The first stage of the process is for the Council to determine whether or not the SPD is likely to have significant effects on the environment. This screening process includes assessing the SPD against a set of criteria (as set out in Schedule 1 of the SEA Regulations). The results of this are set out in Appendix 1 of this statement. The aim of this statement is therefore to provide sufficient information to demonstrate whether the SPD is likely to have significant environmental effects.

The Council also has to consult the Environment Agency, Historic England and Natural England on this screening statement. A final determination cannot be made until the three statutory consultation bodies have been consulted.

Where the Council determines that a SEA is not required, Regulation 9(3) of the SEA Regulations states that the Council must prepare a statement setting out the reasons for this determination..

4. Sustainability Appraisal and Habitats Regulations Assessment?

There is no statutory requirement to undertake a SA appraisal of SPDs. The Council has considered whether an SA might be required. The SPD does not create new policies and amends existing parking requirements to help support policies in the Local Plan. The SPD is therefore unlikely to have significant environmental, social or economic effects beyond those of the Local Plan policies which were subject to a comprehensive SA process, incorporating SEA, as part of the Local Plan production requirements.

The Council is required to consider Habitats Regulations Assessment (HRA). HRA is the process used to determine whether a plan or project would have significant adverse effects on the integrity of internationally designated site of nature conservation importance, known as European sites. The need for a HRA is set out within the Conservation of Habitats and Species Regulations 2010, which transposed EC Habitats Directive 92/43/EEC into UK law. A HRA Appropriate Assessment Screening Document was produced during Local Plan preparation and concluded that no policies in the Local Plan would have a likely significant effect of the closest SPA at the Lee Valley, nor it's associated SSSI at Rye Meads.

Copies of the SA and HRA documents for the Local Plan are available here:

<http://www.stevenage.gov.uk/149690/planning-policy/90175/>

5. Conclusion

On the basis of the screening process, the Council believes that the Parking Provision and Sustainable Transport SPD does not require a Strategic Environmental Assessment (or Sustainability Appraisal or Habitats Regulations Assessment). This is due to the lack of significant environmental, social or economic effects arising from its implementation above and beyond those of the Local Plan policies which have already been appropriately assessed.

Appendix 1

A Practical Guide to the SEA Directive, ODPM 2005

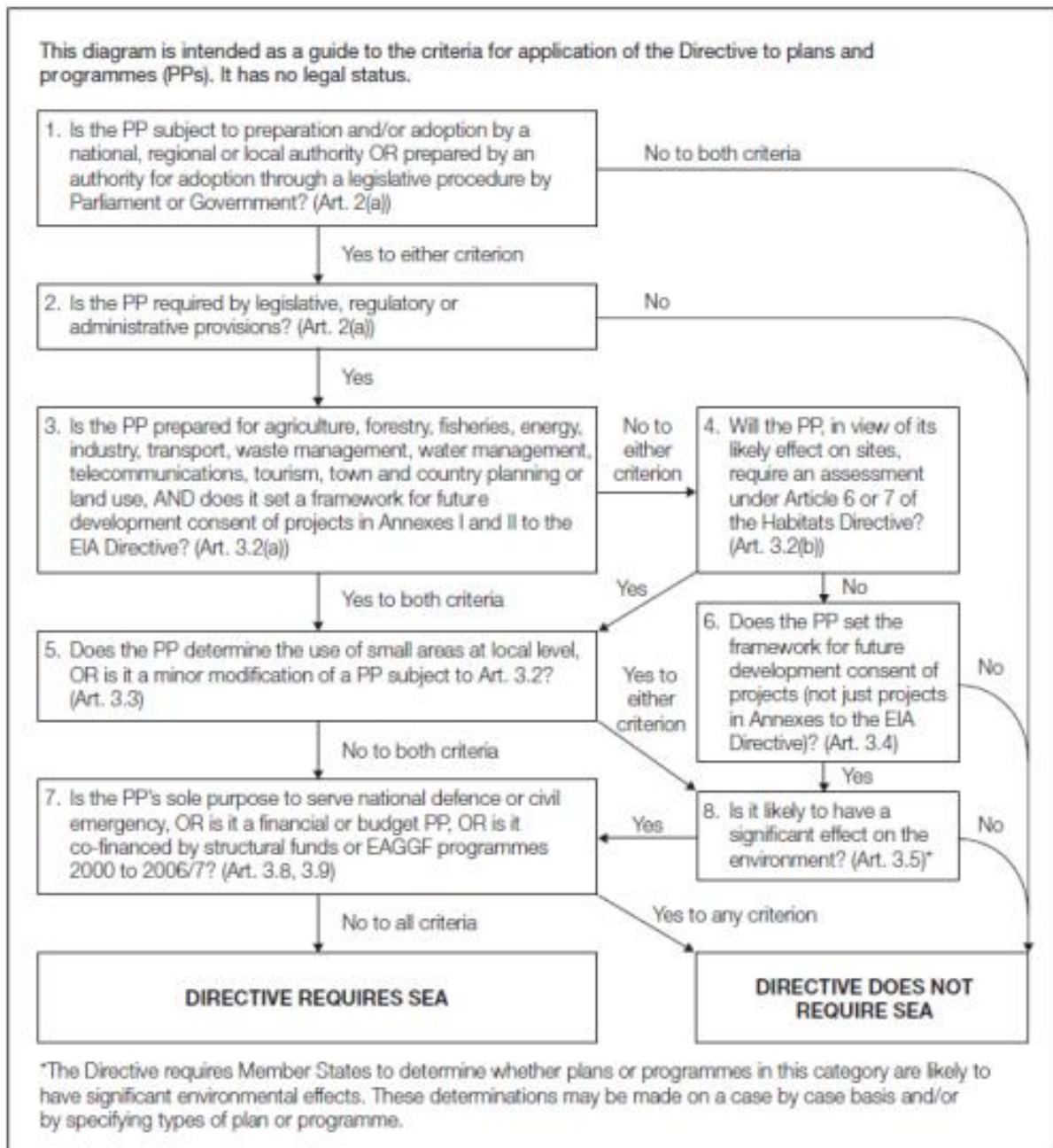


Table 1: Establishing whether these is a need for SEA

Stage	Yes/No	Assessment
1. Is the PP (plan or programme) subject to preparation and/or adoption by a national, regional or local authority OR prepared by an authority for adoption through a legislative procedure by Parliament or Government? (Art. 2(a))	Yes to either criterion: proceed to question 2	Yes, the SPD has been prepared by SBC to provide additional detail to polices contained in the adopted Local Plan (2019)
2. Is the PP required by legislative, regulatory or administrative provisions? (Art. 2(a))	Yes: proceed to question 3	Yes, the SPD will become a material consideration upon adoption and is referred to in the adopted Local Plan (2019)
3. Is the PP prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use, AND does it set a framework for future development consent of projects in Annexes I and II to the EIA Directive? (Art 3.2(a))	Yes to both criterion: proceed to question 5	The SPD is prepared for the purpose of Town and Country Planning, to supplement policies in the adopted Local Plan (2019). Yes, the SPD sets a framework for developments that may require EIA although this SPD does not create new policy.
5. Does the PP determine the use of small areas at local level, OR is it a minor modification of a PP subject to Art. 3.2? (Art. 3.3)	Yes to first criterion: proceed to question 8	The SPD supplements Local Plan policies relating to parking provision which can be a form of land use.
8. Is it likely to have a significant effect on the environment? (Art. 3.5)	No	The SPD is not considered to have a significant effect on the environment. DIRECTIVE DOES NOT REQUIRE THE SPD TO UNDERGO SEA

SEA Directive Criteria (Schedule of the Environmental Assessment of Plans and Programmes Regulations 2004)	Potential effects of SPD
1. Characteristic of the SPD having particular regard to:	
(a) the degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources;	The SPD provides guidance on the level of parking required for residential and non-residential development.
(b) the degree to which the plan or programme influences other plans and programmes including those in a hierarchy;	The SPD sits below the Local Plan (adopted 2019) which was subject to SA incorporating SEA. It will influence plans for individual development sites, ranging in size from 1 dwelling to major strategic sites, including multiple types of setting, but mainly in urban locations due to the underbound nature of Stevenage Borough.
(c) the relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development;	The SPD provides additional guidance for meeting the sustainable transport objectives of the adopted Local Plan (2019) with a push to more sustainable and active forms of transport as a replacement for the use of privately-owned cars.
(d) environmental problems relevant to the plan or programme; and	The SA (inc. SEA) of the Local Plan identified a number of benefits arising from the Sustainable Transport policies. The SPD helps support the implementation of these policies.
(e) the relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection).	The SPD does not influence the implementation of community legislation on the environment but does promote the use of more environmental modes of transport than privately-owned cars..
Characteristics of the effect and area likely to be affected having particular regard to:	
(a) the probability, duration, frequency and reversibility of the effects;	The SPD is not expected to give rise to any significant environmental effects. Transportation itself can cause effects, but the SPD seeks to promote a modal shift towards more sustainable forms of transportation.
(b) the cumulative nature of the effects;	By reducing car parking requirements and promoting more sustainable forms of transportation, the SPD will have a cumulative effect reducing emissions from transportation linked to new developments.
(c) the trans-boundary nature of the effects;	The SPD is not expected to give rise to any significant cross-boundary environmental effects.
(d) the risks to human health or the environment (for example, due to accidents);	There are no anticipated effects of the SPD on human health. The promotion of active forms of transport could be considered a positive effect but the SPD is related to the inclusion of parking infrastructure rather than making people walk or cycle.

(e) the magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected)	
(f) the value and vulnerability of the area likely to be affected due to— (i) special natural characteristics or cultural heritage; (ii) exceeded environmental quality standards or limit values; or (iii) intensive land-use;	The SPD is not expected to affect any local natural characteristics or cultural heritage, and is not expected to lead to the exceedance of environmental standards or promote intensive land-use.
(g) the effects on areas or landscapes which have a recognised national, Community or international protection status.	The SPD is not expected to have an effect on landscapes of national, community or international protection status. The requirements of the SPD will be applicable in Conservation Areas as well as areas not in a Conservation Area (ie. areas with national status) but the SPD likely, if anything, to have positive effects by ensuring a more balanced use of land for parking provision as part of developments.

Meeting Executive
Portfolio Area Environment and Regeneration
Date 16 September 2020



STEVENAGE BOROUGH COUNCIL CLIMATE CHANGE STRATEGY ADOPTION & ENGAGEMENT CONSULTATION UPDATE

KEY DECISION

Author Tom Ridley | 2823
Lead Officer Zayd Al-Jawad | 2257
Contact Officer Tom Ridley | 2823

1 PURPOSE

- 1.1 To provide Members with an update on the climate change work, achievements and engagement so far.
- 1.2 To provide Members with an overview of the draft Climate Change Strategy and accompanying documents for adoption.

2 RECOMMENDATIONS

- 2.1 That the updates to the Climate Change work and achievements so far are noted by members.
- 2.2 That the content of the draft Climate Change Strategy and accompanying documents are approved for adoption.

- 2.3 That delegated powers be granted to the Assistant Director: Planning and Regulation, following consultation with the Portfolio Holder for Environment and Regeneration, to make amendments as are necessary in the final preparation of the draft documents prior to adoption.

3 BACKGROUND

Climate Change: the global position

- 3.1 Climate change refers to the impact on the climate of too many greenhouse gases in our atmosphere, causing accelerated global warming. This is a result of many different human activities such as burning fossil fuels (e.g. gas, coal and oil) intensified agriculture, polluting industrial processes and the clearance of vegetation. Greenhouse gases like carbon dioxide (CO₂) trap heat in the atmosphere which would otherwise escape into space.
- 3.2 The levels of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O) now exceed both atmospheric and ice core recorded concentration levels for the last 800,000 years. Fossil fuel emissions as well as changes to how land is used have caused carbon dioxide levels to rise by 40% since the pre industrial era.
- 3.3 Since the mid-20th century, changes in terms of sea levels and temperatures have had substantial effects on the climate system. Consequently, the polar ice caps are rapidly melting and there are increasing at risks of worldwide crop failure and weather extremes. In order to avoid climate breakdown the everyone must commit to deep and rapid emissions reductions, the creation of new carbon sinks, and bring down atmospheric greenhouse gas levels from 400 parts per million (ppm) to below 350ppm globally. This will involve scaling up current efforts to combat climate change significantly.
- 3.4 It is now recognised by the majority of the scientific community that “business as usual” in terms of human activity is no longer an option. If we continue to emit greenhouse gasses at current rates we are set for at least a 4 degree increase in global surface temperatures which is far beyond what is considered climate safe.
- 3.5 In 2015 the United Nations member states adopted the sustainable development goals. This was in response to growing concern among the international community that rapid and uneven economic, social and environmental development round the world was having detrimental impacts on people’s lives and the planet. All 17 goals are interlinked and act as a framework for a better future for all, focussing on equality, a climate safe future and global peace and justice. This is the starting point for member nations to assess and reduce their own carbon emissions and impact on climate change.

The UK Position

- 3.6 The UK government has made a commitment, under the 2015 Paris Agreement, to achieve a ‘net-zero’ target by 2050. Net zero refers to achieving an overall balance between emissions produced and emissions taken out of the atmosphere.

3.7 The agreement is considered realistic and rational, but requires a transnational, multi- faceted approach at all levels. This is a crucial time in the global effort to tackle climate change. The global average temperature has already risen by 1°C from pre-industrial levels, driving changes in our climate that are increasingly apparent. Net-zero in the UK would lead the global effort to limit the rise to 1.5°C. The Committee on Climate Change for the UK have stated a target of ‘net-zero’ by 2050 which although achievable, will rely on clear and well-designed policies being implemented and enforced across the country.

3.8 The UK public are also increasingly concerned with climate change, with an August 2019 Ipsos MORI polling showing 85% of Britons are now concerned about climate change. With the majority (52%) very concerned – the highest levels Ipsos MORI have recorded since they began tracking concern in 2005

Stevenage Borough Council

3.9 On the 12th of June 2019 Stevenage Borough Council (SBC) declared a climate emergency. This was in recognition of the need to urgently increase efforts to reduce greenhouse gas emissions. The Council’s role as a land and asset owner, a regulator and as an agent for change will be addressed. The battle against climate change goes beyond reducing single use plastic and planting more trees. Although these things are extremely important, the Council must also consider factors such as improving energy efficiency, transforming transport, protecting biodiversity and ending fuel poverty. The Council must nurture the sense of social responsibility which has come as a result of collective action in recent years and set firm goals for reducing emissions.

3.10 Stevenage is well placed to become a carbon neutral town and has committed to becoming carbon neutral by 2030. Our residents and businesses care about climate change and are already taking action within their communities. The town boasts an outstanding town-wide cycle network, excellent rail links, open green space and is home to an impressive range of small and global tech-based industry.

3.11 The climate emergency declared by SBC in June 2019 is recognition that the Council must accelerate our response to tackle the issues. Urgent efforts must be made by the Council along with the town’s residents and businesses to halt carbon emissions and remove the greenhouse gases from the atmosphere to prevent unsustainable global warming. A failure to act may result in catastrophic sea level changes and increased intensity and frequency of natural disasters.

4 REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS

Recommendation 2.1: That the updates to the Climate Change work and achievements so far are noted by members.

4.1 Since the declaration, Officers have been working internally and externally with local interest groups and academics. Climate change must be a consideration in all decisions and actions undertaken by the Council. The

Council also recognises that it not only has a role in reducing its own emissions, but also as an influencer and leader in the community.

- 4.2 There have been several Portfolio Holder Briefing Group meetings as well as a number of Climate Change and Sustainability Member working group meetings in order to shape and inform the work.

Working across Hertfordshire

- 4.3 SBC at Officer and Member level have been working closely with and leading on certain areas for the Hertfordshire-wide Climate Change & Sustainability Partnership and the Sustainability Officer Group. This ensures collectively across Hertfordshire that all Councils are using the same approach, sharing ideas and collaborating across the county to have the maximum impact and joined up methodologies.
- 4.4 The first County wide document produced is the Sustainable Herts Strategy which is an overarching Strategy guiding the development of the departmental action plans, the nature of the climate emergency means this must be a dynamic and living document.
- 4.1 The Growth Board and Herts LEP also have Climate Change as a key theme in their work, demonstrating a commitment to address Climate Change in our area and in our future planning.
- 4.2 Work is also being done with The East of England Local Government Association (EELGA). This has included a research project conducted in winter 2019 examining existing climate change policy in local authorities across the East of England. Using the accumulated evidence base, the East of England LGA (EELGA) hope to be able to identify good practice, share intelligence and create a platform for the communication of ideas between authorities.

Achievements so far:

People

- Digital engagement programme with 1400 Stevenage people about Climate Change (Jan- Feb 20)
- Climate Change Considerations in all Executive reports (Feb 20)
- Adoption of Climate Change Strategy – TBC (Sept 20)

Biodiversity

- 2 Community Orchards (Winter 2019-20)

Transport

- Draft Parking and Sustainability SPD consultation (Feb 20)
- New on street electric charging bays in the town centre (July 20)
- New cycle parking in the Old Town (Aug 20)
- Final stage bid for funding from the DfT for the Old Town – North Road cycle route (Aug 20)
- New cycle parking in the new town centre (Sept 20)

- Technical specification of the Bike and E Scooter hire scheme (Oct 20)
- Adoption of Parking and Sustainability SPD – TBC (Sept 20)

Energy & Water

- Working with Affinity Water to help them meet their 2030 carbon zero reduction measures (August 2030)

Homes

- Agreed investment in our housing and commercial estate to reduce the carbon emissions and heating costs (Feb 20)
- A development of nine affordable rent apartments with triple glazing, waste water heat recovery and flue heat recovery boilers (end of 2020).

Construction & Regeneration

- Climate Change considerations in all Planning Committee Reports – (Feb 20)

Waste and Recycling

- Refill Stevenage, free water refills at shops and cafes in Stevenage town centre (Dec 19)

Recommendation 2.2: That the content of the Climate Change Engagement Report be noted by members.

- 4.3 Since the declaration, Officers have been consulting with residents and businesses as well as researching best practice from other local authorities to develop a draft strategy. In addition to this, Officers have been taking every opportunity to reach out to the wider community to assess people’s knowledge of, and interest in climate change, in order to establish what The Council can do to help people and businesses reduce their carbon footprints. So far engagement activities have reached over 1,400 people.
- 4.4 The Climate Change Engagement Report included as Appendix B sets out the full details and chronology of consultation and engagement methodology undertaken so far. For the purpose of analysis the engagement has been divided into three distinct sections: initial online engagement, Stevenage Borough Councils questionnaires and formal consultation. To clarify, these three sections overlapped significantly in terms of questions posed and language used. This is why overarching conclusions can be drawn when combining the three data sets.
- 4.5 The Consultations have reached a wide range of people from all backgrounds and can be considered very successful in terms of participant numbers and demographic reach. The most common responses called for improved cycling facilities, cheaper public transport, more carbon education, green energy provisions, better recycling facilities, carbon neutral new builds and greater consideration for green spaces.
- 4.6 It is this consultation and engagement which has shaped the draft CCS in terms of content and actions. This is only the start of the process to reach SBC’s climate change goals. Following the adoption of the CCS there will

be ongoing engagement with the community and it is expected changes at national and international level along with ever changing social attitudes and technological advances mean the Council must be dynamic and able to adapt quickly to changes. With this in mind the CCS is the starting point for the Council, the next public engagement is planned for September 2020 and will be in the form of the first annual Citizens Panel on Climate Change.

5

Recommendation 2.3: That the content of the draft Climate Change Strategy and accompanying documents are approved for adoption

Climate Change Strategy (CCS)

- 4.7 The CCS is included as Appendix C and is the starting point for the Council; it begins by outlining the known data on greenhouse gas emissions in Stevenage. This includes emissions across the town as well as for the Council's own activities providing an important baseline. The CCS also presents what must change to support the aspiration of achieving carbon neutrality by 2030. The CCS outlines the areas the Council needs to focus on in order to reduce its own carbon footprint and to engage residents and businesses in an active cross-town commitment to reduce Stevenage's contribution to climate change.
- 4.8 The document outlines the action that the Council should undertake in partnership with local stakeholders, to reduce greenhouse gas emissions. Through further consultation and development in 2020 it will evolve into a more comprehensive vision which takes into account the action being taken across the town by a wide range of stakeholders. This will help ensure that future policy making in the area is truly "joined-up" avoiding duplication, capitalising on collaborations and increasing investor confidence in Stevenage as a leader in town-scale action on climate change.
- 4.9 The targets and the data presented in the CCS focus primarily on direct use and the associated CO₂ emissions, from homes, other commercial and industrial buildings, transport and waste. The Strategy focuses on these direct activities, but also recognises the need to better understand and reduce indirect emissions. The power to make change through consumer habits must also be highlighted and will be further explored such as fast fashion or long distance food transportation.
- 4.10 After identifying the baseline emissions, the focus of the CCS is on climate change mitigation, i.e. reducing greenhouse gas emissions (particularly carbon dioxide (CO₂), as well as methane (CH₄), nitrous oxide (N₂O)), identifying action to address how the borough sources, consumes, and produces energy. However, in mitigating CO₂ emissions, the Council will influence, and be influenced by a range of other issues and strategies including energy security, fuel poverty, climate adaptation and resilience.
- 4.11 The CCS will need to be well integrated to reduce duplication, share resources and costs, and maximise co-benefits across the Council and the County. The issues of energy reduction and low carbon life style transitions effect almost every department within the Council and require a holistic approach across all tiers of government. As a borough council our main

priorities must be energy efficiency for our assets, our vehicle fleet and particularly our housing stock.

4.12 Departments across the organisation are working towards reducing emissions, championing green spaces and improving the built environment and this is why a joined up approach is vital.

4.13 The CC is split into eight key themes which the Council implement through its ability to develop policies and actions, its ability to lead and its ability to lobby national government. These themes are:

People

The only way we can achieve the goal of carbon zero by 2030 is if everyone plays their part. Through educating, engaging, supporting, listening to and communicating with our residents from all background, positions, ages and interests can we collectively make the required changes to our behaviour we need.

Biodiversity

Ensuring our biodiversity is improved as part of the carbon reduction measures will ensure we have a holistic approach to the wider sustainability impacts we as humans are having on our local ecology. Using nature's natural way of addressing the human impact of climate change is the most effective method of taking action. Ensuring that one area of improvements does not undermine the other is vital.

Transport

Making up nearly a third of our emissions Transport is a key area for us to address, and one that behaviourally we as residents, employers, employees or visitors make every day. Big changes and support from the Transport Authority can have huge transformational impacts not only on our carbon outputs, but also health and employment opportunities.

Energy & Water

The source and use of energy has the opportunities to make significant changes in our carbon emissions relatively quickly, particularly while we are still trying to change behaviours. It is expected that the general electrical grid will be fully re-carbonised by 2050 which is too late for our targets, so encouraging all energy users to not only consider where they source their energy from but how much is used, is one of the first major actions. As our temperatures increases, our water usage increases and availability decreases. Hertfordshire is already one of the driest regions in the UK while also using twice as much water as people in places like Manchester. Actions to address leakage and chalk stream sourcing also need to be considered.

Businesses & Homes

Industrial and residential users make up nearly two-thirds of carbon emissions, investment in de-carbonising industrial processes, and home heating / energy use are key areas to support and educate our businesses and residential to make the changes. Government financial support will be required too.

Construction & Regeneration

As a leader in building new homes and regenerating the town centre the Council will have significant powers and opportunities to build better buildings and places, which are designed in sustainable ways, in sustainable locations.

Waste & Recycling

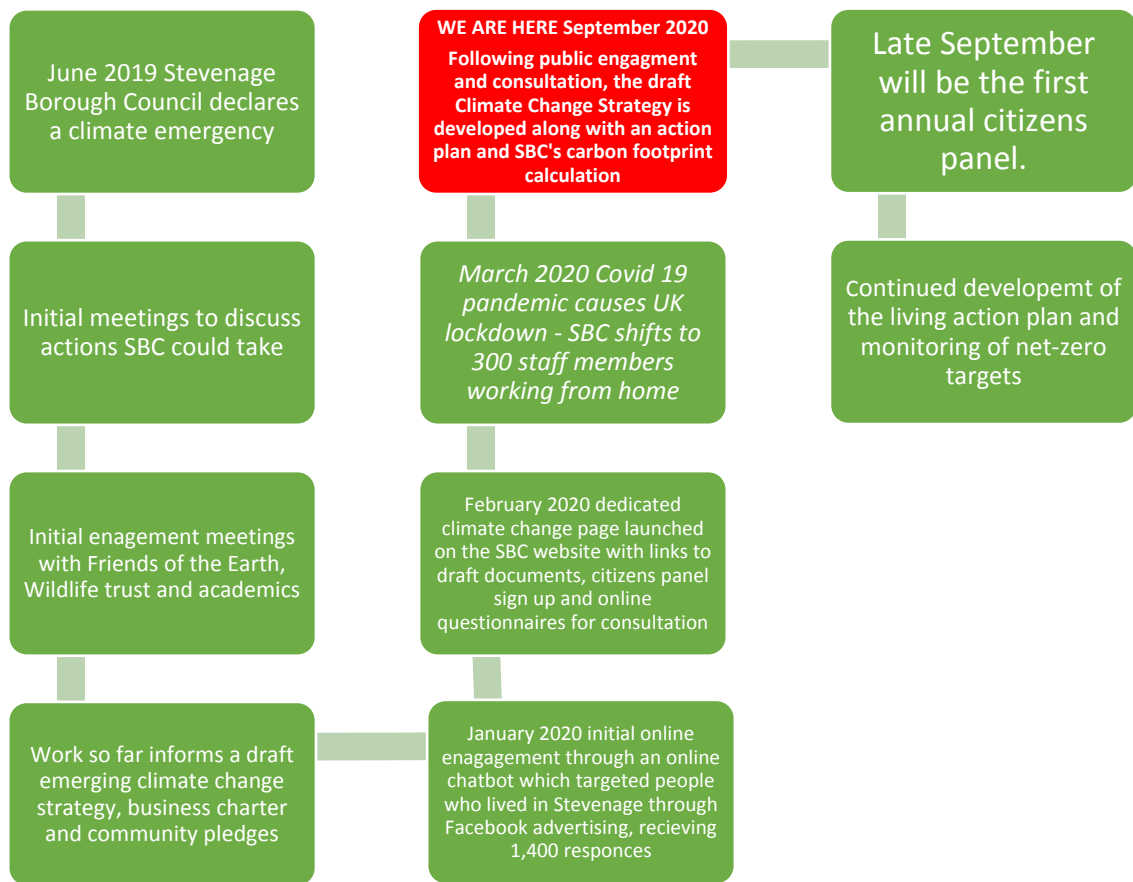
Reducing reusing then recycling need to be at the heart of what we do as a Council collecting and processing waste but also in educating our residents and businesses.

- 4.14 The Council has produced the CCS as a starting point, it doesn't and isn't meant to provide all of the solutions or actions the Council will undertake to combat climate change or reach the 2030 carbon neutral target at this stage. Instead it is a document which aligns with local and national CCSs which aim to set the baseline locally, to enable discussion and set out the Council's vision for 2030. It is the discussions and actions that stem from the CCS that will achieve the zero carbon by 2030.
- 4.15 Members are asked to note the content of the CCS and approve the document for adoption. This will demonstrate that the Council is taking action on climate change and allow all future council decisions to be guided and led by the aims in the CCS. This will enable the Council to deliver and be held accountable for its carbon neutral targets.

5

Recommendation 2.3: That delegated powers be granted to the Assistant Director: Planning and Regulation, following consultation with the Portfolio Holder for Environment and Regeneration, to make minor amendments as are necessary in the final preparation of the draft Strategy prior to its consultation

- 5.1 The draft CCS is appended to this report. However, it may be necessary to make changes prior to the adoption. This might include cosmetic adjustments, the correction of typographical errors and any minor factual changes or to update national changes.
- 5.2 It is recommended that any such amendments be approved via delegated powers.
- 7.0 **NEXT STEPS**
- 5.3 As with the COVID-19 pandemic, the sooner action is taken the less serious the repercussions will be, there is no space for complacency when addressing the climate emergency. Once adopted CCS will be accompanied by a living action plan (to be continuously developed with the community) which will lay out specific actions the Council will take to tackle climate change. The Timetable for the project is as follows:
- 5.4 Time Table:



6 IMPLICATIONS

Financial Implications

- 6.1 The costs associated with producing and consulting on the draft CCS will be met from the agreed departmental budget, supported by the 2020/21-2021/22 Climate Change growth bid recommended for inclusion in the General Fund budget in the General Fund Budget report to the February Council.
- 6.2 Additional resources to meet climate change initiatives emerging from the Council's climate change agenda are currently not funded and will require either business cases, bidding for external resources, incorporating with current agendas such as the Locality Reviews and/or future growth bids as part of the Council's budget setting process.

Legal Implications

- 6.3 There are no direct legal implications associated with adopting the CCS, however it is likely the Government will begin introducing stricter targets with legal implications for those Councils that are not meeting carbon reductions.

Risk Implications

- 6.4 There are no risks identified with adopting the CCS.

Policy Implications

- 6.5 The emerging CCS has been produced in consultation with all business units within the Council Services.
- 6.6 Therefore, the document should be aligned with all other corporate Council documents. Further consultation will be held with all business units regarding future climate change actions or emerging policy changes.

Planning Implications

- 6.7 There are no planning implications at this stage.

Climate Change Implications

- 6.8 The emerging CCS has the potential to have a significant positive impact on climate change through the multiple benefits and opportunities outlined in the strategy.

Equalities and Diversity Implications

- 6.9 An Equality Impact Assessment has been undertaken for the CCS and does not have any direct equality or diversity implications. This will continue to be monitored as the CCS develops.

Community Safety Implications

- 6.10 Whilst the emerging CCS does not have any direct community safety implications itself, when implementing any of the proposals the delivery body will need to consider any potential impacts on community safety.

BACKGROUND DOCUMENTS

- BD1 Future Borough, Future Council 2018-23
- BD2 Stevenage Borough Local Plan 2011-2031
- BD3 Future Borough, Future Transport 2019
- BD4 The Open Space Strategy 2015
- BD5 Biodiversity Action Plan 2017-2022
- BD6 Stevenage Re-Imagined: A Ten-Year Arts and Heritage (Cultural) Strategy

APPENDICES

- A Top Climate Actions
- B Climate Change Engagement Report
- C Climate Change Strategy

General draft -

- Commit to the installation of electric or zero carbon heating on new SBC housing development schemes and where suitable replacing in our existing housing stock.
- SBC Energy Club 100% renewable energy contract available for our residents.
- Free borough wide high frequency electric bus service, with support from HCC and local employers. Maximised benefit if it is linked to car parking controls or charges in the areas it serves
- Develop an Education and Communications Programme for Residents and Business to support them to make changes to their carbon footprints
- Increase the amount of EV spaces in our car parks in the town centre by 100% and introduce spaces in the neighbourhoods centres.
- Roll out the 'Living streets' concept of traffic calming and increased cycling , pedestrian, seating and play street space in 3 wards by 2022 (Old Town?)
- Zero carbon development for Station Gateway requiring all new office / residential development in station gateway to be zero carbon.
- Planning Policy to have all significant major (250+ units) residential developments zero carbon
- Planning Policy for all new major development to have 100% EV capacity / infrastructure
- Develop a new Tree Management Policy including a 1:1 replacement of SBC / HCC trees.

For SBC and our carbon Management Plan

- Improve of ways of working for SBC and using it as an example for best practice working for other SBC employers and businesses. Share our approaches to digital by default processes and procedures; agile workings; and flexible home – office working combinations; and Work Place Travel Planning.
- Switch to a 100% zero carbon energy supply for all SBC properties
- Use of EV cars and bikes for all site visits
- Change the Fleet vehicles to electric or zero carbon.

- Develop an action plan to reduce waste arising's and increasing reuse & recycling within the council's buildings and operations.
- Design the Hub building use low energy in its operations and equipment.
- Developer a Climate Change Communications Plan, including guidance and training for members and senior managers on integrating climate change into decision-making.
Organising targeted staff training
- Integrating energy and other sustainability criteria with financial considerations when developing tenders for services
- Utilise the Youth Council to hold promotional events to engage other young people
- Prioritise an Eco Design the planned new Leisure facility and Gordon Craig Building, including using renewable energy to heat the local swimming pool and surrounding residential area.

Old town – draft –

Some will require business case and funding –

Implications on section 106 regeneration – by date

Climate change documents SPD transport

16 September –

Number and implications should be 5 .

6

Top climate actions or goals

Action potential options endorse the top climate goals,

Section in report on consultation – engagement report – consultation report

Legal implications, adopting climate change strategy, next Friday

Second point legal implication will be including rising from adopting this strategy

This document is for internal purposes only.

1) Summary

On the 12th of June 2019, The Council declared a climate emergency and reconfirmed its commitment to battling climate change. Since then we have been consulting with residents and businesses as well as researching best practice from other local authorities to develop a draft strategy. In addition this, we have been taking every opportunity to reach out to the wider community to assess people’s knowledge of, and interest in, climate change, in order to establish what The Council can do to help people and businesses reduce their carbon footprints. So far engagement activities have reached over 1,500 people. The most common responses called for improved cycling facilities, cheaper public transport, more carbon education, green energy provisions, better recycling facilities, carbon neutral new builds and greater consideration for green spaces.

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1.1) Rationale and Methods

Following the climate emergency declaration, The Council has been working to understand what action can be taken to not only reduce the carbon outputs of its assets and activity, but also in what ways they can act as a community leader to empower the whole town to take necessary action. The declaration was a direct result of collective action from ordinary citizens, and therefore The Council believes the response should be community led. For this reason, it was important to reach as many people as possible to establish how people felt impacted by the changing climate and what ways The Council can empower residents to make changes. Furthermore, this was an opportunity to collect the contact details of people who were interested in being further involved in Stevenage Borough Councils climate emergency response.

Please see table 1 for full details and chronology of consultation and engagement methodology. For the purpose of analysis in this report, engagement has been divided into three distinct sections: initial online engagement, Stevenage Borough Councils questionnaires and formal consultation. To clarify, these three sections overlapped significantly in terms of questions posed and language used. This is why overarching conclusions can be drawn when combining the three data sets. For example, the questionnaires used by The Council were designed to mirror and build on the initial online engagement, and contained questions directly linking to the document which were being formally consulted on. The Council felt it was important to take an innovative approach in order to converse with people who may not usually have much interaction with the local authority or climate change action. Face to face surveys, traditional document consultation, pop ups at community events and social media platforms were all utilised.

Table 1: Chronology of consultation and engagement methodology

Type of engagement	Description	Dates
Initial online engagement	Online chatbot which targeted people who lived in Stevenage through Facebook advertising.	13 - 28 January 2020
Stevenage Borough Council questionnaires	There were three different questionnaires used to collect data. The online version was posted to the dedicated climate change webpage, circulated on social media and to staff members. The second was a slightly shorter version of this which was used for face to face engagement and the third was designed for the children.	4 th February – 19 th of March 2020
Formal consultation	At the end of February 2020, the Stevenage Borough Council climate change page went live. This dedicated resource included links to a draft strategy, draft resident pledge document and draft business charter. Residents were invited to respond with their views to the email climatechange@stevenage.gov.uk	February 24 th – March 22 nd 2020

1.2) Common responses and who was reached

To summarise, the data demonstrates that respondents are engaging with the urgency of the climate crisis and are looking to Stevenage Borough Council for guidance on the best course of action. Respondents are already taking significant measures to change behaviour and ensure they are actively reducing their carbon footprint. The engagement carried out so far has reached a wide range of people with 1,400 respondents to the Facebook survey (Section 1.2) and 192 recorded responses for questionnaires used, including people from primary school age to 65+. The methods used included face to face surveys, online questionnaires and email respondents to The Councils dedicated Climate Change webpage which was sent out to the Planning Policy consultation contacts. Respondents were reached through Facebook via third party Novoville and at community events such as schools parliament and metro bank business engagement event (Table 2). The hardest to reach group were local businesses, this may have been due to the increase in Covid19 concern and other distractions, but it is an area we will have to focus on for future engagement. Other engagement to note is ongoing meeting with representatives from Friends of the Earth who are giving support and critique of The Councils response to climate change. To date Friends of the Earth have given very positive feedback on the approaches the Council has taken so far. The Hertfordshire and Middlesex Wildlife Trust continue to work closely with the green spaces team as they have done for many years. The most dominant themes discussed by respondents to The Councils climate change engagement were:

-improve cycling facilities,

-cheaper public transport,

- more carbon education,
- green energy provisions,
- better recycling facilities,
- carbon neutral new builds,
- greater consideration for green spaces.

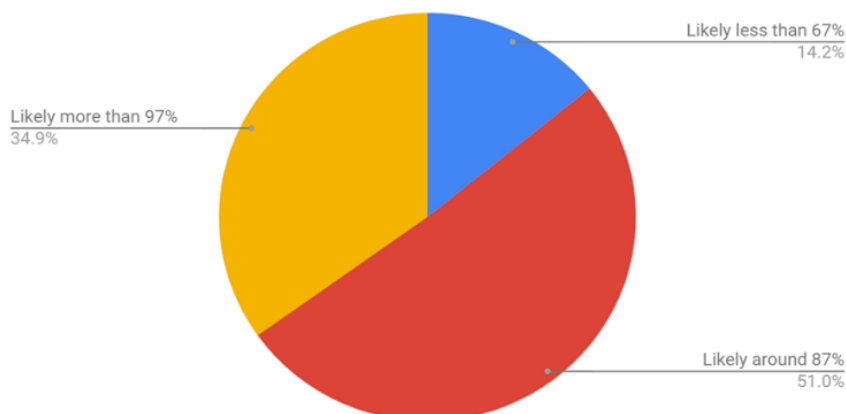
This will give valuable direction for the development of a Stevenage tailored action plan to net-zero by 2030 and will be investigated further.

2) Initial online engagement

From 13 - 28 January 2020 The Council launched an information gathering exercise with the company Novoville in the form of a survey operated through a chatbot. The survey was advertised to those who have an association to Stevenage on their Facebook profiles. The survey received a large amount of interest, with over 1,400 respondents. This was the largest percentage of responses to a consultation of any council or authority in the UK that Novoville had ever received. Although it cannot be guaranteed that all this data was from Stevenage residents, the full data sets suggests the majority were. Moreover, this method of engagement allowed The Council to reach people who may be missed through conventional methods such as newspaper advertisement and traditional community consultation (28% of respondents were aged 25-34). Novoville compiled a report on this data, which could be used as a baseline for people’s knowledge and understanding of climate change. Data demonstrated that the majority of respondents believed climate change action was the responsibility of everyone in the community, which reinforces Stevenage Borough Council’s holistic approach to this issue, considering the town as a whole, rather than just their own outputs. Other important data gathered by Novoville included:

Graph 1: How likely is that climate change is caused by human activity?

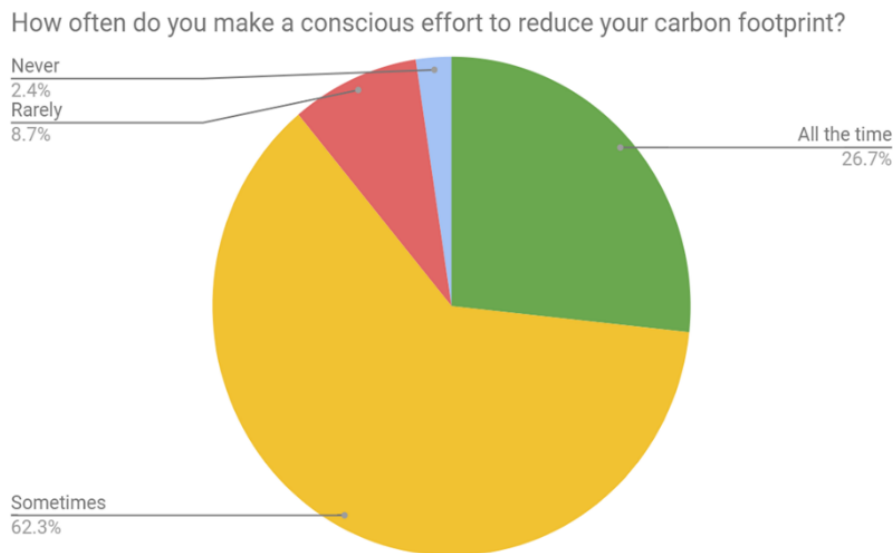
Quiz: According to experts, how likely is it that global warming is the result of human activity?



Graph 1 depicts the need for more awareness of the true extent of the role human activity plays in accelerated global warming. Respondents were asked how likely they thought it was that

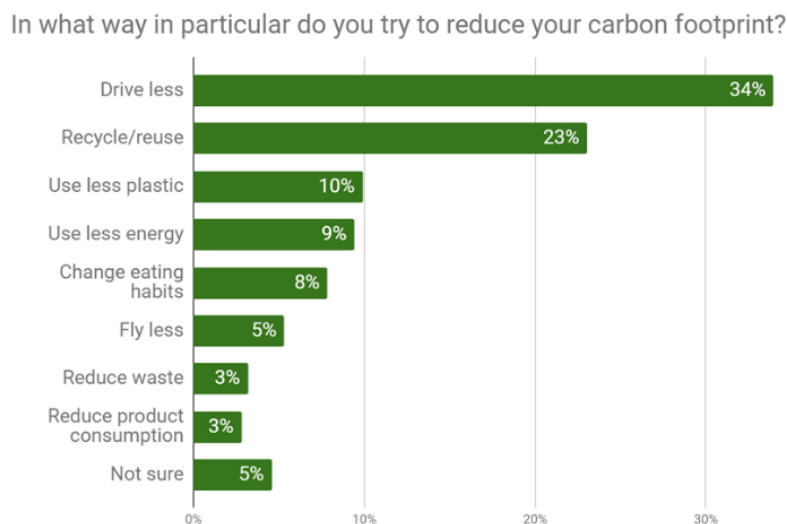
global warming was a result of human activity, and given three options of more than 97%, around 87% or less than 67%. Despite the correct answer being more than 97%, only 34.9% of respondents chose this.

Graph 2: How often do people make a conscious effort to reduce their carbon footprints?



Graph 2 shows that most people are either always or sometimes trying to think about their carbon footprint. This is a good starting point and shows the need for The Council to continue to help empower residents to always consider their carbon footprints.

Graph 3: Action people take to reduce their carbon footprint

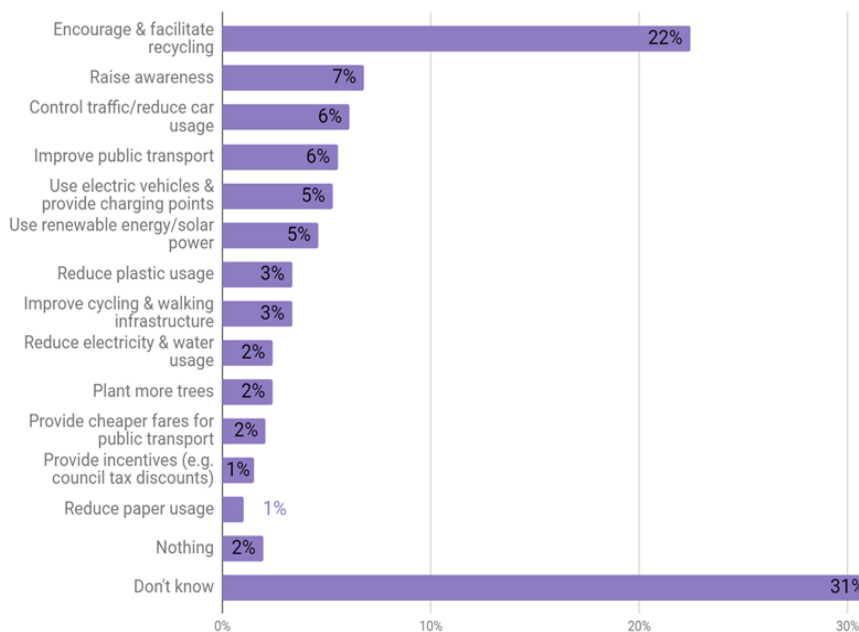


Graph 3 demonstrates that people understand the importance of driving less and how car emissions contribute towards climate change. However it is also clear that the second and third most popular response demonstrates people don't fully understand the difference between climate change and environmental damage. While 33% of people are recycling and using less

plastic, this is having little impact on reducing their carbon footprint. This was a theme that came through on all public engagements and highlights there is a need for further education on carbon emissions and climate change. After sharing this emerging trend with Friends of the Earth, it is clear that this is not a Stevenage specific problem. Friends of the Earth have confirmed that in the last few years the increased awareness of plastic pollution and high media coverage has clouded the climate change issue. It is now nationally apparent that an increasing number of people incorrectly think that cutting down plastic use and recycling their household waste will significantly reduce carbon emissions and climate change. Unfortunately this will have limited impact on reducing carbon emissions and the real message should in fact be that reducing product consumption rather than recycling and reusing is the way to reduce carbon emissions.

Graph 4: Ways The Council can help fight climate change

What do you think Stevenage Borough Council could do to reduce its impact on the climate?



Graph 4 again illustrates the misunderstanding that recycling is a major influence on reducing carbon emissions and climate change. Coupled with the fact that 31% of people stated 'don't know' demonstrates that The Council must do more to spread awareness of the causes of climate change.

Building on the Novoville results, at the end of February, The Council launched a consultation on the draft strategy, resident pledges and business charter. This was launched on a dedicated climate change webpage - <http://www.stevenage.gov.uk/climate-change/>. Alongside this consultation it was important to continue to collect as many residents' views as possible, which was done through a further questionnaire. This was done through 6 weeks of engagement which included face to face engagement via The Community Wardens, promotion on social media, an article in The Comet and a presentation at The Schools Parliament. Despite the outbreak of COVID-19 the team managed to complete nearly all planned engagement, with the

exception of a workshop with the Youth Council. The questionnaires were based on the surveys used by Novoville and built in with the formal consultation of the pledges.

3) Stevenage Borough Council Questionnaires

There were three different questionnaires used to collect data. The first, which was posted to the dedicated webpage, circulated on social media and to Stevenage Borough Council staff members, received 73 responses. The second was a slightly shorter version, which was used for face to face engagement via the wardens around the town centre, for which The Council received 103 responses. The third was designed for the children who attended the school's parliament and recorded 16 results. However, a lot of the children filled this out as a group. For the purpose of this section of the report, the three sets of data will be combined. The three individual data sets can be found as Appendix A, B and C.

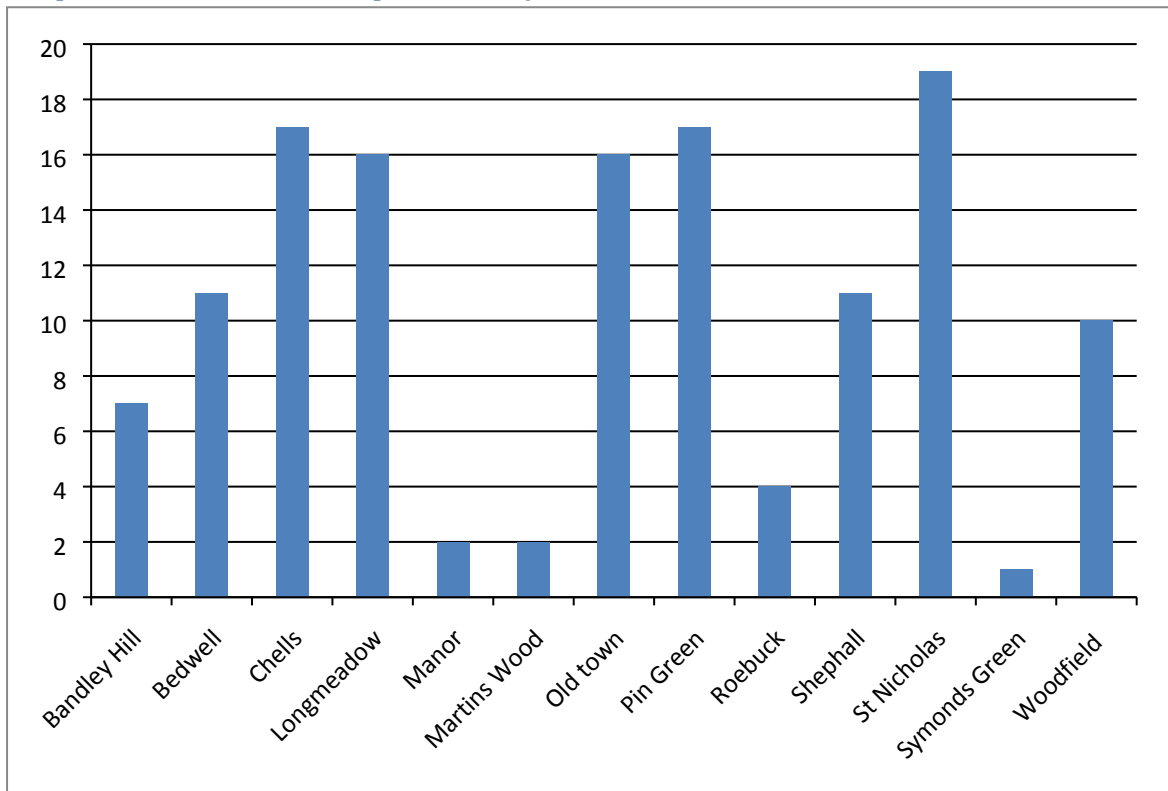
The surveys produced an array of both quantitative and qualitative data, with some of the most dominant narratives being around the following topics:

- Data showed overwhelming calls for better recycling facilities, particularly surrounding volume, frequency of collection and clarity of process.
- Data showed a strong call for more affordable and better public transport.
- Data called for improved education for residents on how to reduce their personal carbon footprints.
- Data shows people are well educated regarding the need for everyone to reduce their carbon footprint.
- Data illustrated the need for more support on how to ensure people's homes are as energy efficient as possible.
- Data demonstrates people don't always explicitly understand the link between greenhouse gas emissions and climate change.
- Data shows that young people associated climate change heavily with environmentalism and were keen to do self-sustaining activities such as growing vegetables. It was also clear that young people did understand the importance of driving less and walking more.
- Data shows people wanted to cycle more but felt unable to due to reasons such commutes being too long and not feeling confident enough.

3.1) Who was reached?

In total 192 individual responses were recorded. It is important to highlight the fact that when carrying out face to face engagement sometimes one person will speak on behalf of a group, so the figure 192 may not be entirely representative. Out of the 192 responses, 133 residents provided their specific ward. Please see Graph 5.

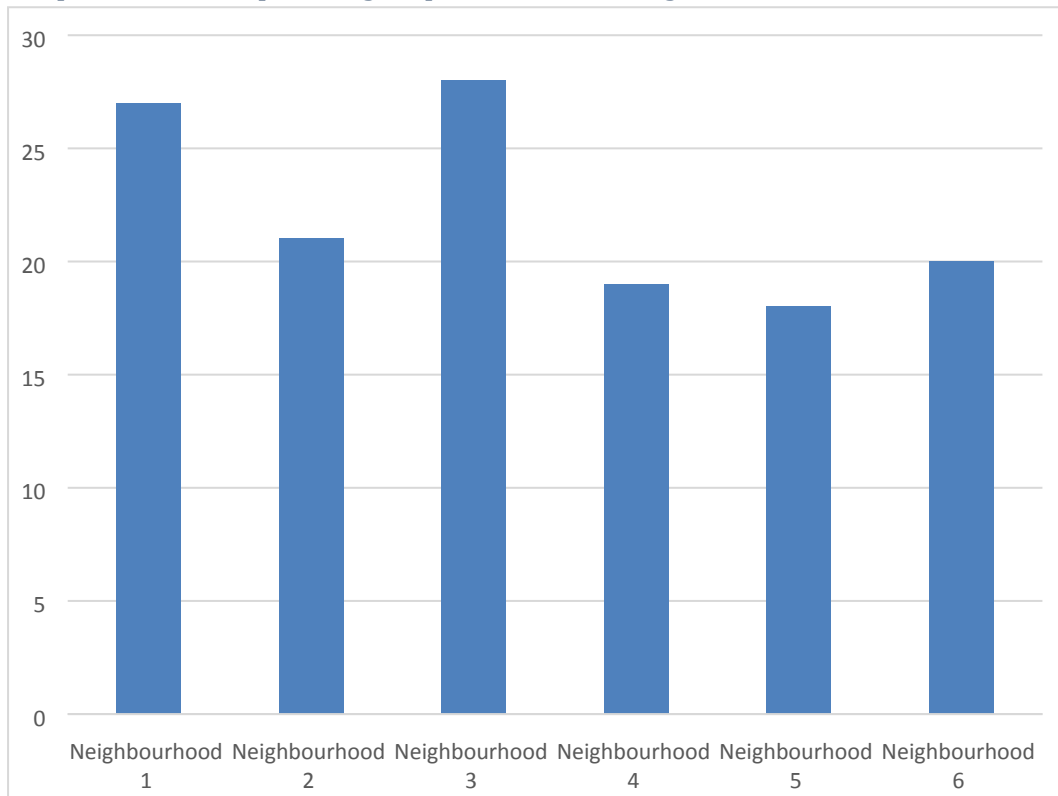
Graph 5: Breakdown of respondents by ward



The graph demonstrates that at least one person was engaged from each neighbourhood. A further 59 people did not provide their neighbourhood, and 16 respondents were under 18 and therefore were not asked this question. Please see graph 6 for the wards split into the 6 neighbourhoods. The wards split into them as follows,

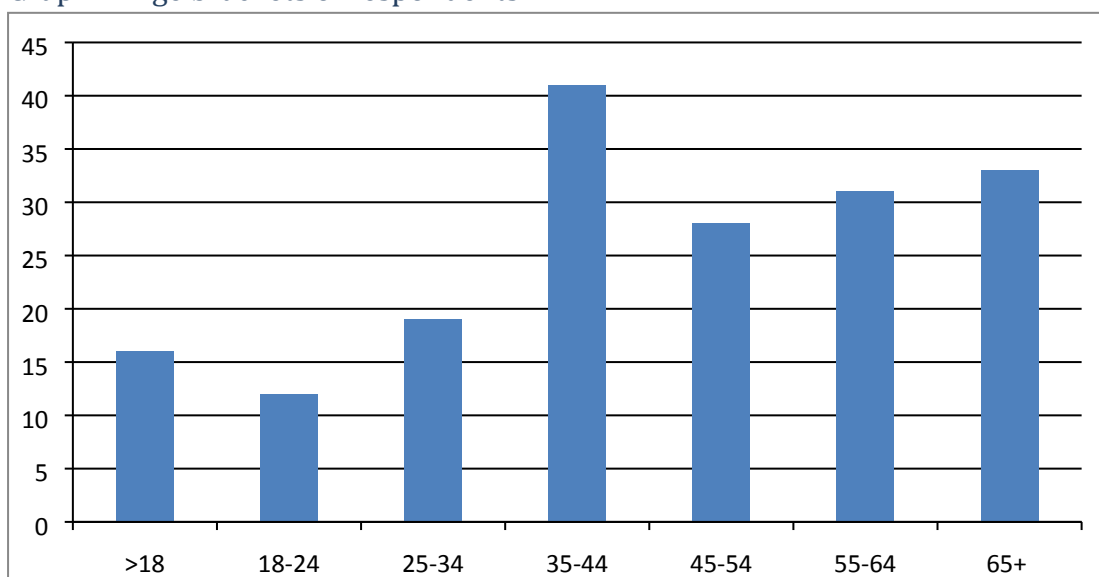
1. Woodfield – Symonds Green – Old Town
2. St Nicholas – Martins Wood
3. Bedwell – Pin Green
4. Manor – Chells
5. Shephall – Bandle Hill
6. Longmeadow – Roebuck

Graph 6: Ward responses grouped into the 6 neighbourhoods



Regarding age, the same age brackets as Novoville were used (except for under 18s) and 180 people provided their age bracket which is almost every respondent. The age bracket which was most dominant was 35-44 with 41 respondents, which was the second most dominant in the Novoville data set. In contrast, while Novoville saw the 25-34 group dominate, this is likely due to the social media targeting, reaching people who might not usually engage with The Council. Graph 7 shows a good breadth of people are being reached. It is The Council's aim to strive to engage more young people on this topic, due to their influence as the future generation and already existing interest.

Graph 7: Age brackets of respondents



Face to face engagement was carried out at several different events by the community development and climate change teams. Please see table 1 for the full list of engagement events.

Table 2: Engagement events

Event	Date
Douglas drive elderly service users	04/02
School parliament – Council chamber	25/02
Metro Bank business engagement	26/02
Symonds Green Café / Community centre	09/03
Old town library	09/03
Haven football match	09/03
Shepell centre	10/03
Bandley Hill play group	10/03
Bedwell flats, town centre	11/03
Hendron court / Hutton house	11/03
St Nicks play centre	11/03
St Nicks shops	11/03
Mayors charity concert	11/03
Longmeadow	12/03
Roebuck shops	12/03
Chells – St Pauls and St Hughes church	12/03
Hampson Park community centre	12/03
Hampson park play centre	12/03
Tinebridge community centre and shops	13/03
Bedwell community centre	16/03
Customer service centre	17/03 and 19/03
Town library	19/03

Business representatives were engaged at an event hosted by Metro Bank at the end of February in Stevenage, which was meant for networking. The Council had a stand set up and spoke to businesses about how The Council could help them reduce their emissions. Table 2 depicts what was found.

Table 3: Suggestions from employees of Stevenage or Hertfordshire based businesses

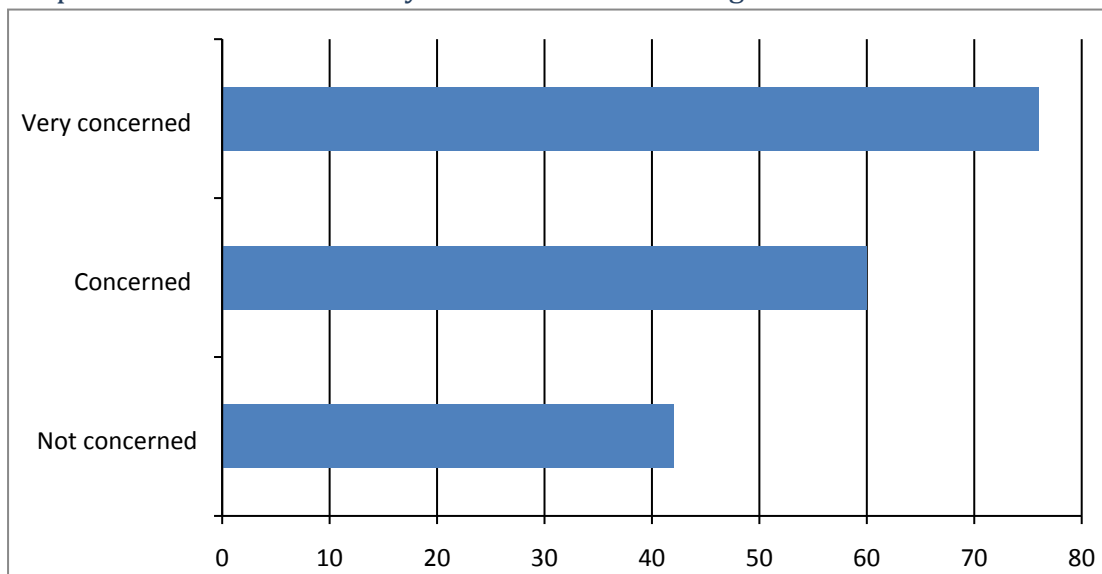
Business employee worked for	Suggestion
Croner (Stevenage territory)	Company has been using less paper and online apps and would like to have some more education about what's out there.
Beststart HR	Free or heavily subsidised electric charging points, more electric charging points, take measures to reduce congestion / make priority lanes.
Letchworth SEAT and CUPRA (Hertfordshire)	Currently launching an electric fleet which could be hired out to SBC or local businesses.
Metro bank	Metro bank have been helping people get loans for electric vehicles. The Council declaring the emergency is good - need to keep going with spreading awareness and keep up momentum with action.
Solveway Ltd	Solveway Ltd are based in a school, follow wider

	school policies, Barnwell school. Would like to see SBC promoting green electric, improved efficiency of the housing stock and also offer help to those with private housing.
Tollers Solicitors	Tollers Solicitors are recycling more and want to use green electric, would like to see more tree planting and use of green electric.

3.2) Numerical data

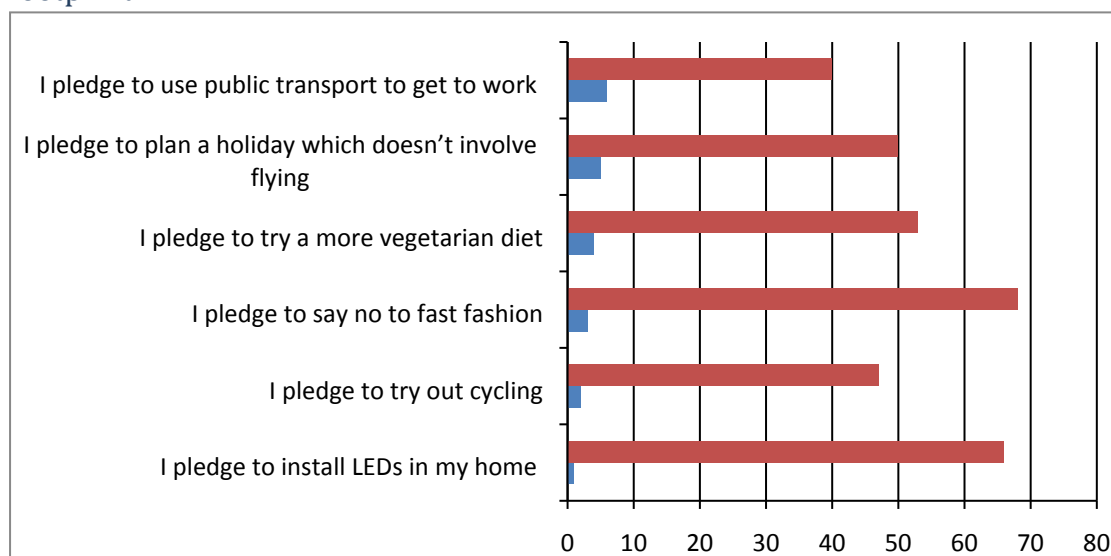
In order to establish how important residents felt climate change was, the question ‘How concerned are you about climate change?’ was included. Overall, 178 respondents answered this, and the results are depicted in Graph 7. In total 136 people stated they were either very concerned or concerned, in comparison to 41 people stating that they are not concerned. It is important to highlight the self-selection bias, meaning it is likely that those who filed out the online questionnaire likely already had an interest in the subject. However, people who were involved in face to face engagement were not attending climate specific events, so this will balance out the responses.

Graph 8: How concerned are you about Climate Change?



Respondents were asked ‘What action are you most likely to take to help reduce your own carbon footprint?’ and the options included were examples lifted from The Councils draft climate change pledge list. The document focuses on the fact that while local and national policy on energy is critical, Stevenage Borough Council also wants to support and empower residents to make changes in their everyday lives. Residents are presented with a list of actions they can take to help reduce their carbon footprint and asked to consider committing to at least two from each category – home, transport and consumption. People could pick as many as they liked. Below, graph 8 depicts the six options that were included in both the online questionnaire and face to face version. Data shows people have a clear understanding that they should be avoiding fast fashion and installing LEDs. Public transport was the least popular pledge, highlighting the need for a better and cheaper public transport system in Stevenage and Hertfordshire.

Graph 9: What action are you most likely to take to help reduce your own carbon footprint?



3.3) Qualitative data

The questionnaires included open text boxes so respondents were able to give their views using their own words. This section will consider common themes that arose when these questions were put to residents and people who work in the town.

Table 4: What action would you like to see from Stevenage Borough Council to reduce greenhouse gas emissions and protect the environment?

Theme and the number of responses which related	Quotes from data set
Greener transport - 48	'Make the town centre and high street more accessible by bike. People will continue to drive if there's no alternative.' 'Offer staff bus passes instead of car park passes. Make sure cycle routes are continuous, attractive and go to the places people want to be including the town centre' 'increase cycle parking provision and increase the cost of car parking' 'Stronger incentives to use alternative transport to car' 'I would like to see electric buses being used. Incentivise businesses to use electric vehicles for delivering in the town centre.'
Managing green spaces and building regulations - 18	'Reduce its carbon footprint. Plant more trees and manage our green spaces' 'Stop building on green belt' 'Up the sustainability ratings on all newbuilds.' 'Use brownfield sites for building homes as much as possible' 'Ensure that green space and trees are prioritised, make preservation of green space a priority in planning applications (e.g. not tarmacking over front gardens)' 'In planning, insist on carbon neutral houses and offices. In. parks and gardens plant and encourage tap rooted species.'

Green energy and reduced energy usage - 18	'Improve the controls to the heating/ventilation within Daneshill House - 25 degrees+ most days' 'GETTING ALL SHOPS/ADVERTISEMENT LIGHTS TURNED OFF EVERY NIGHT' 'increase use of solar and wind generated power, using public spaces to do so.' 'Solar panels /batteries on all council buildings and help lobby for schools to get the same. Also use heat pumps instead of boilers' 'Ensure all new housing is carbon neutral by ensuring efficient insulation.'
Recycling - 23	'Continue recycling keep recycling centre open all week more recycling at neighbourhood areas' 'Give us wheely bins for our recycling to encourage more people to recycle' 'More frequently recycling collection' 'Provide more help with recycling and reduce waste in the town'

Table 3 shows the extensive feedback received regarding what The Council can do to reduce greenhouse gas emissions, with the most prominent topics being green transport (particularly surrounding cycling and calls for a better bus system), managing green spaces, energy efficiency and recycling. The full data sets can be found in Appendix A, B and C, questions 7, 6 and 5.

Table 5: Are you doing anything to reduce your carbon footprint?

Theme and number of responses that relate to the theme	Quotes
Transport - 35	'One of the reasons I moved to Stevenage was to make use of the cycle paths, however I have no safe storage for my bicycle.' 'Less flying, cycling public transport - conscious decision to have no car' 'Using train & bus rather than car where feasible. But bus service is not good in the evenings.' 'I use trains only occasionally as they are so expensive.'
Consumption - 26	'Buy locally grown, use local traders, buy with less packaging, vegan' 'Trying to only buy second hand clothes/buy less' 'repair/ reuse/ upcycle' 'Looking to buy only food with low transport miles where ever possible.'
Energy - 20	'I have installed solar panels; I have increased insulation' 'Yes I changed my electricity provider to Ecotricity, this energy provider supplies 100% green generated energy.' 'wash at 30 degrees and use washing line and clothes airers' 'being energy efficient where ever possible'

Table 4 demonstrates respondents are already going to great lengths to take action against climate change. The transport theme is of particular note, as people highlight their efforts to use more

public transport or try out cycling. However, they believe this has been hindered by an unreliable bus service, expensive train fares and a lack of cycle storage. The full data set can be found in Appendix A, question 8. This question was only featured in the online engagement.

Table 6: What help would you need to reduce your carbon footprint?

Theme and the number of responses which related to the theme	Quote
Transport - 4	'The cost of train travel is far too high at the moment. Travelling by car is cheaper for me.' 'FREE BUS PASS FOR THE 60'S!' 'If cycle paths were clean more people would use them.'" More discounts on ev'
Housing and energy - 3	'Support with funding to replace single glaze metal windows and support to fund new roof which is leaking Private house.' 'Solar panels and batteries with data instruments should be encouraged everywhere but are too expensive for most' 'free insulation'
Carbon Calculator and data -13	'A monthly/3 monthly/6 monthly update on the level of Carbon emissions in Stevenage/Hertfordshire. "app showing how much you were using' "Carbon calculator. For example if you drive from a particular neighbourhood to the town centre it equals x amount of carbon if you take public transport is x amount.' 'Being able to track on an app perhaps'
Education and legislation – 15	'Better legislation to push us down the route of creating less carbon' 'Where can I buy locally produced items with a high environmental standard/awareness? Much of what we consume is manufactured in counties with poor environmental standards, a well know biscuit brand using unsustainable palm oil etc' 'Understanding the differences small changes can make.'" Clear facts and impact of changes I could make. You can feel that what you do individually does not make a difference, there needs to be mass change in attitude and behaviour urgently and enablement to change' 'Application of a carbon tax to all consumables'

Table 5 demonstrates that the majority of responses centred on a need for better education, tougher legislation and most significantly the need for clearer data and carbon calculations. Full data set can be found in Appendix A, Question 9, and this question was only featured in the online version of the survey. However, it is significant data as it highlights what specific assistance Stevenage Borough Council could provide to assist residents to make small scale, everyday changes.

4) Stevenage Borough Council formal consultation response

At the end of February 2020, the Stevenage Borough Council climate change page went live. This dedicated resource included links to a draft strategy, draft resident pledge document and draft business charter. On the 28/02/2020 a link to this page was sent out to The Councils Planning Policy consultees, with the message: *Stevenage Borough Council now has a dedicated page for Climate Change, please follow this link <http://www.stevenage.gov.uk/climate-change/> to view our emerging strategy, and to get further information on the Council's ongoing response to the Climate Emergency. Please respond with any feedback to climatechange@stevenage.gov.uk we will only use your details to contact you in relation to this issue. Please advise if you no longer wish to be contacted.* Further to this, an advert was also placed in The Comet inviting people to give their views and visit the dedicated web page <https://www.thecomet.net/news/stevenage-borough-council-launches-climate-change-strategy-1-6542841> as well as being promoted across all The Councils social media.

Table 6 highlights the organisations who responded and what changes they would like to see to the draft documents, as well as specific action they would like to see from Stevenage Borough Council in the future.

Table 7: Organisations responses to formal consultation page

Respondent Organisation	Main Comments - Improvements required or proposed action
Friends of the Earth	-Need for better or at least clearer data on the pledge list (in regard to the graph depicted) concerned it is misleading as it depicts carbon emissions reducing -Praise for pledges, need to add a dairy specific pledge and a way for people and SBC to track progress -Need for a pathway to Stevenage being carbon neutral as a next step
Wallington Farms	- Proposed that SBC appoint a new member of staff to liaise with all industrial property owners in Gunnels Wood to work with them to substantially increase the amount of clean solar energy that is generated on the roofs of industrial buildings in Stevenage
East and North Hertfordshire NHS Trust	-Lister hospital team are looking at revising and improving their own sustainability strategy and would like to work with SBC on this in the future
Hertfordshire Gardens Trust	Future detailed planning should include -grey-water recycling, green energy provision (solar panels, heat pumps, neighbourhood heating systems etc), efficient insulation of buildings, provision of green roofs where appropriate, SUDS, plenty of outdoor space with trees as well as grass, provision for cyclepaths (and home storage of bicycles) and adequate public transport provision. Adequate storage provision for bicycles at stations. bus

	interchanges and neighbourhood centres as well as town centre
Woodland Trust	<ul style="list-style-type: none"> -Forwarded a template which sets out some of the key actions that the trust would like councils to include either in their climate change strategies or tree strategies. - Would like the council to assess its own land holding and that of key partner organisations to find suitable land for tree planting. -Would like the Council to commit to planting only UK sourced and grown trees to ensure a tree population that is resilient to disease and well adapted to local conditions. -Would also like to see a minimum of 30% tree canopy cover in all new development, and particularly in housing areas.

As previously highlighted in this report (see section 3.2, graph 9) respondents to Stevenage Borough Councils questionnaires had the opportunity to give their views on which of the draft community pledges they felt they were most likely to adopt. Further to this, individuals responded by email to formal consultation, suggesting specific changes and thoughts on climate change. There was some negative feedback with the majority focusing on new construction, building on green spaces and in particular Forster Country. The other negativity raised was respondents feeling that people in Stevenage are not likely to be taking long-haul flights and are unable to 'fork out' for electric cars. This is reflective of wider views that climate change should be dealt with from the top down. The most raised specific requests were around tree planting, protecting green spaces and zero-carbon new builds as well as retrofitting and production of renewable electricity. There was also praise for The Councils role in challenging the Luton airport expansion.

5) Conclusions

Climate change is no longer the divisive topic it once was with the data showing a large amount of people are not only concerned but are actively trying to reduce their emissions. It is clear that more education is needed on what is causing climate change and what needs to be done to reduce carbon emissions. The engagement illustrates that respondents would be supportive of policies and leadership from The Council on reducing emissions. Issues of contention seem to surround not if action should be taken, but what this action might look like. Some of the most prominent conclusion include:

- Importance of protecting green spaces and woodland management. Also, the need to find ways to ensure residents that new development does not always have to be at direct odds with climate change. For example, when investing in low emission housing and redesign of the town around active travel.

- Clear need for major improvements to the public transport in Stevenage and Hertfordshire as a whole, which will require cross partnership working and lobbying to the County Council. On a smaller scale, respondents have requested the Council provide safe and dry places for people to leave their bikes.

-Respondents called for a bolder policy which would really make a difference against climate change, although most understood the strategy as a vision expert, a more detailed action plan is expected to follow.

-Engagement suggest Stevenage Borough Councils Pledges will be of great help to the public, who asked for ways to track their own (as well as the Councils) carbon outputs. To take this further, it must be considered how people can tally their carbon savings and see the difference they are making. It would be great to have a way for people to 'sign up' for the pledges, and then provide data or updates which allow for The Council to monitor (and celebrate) progress.

Next steps for The Councils climate change response will include reconsideration of a time frame for the citizens panel, due to the COVID 19 outbreak. The engagement activities were used as an opportunity to build a database of contacts to recruit for a representative citizens panel, to act as a sounding board on climate policy. As a result, 16 people have provided their email addresses and neighbourhood to be considered for sign up, and a further 56 have requested to be kept informed about climate change engagement opportunities. The above highlighted topics can be used as a foundation for discussion for the first panel.

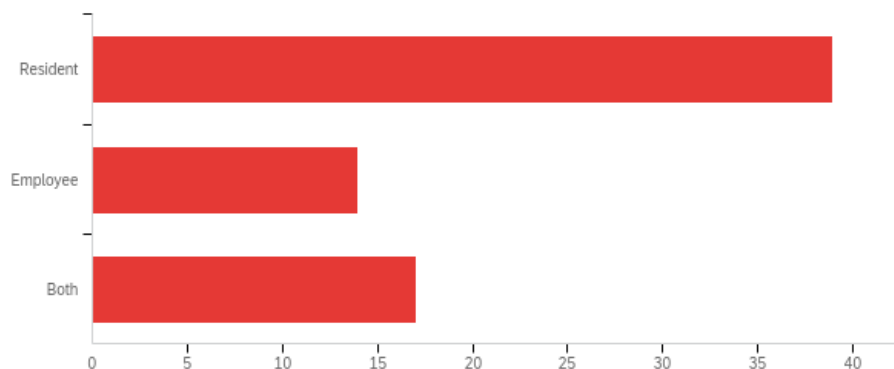
Appendix A – Climate Change Online Questionnaire

Default Report

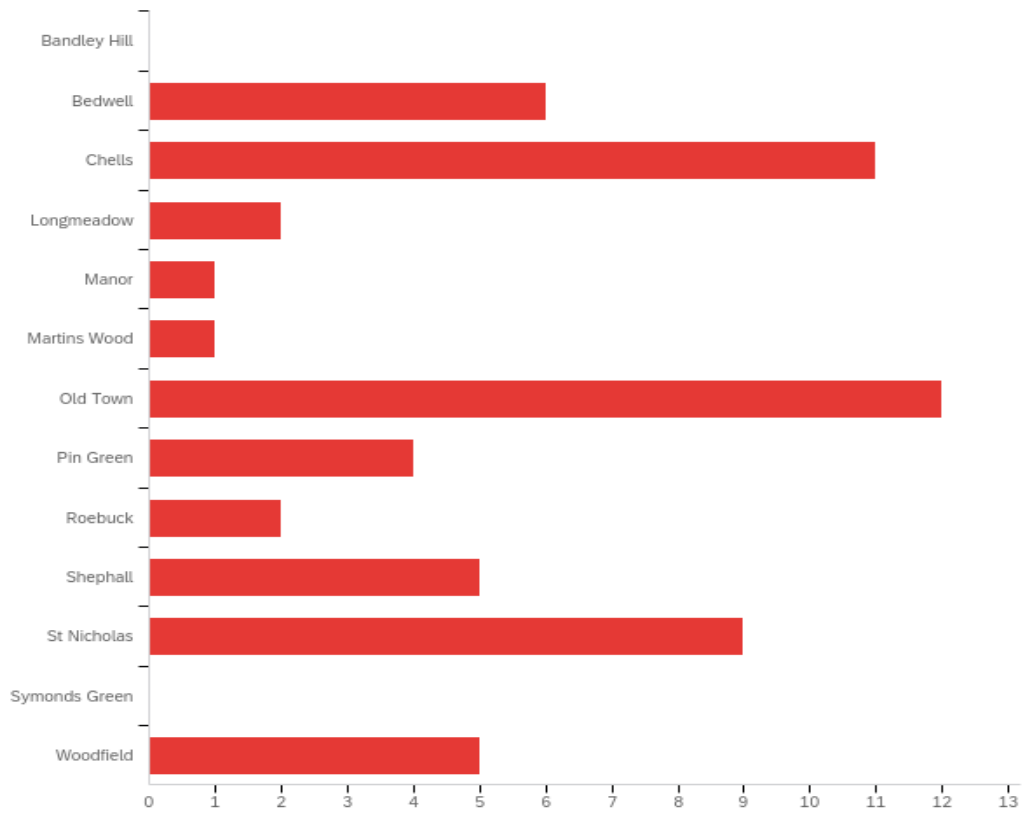
Climate Change Engagement (ONLINE VERSION)

April 3rd 2020, 9:59 am BST

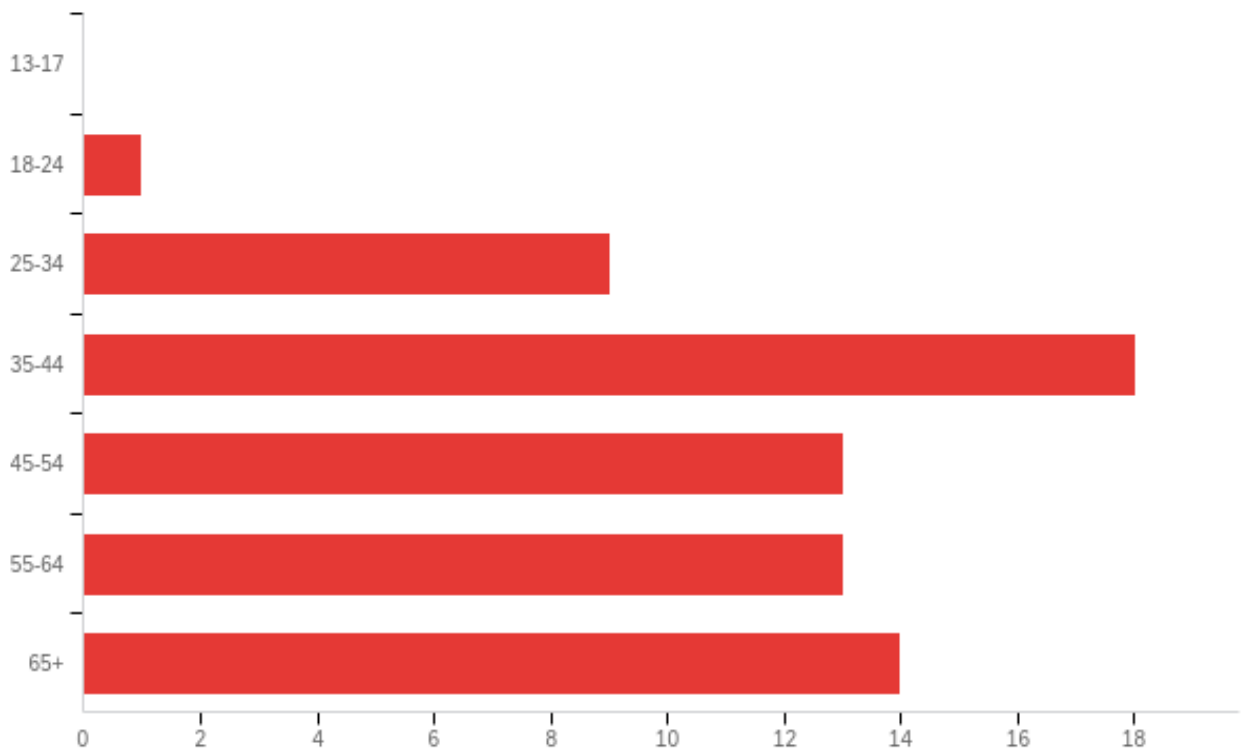
Q1 - Are you a resident of the town or an employee of a Stevenage based business?



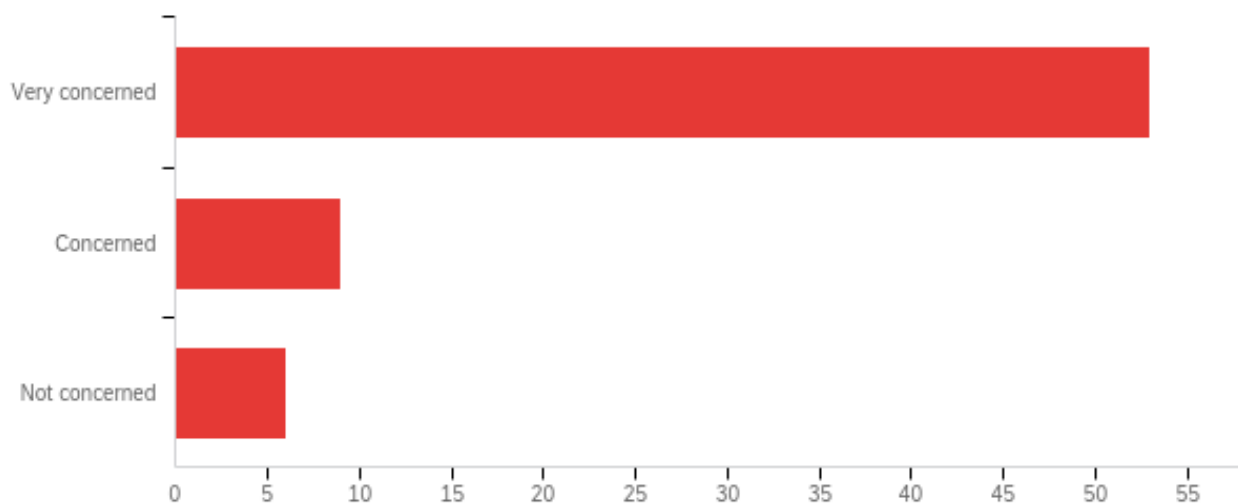
Q2 - If you are a resident - Which area of Stevenage do you live in?



Q3 - Which age bracket do you fit into?



Q4- How concerned are you about Climate Change?



Q5 - In what way - if any - do you feel impacted by Climate Change?

In what way - if any - do you feel impacted by Climate Change?

The air we breath

weather and allotment

Increased worry

Growth of country with little or no way to stop increased carbon

Environment, biodiversity, impacted on global communities and wildlife both in the UK and globally (flooding/bushfires/draught), along with mass extinction, the alarming rate of polar ice melt.

Weather

The effect on my generation and generations to come

I don't think we are impacted yet and won't be until serious government measures are introduced

Varying weather patterns; plastic pollution in food; polluted air.

We shouldn't start worrying only when we are personally affected! It's started in many parts of the world, and e g with the cherries coming into flower on 11 March, one sharp frost could endanger fruit growers' livelihoods in this country.

Suffering more extremes of weather

No proper seasons. Wildlife does know if it's coming or going

The weather

Weather

Changes in climate

More extreme weather events; rising sea levels; future shortages and potential for conflict over water and other resources.

Concerned about the future

The future of our babies, the huge amount of recycling ruining the ozone layer

frustration that authorities do not take this matter seriously enough

RECYCLING AND TOO MANY CARS

Levels of pollution

Wet and relatively warm winters and very dry summers are killing my allotment. Imagine what's happening to farming

none

Weather

Warmer winters

Everything from pollution, to seasonal produce changes

Just look at the weather and smell the air!

worry for my children's future

I have noticed a marked season change, which could have an impact on food production. I am concerned there seems to be no attempt to research historical climate patterns, and comparing them to polarity change, this way we can differentiate between natural and man made climate change, and we can plan better strategies.

Weather

The concerns I have are global as yet no real direct impact other than the increase in insects etc. I have been involved in farming at one point and I have noted that we seem to get more crop fungi etc. these are a reflection of the impact of more rain and wgenerally warmer temperatures.

more storms, higher rainfall, higher summer temperatures, effect on plants and wildlife, air quality

Nothing other than perhaps being made to pay more taxes or having some of my freedoms removed if climate alarmists get their way

Transport pollution - air quality

Green spaces being removed for more housing, lack of fresh, clean air

The burning of fossil fuels from vehicles is most likely the cause of my recent diagnosis of asthma from the pollution.

Too many

Fear for the future of my grandchildren

Entire world will be increasingly impacted, with major knock-on effects e.g. food prices, migration, poverty

Concern for the future of the world, particularly for the next generation

Rising temperatures

Extreme weather; plastic pollution; air quality

It affects all of us, every living thing on this earth

less snow in winter

The somewhat contradictory policies set by Central and Local Governments are often not thought through properly and the longer term effects are not identified and properly analysed. Knee jerk comes to mind.

I am particularly concerned/anxious about the impact on future generations, including my own children and grandchildren.

I need to modify my behaviour to try to protect the future for my children

Being made to feel guilty by woke celebs who contribute more carbon than me.

Increased regulation and short sighted profiteering

Stress over pressure to reduce carbon footprint

Lots of ways

Air pollution

Extreme weather, more aware of the type of food I purchase, more aware of packaging, more concerned with reusing and upcycling rather than depleting further resources to buy new

Extreme weather

the all encompassing threat of doom as serious weather threats become common and wildlife suffers across the globe, leaving an geological epoch-defining mass extinction on the cards.

Q6 - Are you doing anything to reduce your carbon footprint?

Are you doing anything to reduce your carbon footprint?

Using green electricity and solar panels

walking more using car less

Trying to only buy second hand clothes/buy less.

Yes

I do not own a car, I cycle. I have an allotment which I cycle to. Reduced eating red meat and buy organic when I can, would like to cut out palm oil but most products contain it. I dry washing on a line, but work in a health care environment so need to wash clothes at 40c+, in was 2013 since I've flown anywhere. I use trains only occasionally as they are so expensive.

Solar panels, cycling, plant based diet

Less waste at home and work

Walk to work as much as possible.

Yes.

Fitted insulation, solar panels and long-life light bulbs decades ago. Don't drive anyway. Been vegetarian for 60+ years but went vegan about six years ago. Only fly in emergencies and then pay for tree planting in an attempt to offset the damage.

Not directly. I am reducing my plastic though

Not had a car for eleven years. We walk or cycle

Recycling everything i can

Nothing

Yes

Changed diet to reduce consumption of meat, especially red meat.

Yes

Recycling, being energy efficient where ever possible

Walk instead of drive, vegan lifestyle, trying not to buy plastic good where possible, not buying products with palm oil, recycle everything that can be recycled, washing clothes at 30 degrees

yes, cycling and walking instead of driving whenever possible

EVERY DAY I RECYCLE AND DO NOT USE MY CAR TO AND FROM WORK AND I HAVE LEDS IN MY HOME

More UK holidays

Yes

Recycle more, walk to local shops than just jump in the car, cut down on my red meat consumption

Eat less meat. Avoid using plastic. Wear a pullover

using the bin supplied by council

Recycling reusing reducing

Try to buy British

Yes- rescue food from landfill, recycling, cutting out one use plastics, being energy effectient, using renewable energy at home

Stopped using single use plastic and bought a hybrid car

Recycling, reusing, growing our own fruit/veg, reducing meat in diet, using car as little as possible, holiday every 2 or 3 years not yearly.

Trying to recycle as much as possible.

Loads

Ride a bike

One of the reasons I moved to Stevenage was to make use of the cycle paths, however I am not safe storage for my bicycle. I am also eating less meat, have turned my heating down, driving in a more fluid manner and reducing my consumption of single use plastic. I am recycling more.

reducing car journeys, using public transport, lowering house temperature, composting and recycling more

No, it has always been low and couldn't get much lower if I tried. If needing to reduce the carbon footprint is actually necessary, it should be corporations, not individuals, making changes

Recycling as best I can

Yes - already have solar panels, walk rather than drive whenever possible, thermal film on windows to cut down on heating, already do most of the pledges below

Yes I changed my electricity provider to Ecotricity, this energy provider supplies 100% green generated energy. Many food products I have changed to vegan alternatives.

Recycling, re-using, avoiding plastic, cutting down on energy/water use, public transport, no meat etc

Recycling, avoiding plastic when I can, paying carbon offset when I fly

Using train & bus rather than car where feasible. But bus service is not good in the evenings.

House insulation, reduced use of car, no flying, avoid imported food where possible, no red meat

Yes by trying to be as plastic free as possible and buying local products

We have an Electric car, recycle thoroughly, ensure home is insulated. Try to use electricity off peak when grid is greener. Minimise use of gas boiler

Use less plastic or reusable plastics, cutting down on clothes shopping, recycle, work from home as often as possible, eating less meat,

avoiding the purchase of those trendy wood burning stoves Nothing. Focus instead

Yes. Drive vehicles more empathetic to the longer term goal of reducing CO2. Looking to buy only food with low transport miles where ever possible.

Yes: dietary changes, renewable energy tariff, using public transport where possible, reducing consumption and recycling, avoiding flying.

recycle / improve green electric

Small business based in a school, follow wider school policies, Barnwell school

helping more people to get electric vans

Currently launching an electric fleet which could be hired out to SBC or local businesses

Automated operational side

Company has been using less paper and online apps

I have installed solar panels; I have increased insulation; I try to cycle and use public transport as much as possible; I am moving to a vegan diet

green electric, less flying

Nope

Less flying, cycling public transport - conscious decision to have no car

driving less, using less gas and electric

Recycling, eating less meat

Yes, cycling to work, using the train to visit schools, getting milk delivered in glass bottles

Yes lots- all of the below suggestions

I walk everywhere I can

Bus to work sometimes rather than drive across town. Tried cycling - too unfit, took me an hour! Buy locally grown, use local traders, buy with less packaging, vegan, oat milk, no palm oil, no charcoal, charity shops, repair/ reuse/ upcycle, holiday in UK, wash at 30 degrees and use washing line and clothes airers,,

Yes

Solar and cycling/scooter

Walking to work, selling my car.

Q7- What do you think Stevenage Borough Council should do to reduce its impact on climate change?

What do you think Stevenage Borough Council should do to reduce its impact on climate change?

Provide charging points for electric cars

ic buildings, more electric car charging points,

Ensure all future projects are sustainable even if this is more costly/time consuming

Consider more home working

Use brownfield sites for building homes as much as possible, new homes should include solar energy and rain water storage, housing estates with extended wildlife corridors, better public transport, repair cycle tracks and use of e-bikes

Make taxis go electric with incentives, build eco houses with water recycling and power walls. And keep them council cheaper bus fares, may be a ev car rental like in london

Bring in new policies to force residents to reduce their carbon footprint

Make the town centre and high street more accessible by bike. People will continue to drive if there's no alternative.

Newer/more efficient buses. Stop building on Greenbelt land.

As far as I know SBC is doing pretty well. Plant even more trees?

Stop turning green belt into housing. Safeguard allotments and manage them well. Use electric vehicles and have electric vehicle schemes. Have business rates incentives for businesses & shops that are carbon neutral

Need to get people out of car, definitely stop them silly with engines running. Need a better bus service & sort cycle tracks out

Continue recycling keep recycling center open all week more recycling at neighborhood areas I

Cut down on vehicle use

Give us wheely bins for our recycling to encourage more people to recycle

Reduce its carbon footprint. Plant more trees and manage our green spaces.

Much more robust planning and transport policies. Offer staff bus passes instead of car park passes. Make sure cycle routes are continuous, attractive and go to the places people want to be including the town centre. Up the sustainability ratings on all newbuilds.

Improve the controls to the heating/ventilation within Daneshill House - 25 degrees+ most days

Ban refreshments for Member committee meetings, provide Members with i-pads to view meeting papers online instead of paper copies, sensor taps to reduce water wastage, office lights on sensors to save electricity

Greener fleet, plant more trees, not remove anymore unless absolutely necessary

GETTING ALL SHOPS/ADVERTISEMENT LIGHTS TURNED OFF EVERY NIGHT

Stop the mass printing for council meetings - it's poor behaviour that needs to change.

Ensuring recycle facilities are located throughout town , not just general use bins, public awareness campaigns, tolerance and promotion of cyclists campaigns, support reduced packaging in supermarkets, recycling points at till to ditch excess packaging before leaving store so supermarkets take responsibility at last, incentives, work with schools- ensure young people are on board, invest in cycle paths on A roads. I live in a village so getting to Stevenage where I can use cycle paths is too dangerous a ride for me on main roads, subsidy schemes for fold up bikes, electric bikes or "boris bike" type scheme to encourage commuters like me to use train then bike to work, survey bus use from villages to town centre and assess if bus times meet local need

Replace Council vehicles with electric or hydrogen powered vehicles Solar panels on all Council buildings, community centres and council housing. Where possible install heat pumps in all new Council housing. All residential planning applications should have electric re-charging points for ever house/resident

In planning, insist on carbon neutral houses and offices. In parks and gardens plant and encourage tap rooted species. Encourage allotment use. More electric vehicles. Green vehicles. 20 mph speed limit everywhere to disincentives driving.

Build less houses

More frequently recycling collection,

Stop the development on Forster Country

Make recycling easier for residents! Spread the word about the work we do at Hitchin Food Rescue grab and go at the mutual friend pub on Saturday mornings.

A) Get Arriva to provide a better service. Better and reliable b) Install at least 20 more plugin points for electric vehicles. There is NO rapid charging point in Stevenage! Thats unreal! People wont buy electric cars before the can see charging points! Not everyone has the option to charge at home! C) Use streetlights as charging points

Increase items recycled, plant more trees, encourage public transport use, go paperless, solar panels on council buildings.

Bigger is not better, does the Council really need a new suite of offices? Take the coach when attending the Town twinning jaunts instead of flying(yes you do, you know you do)Install solar panels on the council buildings. offer residents compost bins. install solar panels on council houses. install rainwater collection units for flushing toilets.

increase cycle parking provision and increase the cost of car parking

encourage the use of public transport, bicycles and improve the recycling capabilities (be able to recycle a even broader spectrum of materials

increase use of solar and wind generated elpower, using public spaces to do so. encourage airconditioned shops to keep doors closed, companies to switch of all but entrance lights at night, increase painting of trees, one per child born each year, maximise the use of central reservation for pollution controlling planting, use of green walls on public spaces, car parks, rain water collection for grey water usage in new developments, enclosed shopping facilities in the new town centre to ensure that heating and airconditioning are maximised, use of roof gardesnand balconies in exiting flats and apartments and new developments, bye laws to reduce cars, taxis and commercial vehicles idling, improve the quality of buses to reduce emissions ,

Nothing because climate change is caused by changes in solar activity (solar maximums and solar minimums), CO2 emissions have no effect on that. In fact, CO2 is very good for the planet. It should be called global greening not global warming. There are real problems like plastic pollution that should be dealt with, too much of our "recycling" ends up in overseas landfill.

Stronger incentives to use alternative transport to car

Only use vehicles when necessary, and move to electric vehicles - when I've attended meetings before, each person has turned up in their own vehicle. Ensure that green space and trees are prioritised, make preservation of green space a priority in planning applications (eg not tarmacking over front gardens), recycling bins in town centre, repair centres where people can get help to repair goods, more 'encouragement' for people to walk to and from school rather than using cars

I would like to see electric buses being used. Incentivise businesses to use electric vehicles for delivering in the town centre.

Stop building on green belt

Install solar panels on council owned businesses & housing, use electric vehicles

Improve energy efficiency of homes & offices. Install / assist owners to install solar panels for electricity or water heating. Don't build on green spaces or green belt land.

Ensure all new housing is carbon neutral by ensuring efficient insulation and uses heat storage

Solar panels and batteries on all council buildings and help lobby for schools to get the same. Also use heat pumps instead of boilers

Cycle schemes, Educate and reward those who do try to contribute

Nothing. Focus instead on what councils are supposed to do - collecting rubbish and other core services

Develop housing areas with minimum distances to town centres, transport hubs and retail parks. You should be developing west of Stevenage not at the extremities of Stevenage around Great Ashby for instance. The development near North Road and Junction 8 makes sense.

I think the most important thing the council can do is encourage all local businesses and residents to take action to reduce their own environmental impact. This must involve leading by example.

Educate on green electric / tree planting

Green electric, housing stock, help private housing

declaring the emergency is good - need to keep going with spreading awareness

Free or heavily subsidised electric charging points, more electric charging points, take measures to reduce congestion/ make priority lanes

Education around what's out there

Everything set out in the plan.

reduce the number of elected members to one per ward. This would reduce consumption and reduce costs. the savings could be passed onto green schemes.

I do not think that it should try to reduce the impact. It should be trying to prepare for the inevitable changes that are coming and cannot be stopped this late in the day.

Support all housing in Stevenage to convert to electric heating, provide electric vehicle charging points in all garages, parking spaces, and loggy to ensure the electric grid is 100% renewable

influence planning so new builds are carbon neutral, all parking created comes with electric charge points

Encourage use of cycle to work and increase bus services

Lots of small changes

Provide more help with recycling and reduce waste in the town centre and flat blocks

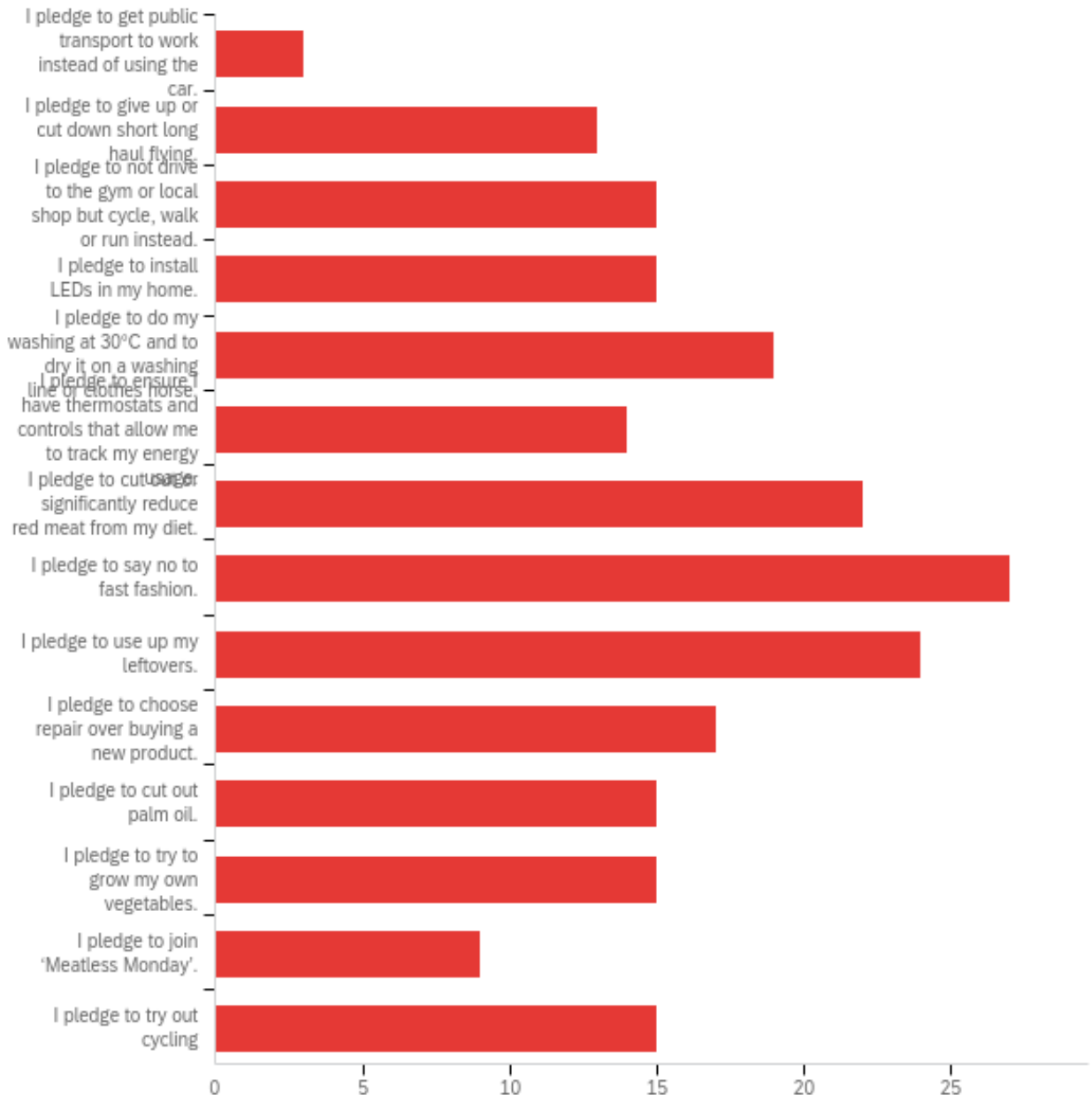
Doing a great job, incorporating sustainable technologies within the regeneration. Extend grants to a wider range of households to improve windows, roofs, etc of housing

Encourage cycling by having secure baggage drop style bike park

E-buses, public car charging, may be car rental like zipcar. Electric bike hire. Build houses with solar powerwalls and water recycling for toilets and washing machines

Close roads to motor vehicles, increase parking charges, restructure key parts of town (the town centre and High Street) so that access isn't easy by car, promote cycling routes as much as possible, buy land and run a solar and wind power production company to supply the town, run it's own Material Recycling Facility

Q8- These are our community pledges to help people reduce their carbon footprint. Which three do you think you are most likely to undertake?



Q9 - What help would you need to be more conscious of your carbon emissions?

What help would you need to be more conscious of your carbon emissions?

A monthly/3 monthly/6 monthly update on the level of Carbon emissions in Stevenage/Hertfordshire.

app showing how much you were using

Better legislation to push us down the route of creating less carbon

Where can I buy locally produced items with a high environmental standard/awareness? Much of what we consume is manufactured in counties with poor environmental standards, a well know biscuit brand using unsustainable palm oil etc

More discounts on ev

The cost of train travel is far too high at the moment. Travelling by car is cheaper for me.

Free insulation

Understanding the differences small changes can make.

Can't really say; I do most of the things in the pledges above anyway, and have done some of them for decades.

An app that could track & inform me of my footprint

Dont kniw

Walkable distance to work

Some kind of tracker but no idea how that would work without high cost or even its own environmental impact.

new ides about how to reduce carbon footpring in our daily lives

FREE BUS PASS OFR THE 60'S

A caculator and a target so that it's clear what I need to do.

Clear facts and impact of changes I could make. You can feel that what you do individually does not make a difference, there needs to be mass change in attitude and behaviour urgently and enablement to change

Carbon calculator. For example if you drive from a particular neighbourhood to the town centre it equals x amount of carbon if you take public transport is x amount.

Application of a carbon tax to all consumables

If cycle paths were clean more people would use them

Numbers on carbon emissions involved in car journeys, animal meat production...

To know about these in the first place and keep it super simple with a how section.

Support towards installing solar panels, better lighting on streets at night to encourage walking.

Tough one this question but things like active signs indicating tthe current CO2 level in Stevenage and what this means. I also think that indicating SOx and NOx levels would be useful as the two are

also linked to CO2

notifications of CO2 emissions, e.g. a journey from Chells totown, eating 1 kg of red meat a week, using a non Led light bulb for an hour, leaving the tap running while you brush your teeth. have these facts displayed to make people think

None. However, regarding the above, I don't need to make any pledges as most of those things I already do. However, individuals should be free to eat what they want. As for palm oil, it is impossible to cut it out of everything in our lives because it is in everything. All palm oil should be from sustainable sources. This is something the UK needs to deal with as a whole, not really down to local government in my opinion

Every day living reckoner

Already very conscious, but easy ways of comparing different options would be good - a carbon calculator for example.

I already do all the above that are relevant to me.

List of objects and activities with estimated of their associated carbon footprints

Solar panels and batteries with data instruments should be encouraged everywhere but are too expensive for most

Being able to track on an app perhaps

Nothing

Nothing

I think I'm already very conscious! I've been actively involved in the environmental movement, campaigning on climate change, since my 20s (I'm now 56).

More/better food labelling

A methodology to work it out and see what produces the most

We need not be worrying about emissions. We need to be preparing for change, even if doing so adds to it.

some why of calculating carbon footprint and reductions

Better information

More information on what carbon emissions are and what causes them

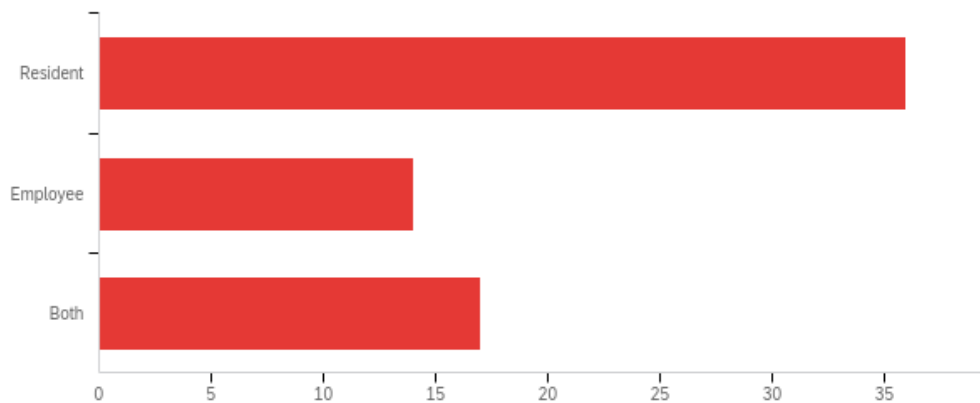
Support with funding to replace single glaze metal windows and support to fund new roof which is leaking . Private house.

Appendix B – Climate Change Face to Face Questionnaire

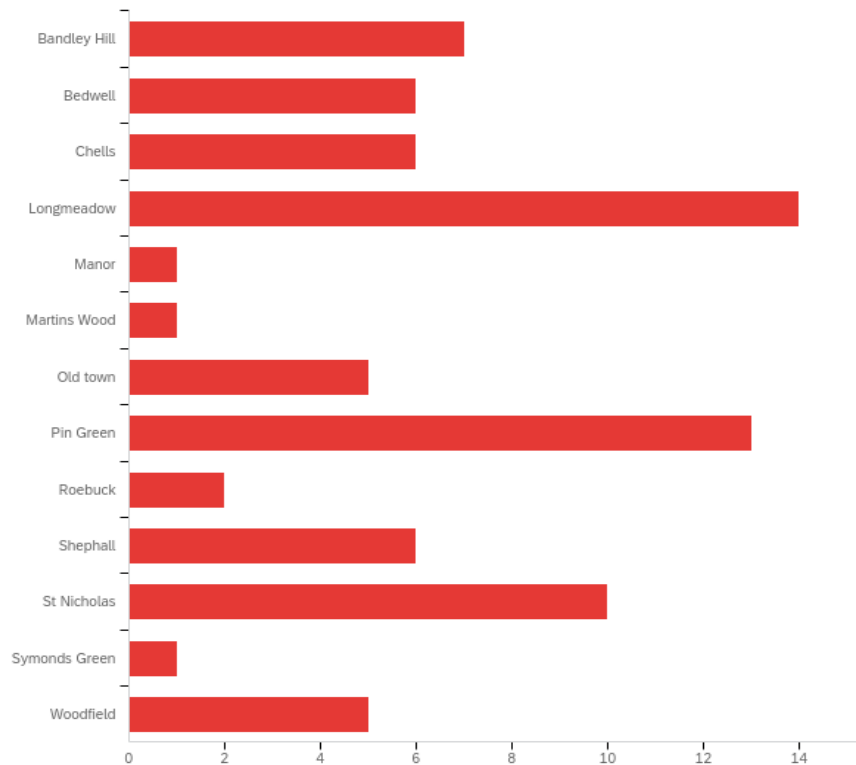
Default Report

Climate Change Engagement face to face version)
April 3rd 2020, 10:12 am BST

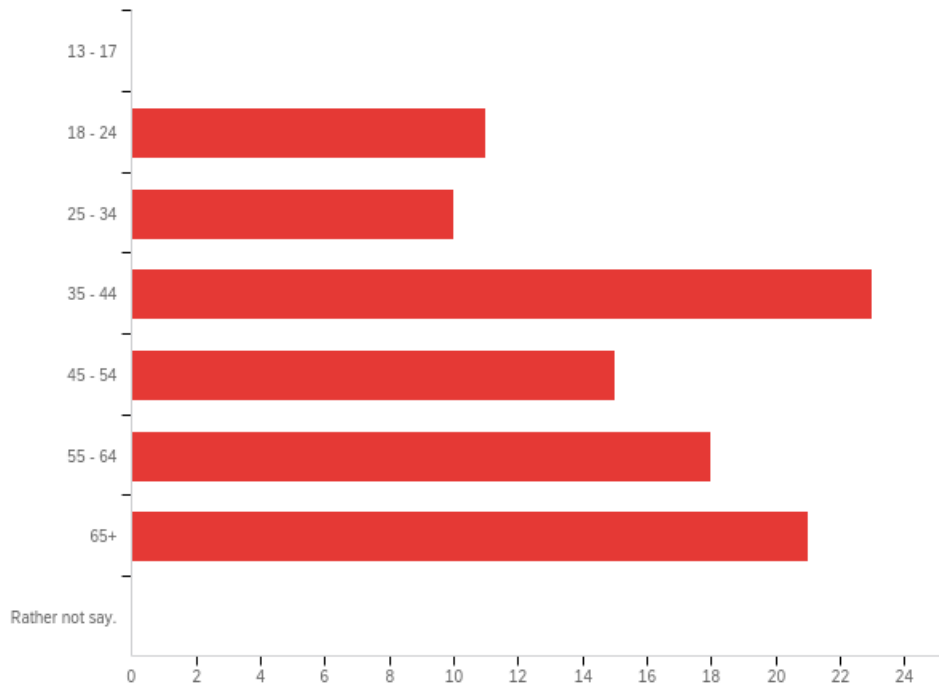
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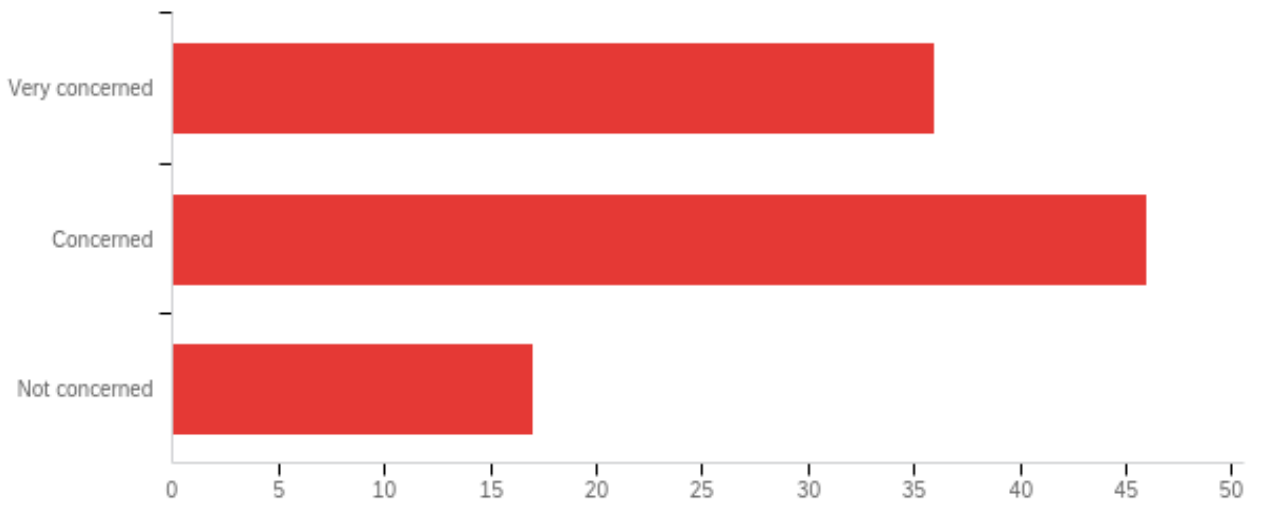
Q2 - If you are a resident - which area of Stevenage do you live in?



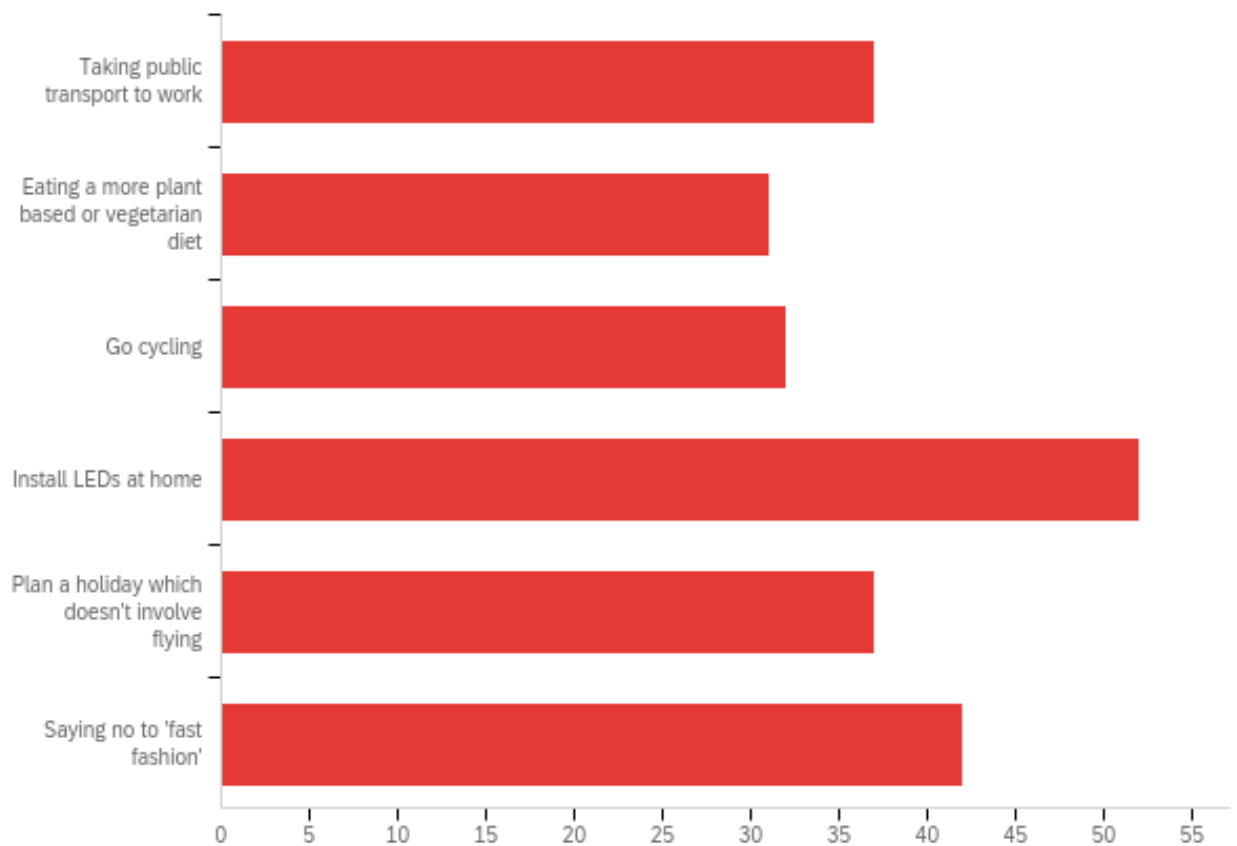
Q3- Which age bracket do you fit into?



Q4 - How concerned are you about Climate Change?



Q5- What action are you most likely to take to help reduce your own carbon footprint?



Q6 - What action would you like to see from Stevenage Borough Council to reduce greenhouse gas emissions and protect the environment?

What action would you like to see from Stevenage Borough Council to reduce greenhouse gas emissions and protect the environment?

Cheaper public transport needed, ok where we are but lots of places in Stevenage really badly connected

Do alot more to promote cycling, underused cycle paths, no places to chain the bikes up which is sheltered which is a deterrent for riders, encourage older people to take up cycling

Not sure

Covertng street lights to LED, better recycling

Improved Recycling facilities - too small at the moment

Better recycling

More recycling space, at the moment always full

Improve recycling pick up

Don't build on the floor plain, reduce use of plastic

Better recycling management and reduce the use of diesel vehicles

Plant trees

Promoting cycle ways and fairlands valley park so that more people use them without driving there. Using fairlands to promote environmental issues as it gets a lot of visitors

Car free town centre and free public transport to the town centre

SBC to use electric powered tools as opposed to petrol powered tools

More electric charging points to encourage more people to buy electric cars

Na

Na

More recycling from houses

Electric Busses

Electric Busses

Plant more trees and improve cycle paths

Improve bus routes to Bragbury end

Maybe introduce electric buses

I don't know

More trees

Better cycling tracks

Recycle everything. Government to help with electric vehicles costs. Underfloor heating with solar panels power

Space for bee keeping. Wild flower planting

Better bus service. Bike carrying on busses.

Less traffic, more care over our green spaces especially fairlands

Less traffic

good cycle routes, walking and use tip

clear cycling paths of glass, re cycling not collected Lincoln Road

recycling not being taken Lincoln road

keep us informed

nothing

no do ok

realistic on the programme of achieving change, allow time.

education around climate change in schools

increase the safety of street lighting to encourage walking

electric vehicle infrastructure

encourage wakking and public transport

encourage walking

Cheaper public transport

Electric cars

Improve cycle paths to encourage cycling

Bus fares

Not drive and walk aroindm

Don't know

Stop building more houses for poor people

Install good insulation to private homes including modern treble glazing

Install treble glazing and good insulation to homes including private homes.

Put more buses on the road reducing car useage

I don't know

Don't know

Lower bus fares

Install more electric charge points for electric vehicles

Don't know

Lower bus rates

Plant more trees

Don't know

Improve recycling

Aid residents in installing electric car charging points.

Lower bus fares

I would like to see SBC perform EPC on all their properties

Less landfill more recycling and reusing, collecting items for charities such as milk bottle tops

Supply more electronic vehicles

Better bus services. Buses running exhaust fumes without moving

I don't know

I don't know

Not sure

Should put more water fountains in that are clean and not use of plastics

Not replacing Windows and roofs etc during major refurb that don't need doing

Don't know

Not sure

Encourage people not drive on small journeys

No idea

Bulk buying refill shops to reduce plastic

Recycling could be improved

Better bus service to avoid cars

I don't know

Do something about the high bus fares in Stevenage.

Proper use of recycling bins

Not sure

Abolish council tax

Address public transport electric encourage people to get their bikes

Electric vehicles

Electric buses

Bigger recycling bags

Easier recycling

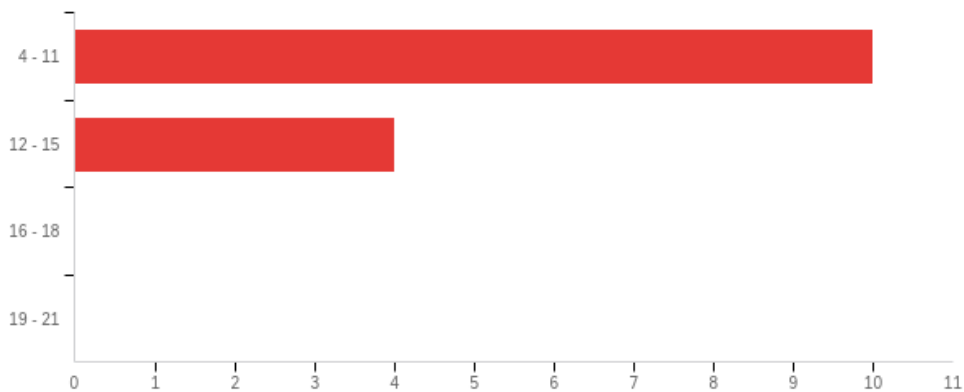
Appendix C – Climate Change Young People Questionnaire

Default Report

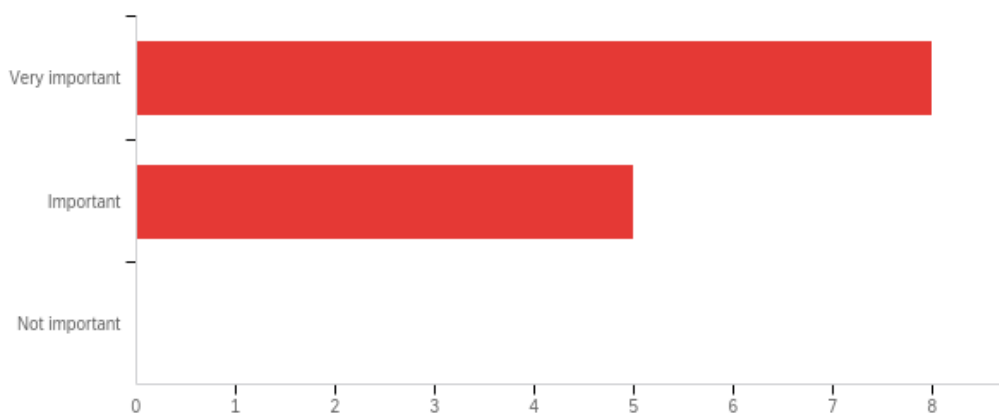
Climate Change Engagement (Young People)

April 3rd 2020, 10:17 am BST

Q1 - How old are you?



Q2- How important is the fight against Climate Change to you?



Q3 - What action are you taking to fight Climate Change?

What action are you taking to fight Climate Change?

walk to school grow fruit and veg, use bike and recycle.

stop using plastic regularly, eat less meat, grow vegetable and flower patches in gardens for food and attract bees because their death is increasing at a fast rate. Walk / cycle / scooter to school.

Try to plant vegetable and fruit in my back garden

using less technology

I walk to school, I recycle

I walk to school, I recycle

meat free since feb

I walk to school everyday, I cycle as much as I can as long as I have free time, I recycle, I turn off my devices when they reach 100%

Reducing my amount of plastic daily

I am reducing the amount of plastic that I use daily.

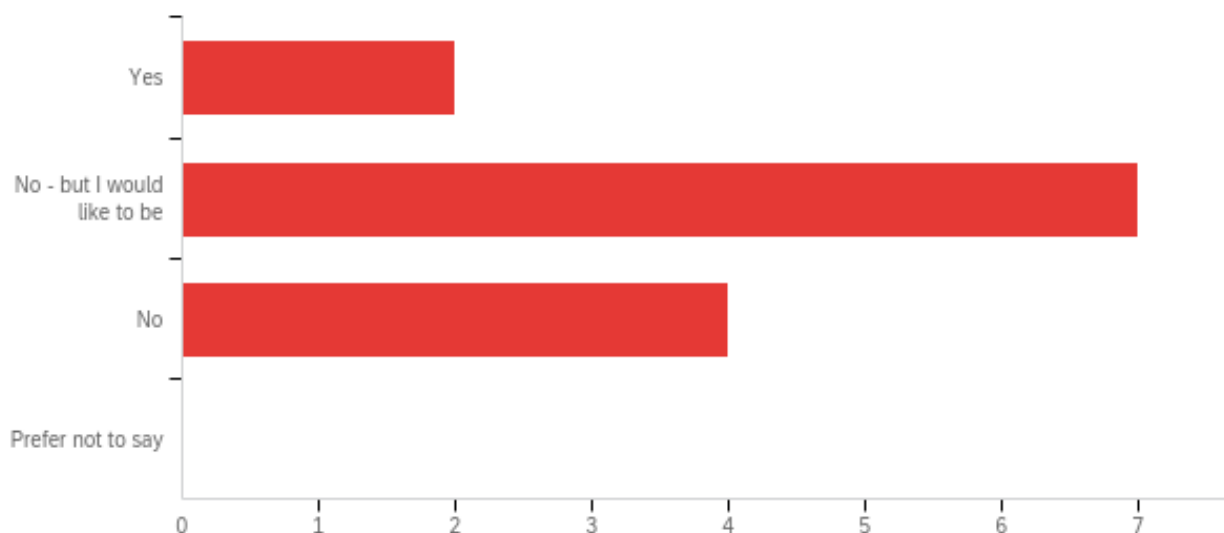
None at the moment but would like to start growing my own vegetables and turning my phone off when fully charged

None but I would like to grow my own vegetables

I going to walk to school more, Turning your engine off when waiting for someone, meat free monday

Cycling to school, getting parents / carers to turn engine off

Q4 - Are you involved in any activities around the subject of Climate Change?



Q5- What action would you like to see Stevenage Borough Council take to fight Climate Change?

What action would you like to see Stevenage Borough Council take to fight Climate Change?

Make busses electric and stop smoking, make trains cleaner so people will use it more than cars which make pollution

make electric cars, buses and trains

They use less technology and grow more plants

start using shampoo bars and bubble bars

Shampoo bars, instead of bottles so therefore using less plastic

electric buses

Make more things that are recyclable so we can recycle more plastic. Create more things that are not in plastic liuke soap bars, which could be something people could try. People could also try vegan food and find something they like.

more bins placed around, more litter picking

More bins and a litter - picking service

More electric cars

Get more electric cars

Give us vegetable seeds so we can grow our own veggies

A meat free monday, Litter pick, a no smoking and engines zone, maybe give us some vegetable seeds. Have electric buses.

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CLIMATE
CHANGE



Climate Change Strategy September 2020

Foreword by portfolio holder

Climate Change has now reached a point where we must all take immediate action, and with its declaration of a climate emergency in June 2019, Stevenage Borough Council is committed to tackling this head on. We have a holistic vision which focuses on cutting our own emissions to net zero and supporting our businesses and residents to do the same by 2030. This strategy begins to set out how we plan to achieve this and the actions we can all take which will have the most far reaching impacts. The steps we must take in order to ensure a climate safe future will also have significant positive impacts on health and wellbeing within the community, as we look to champion warm, energy efficient housing and the protection of green space.

Climate Change by its nature is a global issue which requires real change in the way our current globalised production and consumption systems operate. Although it can seem like a daunting task, the reality is that locally driven action will be pivotal in realising national and international targets to keep global warming to a level that can continue to sustain life on earth. The current crisis presents an opportunity to prioritise a fair and just transition to a sustainable era of living. The Strategy details the evidence at both local and national levels, setting out how we as a cooperative council can address our collective impacts.

Following the climate emergency declaration, The Council has been working to understand what action can be taken to not only reduce the carbon outputs of its assets and activity, but also in what ways to act as a community leader to empower the whole town to take action. The declaration was a direct result of collective action from ordinary citizens, and therefore The Council believes the response should be community led. For this reason, it was important to reach as many people as possible to establish how people felt impacted by the changing climate and what ways The Council can empower residents to make changes.

Cllr John Gardner

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Section 1: The Vision for Change

In using the evidence base as a foundation, discussing with interest and stakeholder groups, then having widespread consultation, Stevenage Borough Council has coproduced a Climate Change Strategy and outlined an Action Plan. In doing this, The Council have followed these approaches:



- Understanding the emissions will involve building up a detailed picture of what Stevenage's outputs are.
- Lead the way by ensuring Stevenage Borough Council (SBC) is producing as little greenhouse gases as possible as quickly as possible
- Advocating for and facilitating real change will see SBC lobbying for more drastic action at County and Central Government level, as well aiding local stakeholders' efforts to shrink their carbon footprints.
- The response to the climate change emergency will be resident led which means the community will be fully involved throughout the process.
- SBC will utilise this opportunity to improve our residents quality of lives, by striving to end fuel poverty, improve the built environment to encourage the shift to active travel and making healthy plant based food accessible.
- Clear targets will be set with regular monitoring in place.

1.1: A Co-operative Approach

Stevenage is proud to be a co-operative council and understands the importance of a co-operative approach when addressing a complex and systemic issue like the climate emergency. The climate crisis impacts the most vulnerable people in society disproportionately, and the local level is no exception. Stevenage was built on a foundation of co-operation as policy makers and residents sought to rebuild the community following the Second World War, and this ethos will be of paramount importance when tackling climate change. There can be no climate safe future while there is injustice and inequality. It is critical that as SBC looks at community wealth building the climate is considered and prioritised as much as economic growth.

To maximise engagement, The Council strived to use an array of traditional consultation as well as lots of online methods, including a digital Facebook engagement campaign which received over 1,400 responses. Further to this, a cross party Member Working Groups has been established as well as cross county coloration groups to maximise engagement and our effectiveness. Stevenage Borough Council has and will continue to reach out to our businesses and residents to enable the changes the whole town needs to pull together. This will allow the whole town to capitalise on the social justice benefits of tackling climate change. For example, prioritising cleaner air for all, healthier diets, and improved public transport. Stevenage Borough Council strives to embody the following co-operative principles:

- The Council as a strong community leader.
- Working together with the community and other agencies to provide services based on needs.
- Communities empowered to design and deliver services and play a role in their local community.
- A clear understanding between the council and our communities.
- Joined-up and accessible services that offer value for money and focus on the customer.



Section 2: Engagement

2.1: Our Extensive Local Consultation Feedback

The declaration was a direct result of collective action from ordinary citizens, and therefore The Council believes the response should be as community led as possible.

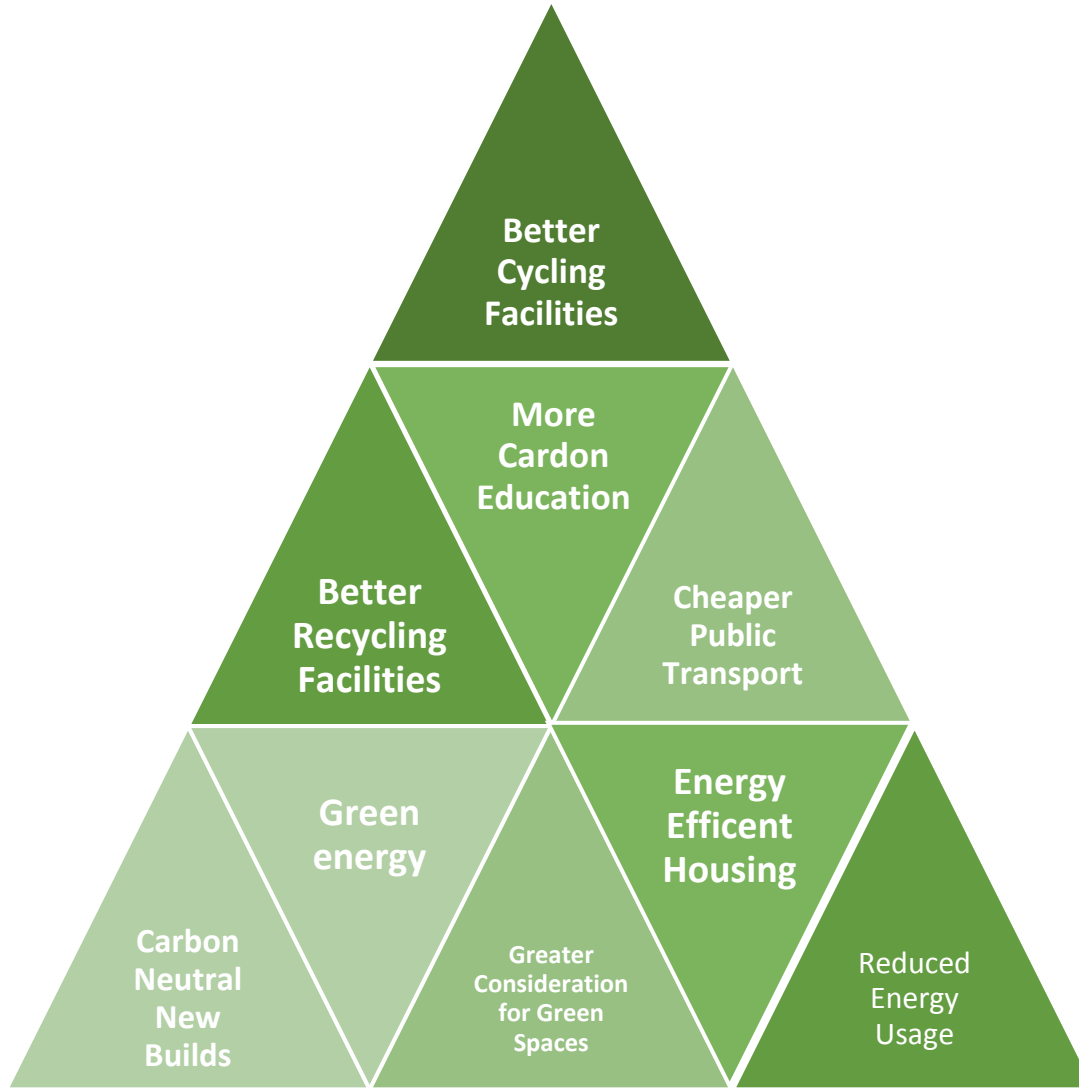
From January - April 2020 The Council have been engaging with residents both face to face and virtually to establish what issues the community would like to see addressed. Although this will be an ongoing process please see the most dominant themes raised by respondents displaced in the pyramid.

This will give valuable direction for the development of a Stevenage tailored action plan to net zero by 2030 and will be investigated further.

Stevenage Borough Council continues to plan for a Citizens' Panel style event to happen when government guideline permit, or virtually.

Following the climate emergency declaration, The Council has been working to understand what action can be taken to not only reduce the carbon outputs of its assets and activity, but also in what ways they can act as a community leader to empower the whole town to take necessary action.

The Highlights of the feedback are in the diagram below, with the details in the appendices.



2.2 Friends of the Earth (FOE) Assessment of Stevenage's Climate Change Emergency Response

<https://takeclimateaction.uk/climate-action/how-climate-friendly-your-area>

FOE helpfully produced a high-level assessment of the emissions in Stevenage alongside a series of interventions to address them. This is detailed below:

The Stevenage area's performance on climate change is average compared to other Local Authority areas. Stevenage particularly needs to do much better on increasing the use of public transport, cycling, and walking, increasing renewable energy, and increasing waste recycling.

There are different estimates of how fast the UK should reduce greenhouse gas emissions if it's to do its fair share in combatting climate change, ranging from around 7% to over 25% per year. Researchers at the Tyndall Centre in Manchester University say that Stevenage should reduce emissions by at least **13%** per year.

Housing

Only **44%** of homes are well insulated in Stevenage. This leads to high greenhouse gas emissions and unnecessarily high energy bills, with **8%** of households in the area experiencing fuel poverty. Poor insulation contributes to this problem.

Upgrading the insulation of **2,088** homes per year within the Stevenage area will ensure all homes are properly insulated by 2030, lifting as many people as possible out of fuel poverty.

There also needs to be a switch from gas central heating, which is a major source of greenhouse gas emissions, to eco-heating or electric (renewably sourced), which does not burn fossil fuels. There are only **15** government funded eco-heating systems in the Stevenage area, yet the UK needs to fit around 1 million per year. A fair share for Stevenage would be fitting **1,387** eco-heating systems every year.

Transport

Transport is the biggest source of greenhouse gases in the UK, and emissions continue to grow. In Stevenage only **14%** of people commute by public transport, **3%** cycle, and **10%** walk. In the best performing similar Local Authority area, the proportions are **39%**, **6%** and **14%** respectively.

Much more is possible. Research shows that **25%** of commuter journeys in Stevenage could be by bike, better walking routes can encourage more journeys on foot and improve health, and 6 in 10 drivers would shift to public transport if its quality improved.

When cars are needed, they should be electric and shared as much as possible. Only **10%** of commuters share their car when commuting in the Stevenage area. Stevenage should have a target of 40% of their staff sharing journeys to work.

Stevenage area has **10** electric vehicle charging points (EV chargers). The Committee on Climate Change, which advises the government, says there should be 1 EV charger for every thousand cars by 2030. This suggests that in Stevenage there should be at least **42** EV chargers. There is a real need for a much faster transition to electric cars, which means many more EV chargers than this.

Energy

Currently the Stevenage area has **3MW** of renewable power. If the Stevenage area matched the best of similar Local Authority areas, it would have **22MW**. To give an indication of what this means in practice, the average onshore wind turbine in Europe is 2.7MW and a 25-acre solar farm will produce about 5MW of electricity.

Trees

Trees play an important role in sucking the main greenhouse gas carbon dioxide from the atmosphere and storing it as carbon. They also provide a home for nature, clean up air pollution and reduce flood risk. According to the Government's National Forest Inventory (NFI) **6%** of the Stevenage area is woodland. The highest proportion in similar areas is **20%**. The Stevenage area should aim to increase tree cover to **20%**.

Waste

Making the stuff we buy, using it, and throwing it away all contribute to climate change. Buying less stuff is an important step in cutting greenhouse gases. For the stuff we do buy, we should reuse, recycle or compost it. Stevenage reuses, recycles and composts **38%** of its household waste. This compares to the best figure of **59%** in similar Local Authorities.

Section 3: Zero Carbon by 2030 – 8 Themes for the Strategy that will lead the Action Plan

The Action Plan will be a live document that is responsive to the opportunities that new technologies and bids for funding may allow. The 8 themes below detail the expected areas of focus and have been justified and explained. Following the Citizen Panels and other stakeholder engagement the Action Plan may further evolve and adapt to reflect the suggestions put forward. The Action Plan aligns with the work HCC are preparing and many other local authorities across the country.

People

- SBC will produce a Climate Change Communications Plan to help education and inform our residents.

- Continue to work with youth groups, Youth Council and local schools to help both understand their Climate Change concerns and also empower them to make changes.

Biodiversity

- Tree protection and Planting Strategy

- Biodiversity Plan and Actions

- Plant over 2,000 trees by 2030.

- Construct at least 3 new lakes or ponds by 2030

Transport

- Electric Taxis and support to drivers to transition their fleet.

- Electric Buses, with expanded routes and frequencies.

- With HCC, introduce work-place parking charges

- Living Streets through the Borough.

- Decarbonising the SBC fleet before 2030.

- Bike and E-scooter hire

Energy & Water

- Promote cross county purchase of renewable energy supply

- Identify the opportunity for local renewable energy generation.

- Test a Combined Heat & Power Station as part of any new swimming pool development.

- With Affinity Water & HCC, support thier move to zero carbon, and reductions in water usage and leaks.

Businesses

- Lobby government to support our businesses and a Green Recovery
- Using our network's shared knowledge to support SME to adapt to climate change opportunities
- Share knowledge and improved ways or working across our business community to reduced carbon.

Homes

- Energy efficient housing (including retrofitting of current council housing stock and subsidies for private homes).
- Planning Policy for zero carbon homes on all large scale developments.
- Zero carbon development at the Station Gateway
- Fully electric / zero carbon heat and power on SBC lead developments

Construction & Regeneration

- Designed a Carbon Neutral new Civic Hub
- Work with Regeneration Partners that are committed to zero carbon operations
- Fully electric SG1 residential development
- Zero carbon state schools

Waste & Recycling

- Develop a new Waste Strategy promoting reduction, reuse and recycling.
- Zero waste to landfill or incineration
- With HCC produce biogas

3.1 Theme visions:

People

The only way we can achieve the goal of carbon zero by 2030 is if everyone plays their part. Through educating, engaging, supporting, listening and communicating with our residents from all background, positions, ages and interests can we collectively make the required changes to our behaviour.

Biodiversity

Ensuring our biodiversity is improved as part of the carbon reduction measures will ensure we have a holistic approach to the wider sustainability impacts we as humans are having on our local ecology. Using nature's natural way of addressing the human impact of climate change is the most effective method of taking action. Ensuring that one area of improvements does not undermine the other is vital.

Transport

Making up nearly a third of our emissions Transport is a key area for us to address, and one that behaviourally we as residents, employers, employees or visitors make every day. Big changes and support from the Transport Authority can have huge transformational impacts not only on our carbon outputs, but also health and employment opportunities.

Energy & Water

The source and use of energy has the opportunities to make significant changes in our carbon emissions relatively quickly, particularly while we are still trying to change behaviours. It is expected that the general electrical grid will be fully re-carbonised by 2050 which is too late for our targets, so encouraging all energy users to not only consider where they source their energy from but how much is used, is one of the first major actions. As our temperature increases, our water usage increases and availability decreases. Hertfordshire is already one of the driest regions in the UK yet we use twice as much water as people in places like Manchester. Actions to address leakage and chalk stream sourcing need to also be considered.

Businesses & Homes

Industrial and residential users make up nearly two-thirds of carbon emissions, investment in de-carbonising industrial processes, and home heating / energy use are key areas to support and educate our businesses and residential to make the changes. Government financial support will be required too.

Construction & Regeneration

As a leader in building new homes and regenerating the town centre the Council will have significant powers and opportunities to build better buildings and places, which are designed in sustainable ways, in sustainable locations.

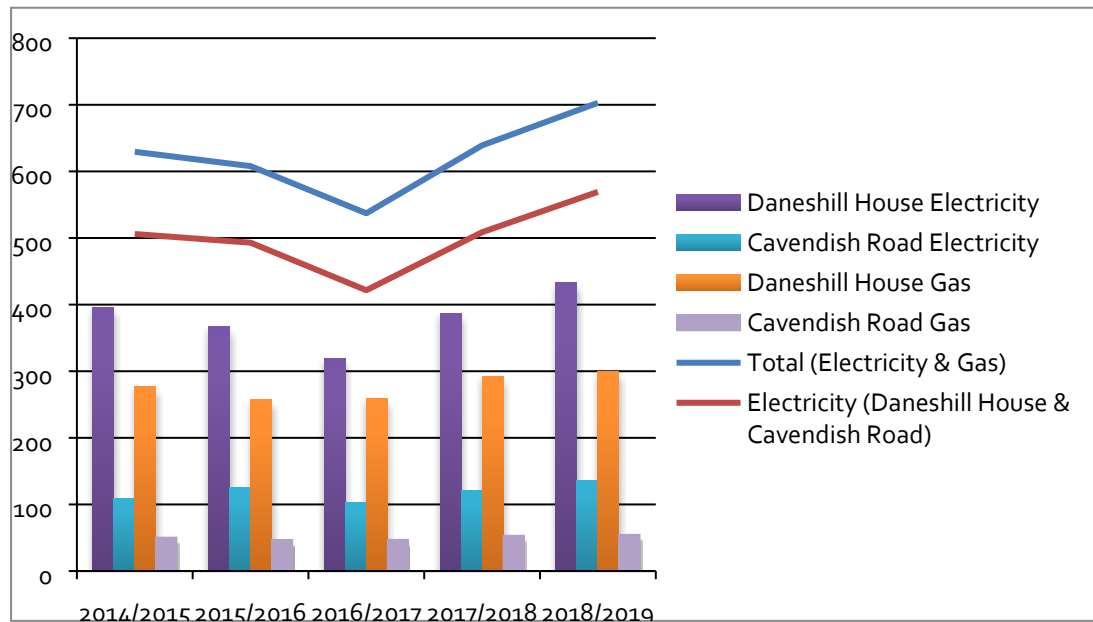
Waste & Recycling

Reducing, reusing, then recycling need to be at the heart of what we do as a Council collecting and processing waste but also in educating our residents and businesses.

3.2 SBC's Carbon Management Plan

The Council has two main office sites, Daneshill House and Cavendish Road. Most office-based staff are based at the larger Daneshill House which is evident in the data. Emission levels have been increasing since 2016/2017 and reconsidering SBC energy efficiency is a priority as well as looking at methods to decarbonise the building's heating system. Although it is now unclear what will happen following the COVID19 pandemic, it is still critical that the buildings are as energy efficient as possible while they remains in use.

Figure 1: SBC's CO2 emissions for 2014/2015 – 2018/2019 in CO2 tonnes for main two office sites



Further to this data, The Council has been working with CLS Energy Ltd who is an energy consultancy to produce a baseline carbon footprint. CLS energy use the international protocol, the relevant ISO standards, and the government's annually revised data for carbon conversions. This method gives an industry recognised calculation of our carbon emissions. The Council are working with the data produced to assess what steps can be taken to improve energy efficiency and reduce consumption as soon as possible

3.3 The Climate Change Strategy

This document will act as a starting point for the development of a resident-led, co-produced more focused Climate Change Strategy for Stevenage. The Council will act as a community leader and facilitate local people and businesses during the decarbonisation process. Through consultation with academics and climate change organisations the Council has taken this first-step to consult with residents and businesses.

This document aims to provide contextual information and focusses on the Council's proposed approach for tackling climate change. This is a vital strategic task which will consider the role the Council must play as a facilitator for change and advocate for radical transformation of the transport and energy systems, as well as having a robust plan for reducing emission from the Council's own land, buildings, fleet and assets. It is critical that the carbon footprint and wider environmental impacts of all new developments in the town are now considered through planning and residents are informed and empowered to be able to make the meaningful lifestyle changes required for Stevenage to achieve net zero carbon emissions by 2030.

To achieve this, The Council will focus on four main areas. Most of the carbon emissions in Stevenage come from Transport, People's home and businesses, construction, and utilities. Through focusing on these areas, better understanding their requirements, and engaging with them Stevenage can reach the zero-carbon target.

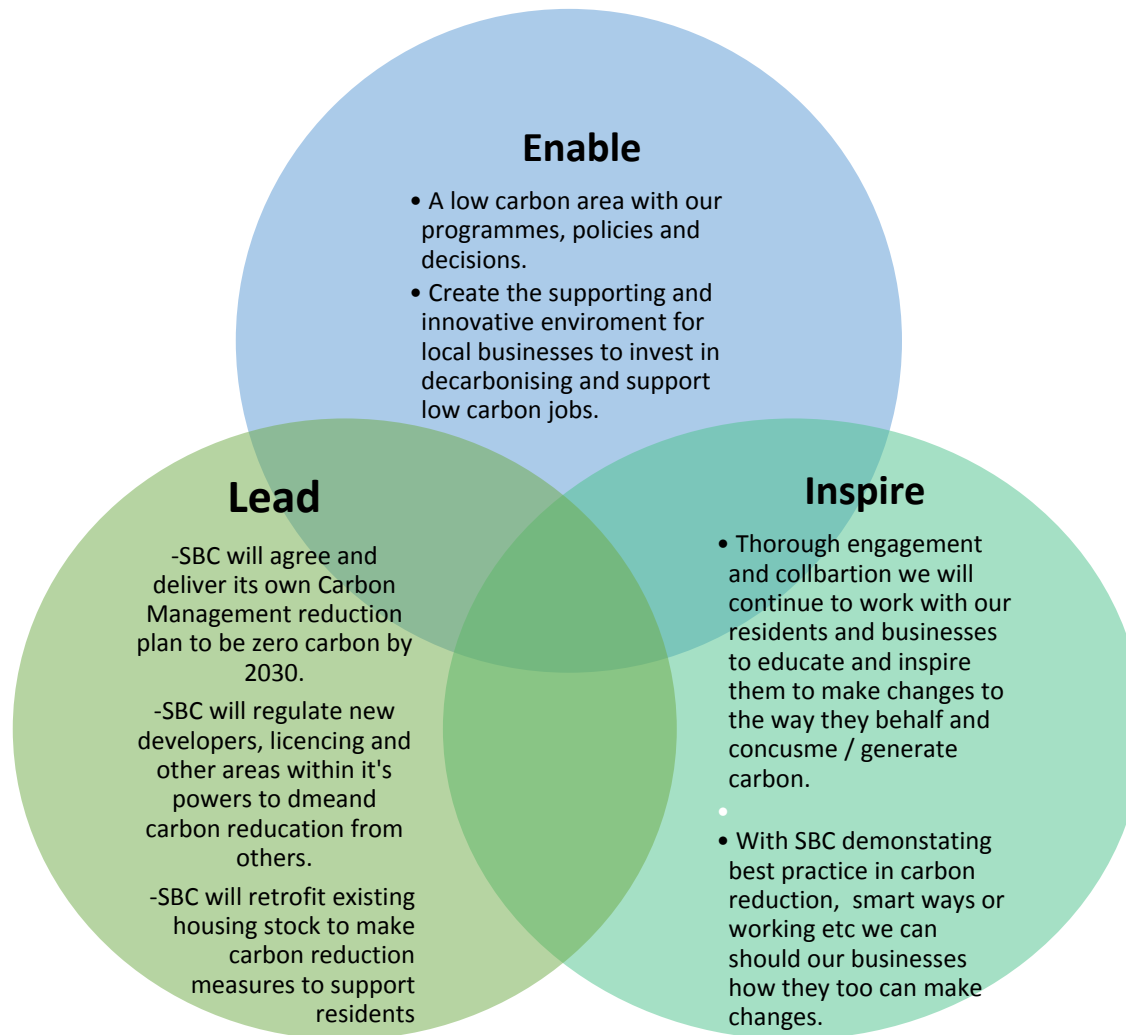
3.4: The three areas of influence for SBC as a Local Authority

When discussing how best to address the climate emergency, the focus is rightly placed on climate change mitigation, i.e. reducing greenhouse gas emissions (particularly carbon dioxide (CO₂), as well as methane (CH₄), nitrous oxide (N₂O)) and identifying action to address how the town sources, consumes, and produces energy. However, in mitigating CO₂ emissions the town will influence, and be influenced by, a range of other issues and strategies including energy security, fuel poverty, climate adaptation and resilience.

These strategies will need to be well integrated to reduce duplication, share resources and costs, and maximise co-benefits. For this reason, The Council, following Hertfordshire County Council, will be looking approach the climate emergency through three specific themes: Enable, Lead, and Inspire. While Stevenage Borough Council is fully committed to being net zero carbon itself by 2030, it is also committed to achieving that for all within Stevenage. To achieve this, The Council can only do this in partnership and with the support of the town. Through identifying these 3 approaches and effective engagement it is possible to empower everyone to reduce their carbon emissions.

When approaching emissions, it is important to understand the three scopes. Scope 1 refers to direct emissions from sources owned or controlled by the organisation, for example, emissions from the combustion of gas or diesel in owned or controlled boilers or vehicles. Scope 2

refers to emissions from the generation of purchased electricity consumed by the organisation. This electricity is purchased or otherwise brought into the organisation's building. Scope 3 concerns all other indirect activities which result in emissions outwit direct control. If Stevenage is to become a truly net-zero town, all three scopes must be addressed and everyone in Stevenage must play their part.



3.5: Case Study - Biodiversity Action Plan

Stevenage Borough Council is extremely proud to have a longstanding commitment to preserving and enhancing biodiversity in the borough. The vision has always been to increase Stevenage's biodiversity by conserving, restoring, recreating and reconnecting wildlife habitats; to increase awareness and appreciation of Stevenage's wildlife; to encourage participation in conserving its biodiversity; and to ensure that nature is close to everyone's doorstep. The Council has worked closely with the Herts and Middlesex Wildlife trust for many years and continues to work in partnership with this organisation to improve our green spaces. As The Council looks to tackle the issues presented by the changing climate, there is an opportunity to continue to prioritise the towns' natural environment, while being mindful of what species and ecosystems already exist, when considering projects such as tree planting.

A link to The Councils Biodiversity Action Plan 2017-2020¹ details actions being taken for wetlands, grasslands, woodlands, and ancient hedgerows. The Council reaffirms its commitment to biodiversity in the town and will strive to protect and enhance woodlands.

3.5 Working across Hertfordshire

SBC at officer and member level have been working closely with and leading on certain areas for the Hertfordshire-wide Climate Change & Sustainability Partnership and the Sustainability Officer Group. This ensures we are collectively across Hertfordshire using the same approach, sharing ideas and collaborating across the county to have the maximum impact. The Growth Board and Herts LEP have Climate Change as a key theme in their work, demonstrating a commitment to address Climate Change in our area and in our future planning.



¹ <http://www.stevenage.gov.uk/content/15953/24701/24704/Biodiversity-Action-Plan-2017-2022.pdf>

Section 4: THE EVIDENCE

4.1 What is Climate Change and how do you mitigate its effects?

Climate change refers to the impact on the climate of too many greenhouse gases in the atmosphere, causing accelerated global warming. This is a result of many different human activities such as burning fossil fuels (e.g. gas, coal and oil), intensified agriculture, polluting industrial processes and the clearance of vegetation. Greenhouse gases like carbon dioxide trap heat in the atmosphere which would otherwise escape into space. Although this is a global issue, urgent efforts must be made by The Council along with the town's residents and businesses to halt carbon emissions and remove the greenhouse gases from the atmosphere to prevent unsustainable global warming resulting in sea level rising and increased intensity and frequency of natural disasters.

“Business as usual” is no longer an option. As depicted in figure 1, if we as a global community continue to emit greenhouse gases at current rates, we are set for at least a 4 degree increase in global surface temperatures which is far beyond what is considered climate safe.

The levels of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O) now exceed both atmospheric and ice core recorded concentration levels for the last 800,000 years. Fossil fuel emissions, as well as changes to how we use land, have caused carbon dioxide levels to rise by 40% since the pre-industrial era².

Since the mid-20th century changes in terms of sea levels and temperatures have had huge effects on the climate system. Consequently, the polar ice caps are rapidly melting, and we are increasingly at risk of worldwide crop failure. To avoid climate breakdown, we must commit to deep and rapid emissions reductions, the creation of new carbon sinks, and bringing down atmospheric greenhouse gas levels globally from 400 parts per million (ppm) to below 350ppm. This will involve scaling up current efforts to combat climate change significantly.

² IPCC, 2013: Climate Change 2013: The Physical Science Basis. Contribution of Working Group I to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change www.ipcc.ch/report/ar5/wg1

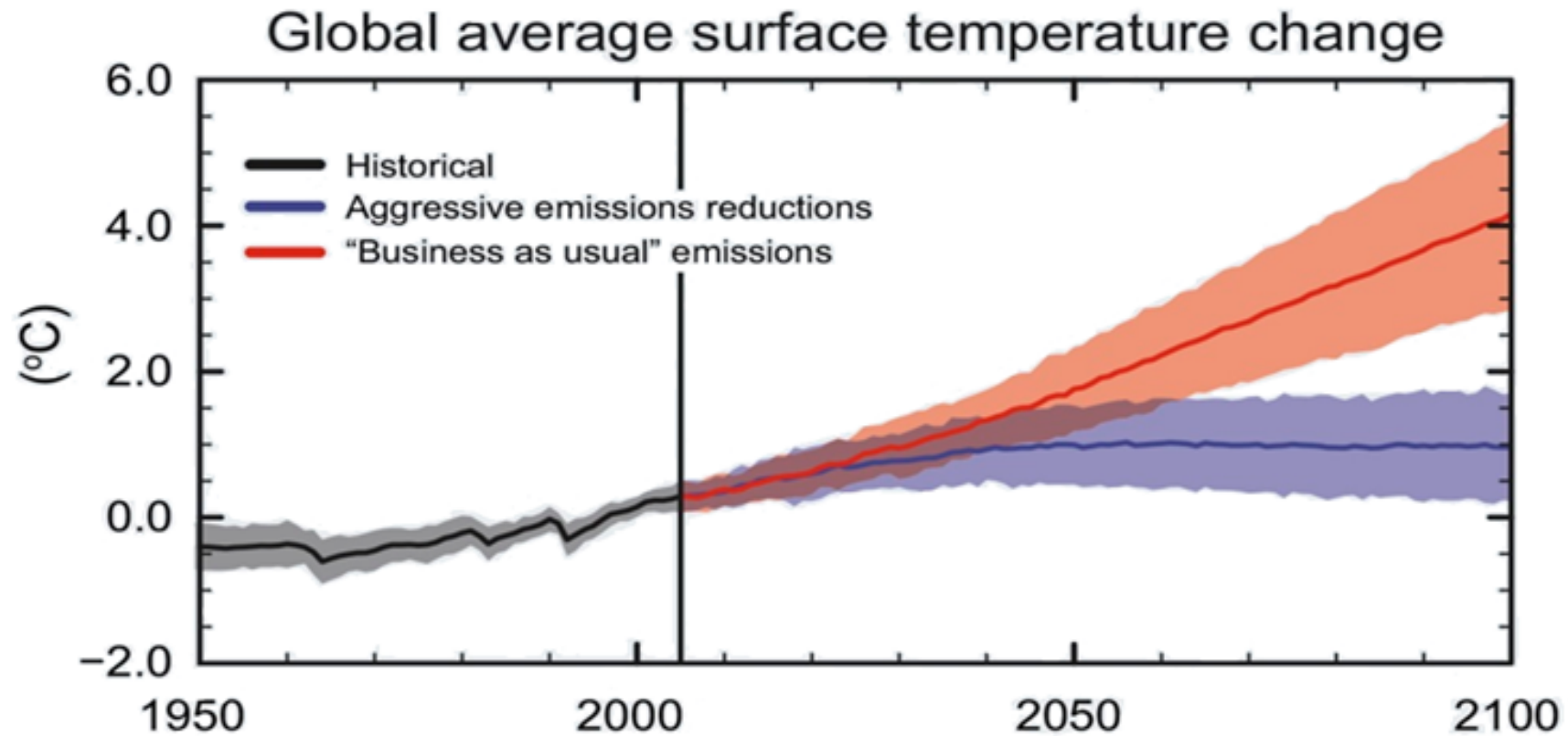


Figure 2: Global Average Surface temperature changes³

³ The Royal Society – Climate Change Evidence and Causes, Basics of Climate Change

<https://royalsociety.org/topics-policy/projects/climate-change-evidence-causes/basics-of-climate-change> see also the National Centre for Environmental Information www.ncdc.noaa.gov/cag/global/time-series

4.2. The UK Position

The UK has made a commitment, under The Paris Agreement (2015), to achieve a 'net-zero' target by 2050. Net zero refers to achieving an overall balance between emissions produced and emissions taken out of the atmosphere⁴. Achieving net-zero in the UK would lead the global effort to limit the global rise to 1.5°C. Some key actions which we will need to see immediately include a move to green energy, better land use planning, and more sustainable food systems.



⁴ LSE (Burke 2019) www.lse.ac.uk/GranthamInstitute/news/what-is-net-zero

In February 2020, The British Court of Appeal has ruled that the government's plans for a third runway at Heathrow failed to consider the UK's commitments to reduce carbon emissions under The Paris Agreement, a landmark decision which Stevenage Borough Council fully supports. Local Authorities across the UK are coming up with innovative new ways to allow people to navigate their neighbourhoods safely, with social distancing potentially in place for a long time. At the heart of these initiatives will be localism and active travel, a helpful part of the UK's net zero pathway.

4.3 Carbon Emissions in Stevenage – our baseline

Based on the most comprehensive and current Department for Business Energy and Industrial Strategy (BEIS) data available, a total of **350kt** CO₂ was emitted by Stevenage in 2018. The data illustrates 42% of the emissions came from industrial and commercial uses in the town, 31% from domestic emissions and 27% from the transport sector⁵. This compares to the national breakdown of 35%, 33% and 32% respectively. It must be stressed that this method of calculation considered only goods and services produced within the geographical area of Stevenage, and therefore those that are imported will not be included. It is therefore not surprising to see high levels of emissions in Stevenage from industry and commercial uses. The chart below shows the makeup of the emissions. This data set concerns Local Authority territorial CO₂ emissions estimates, and excludes large industrial sites, railways, motorways and land-use.

While figures and baselining are a critical part of reaching net zero, it is important to understand and expect that these will always be estimates, and therefore wider structural decarbonising processes, such as ending the use of gas, must be the foundation of all climate action. All measurements will be based against this level of emissions for the geographical area of Stevenage Borough Council.

Our goal of achieve net zero by 2030 is based on a 350kt reduction in carbon.

⁵ <https://www.gov.uk/government/statistics/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2018>

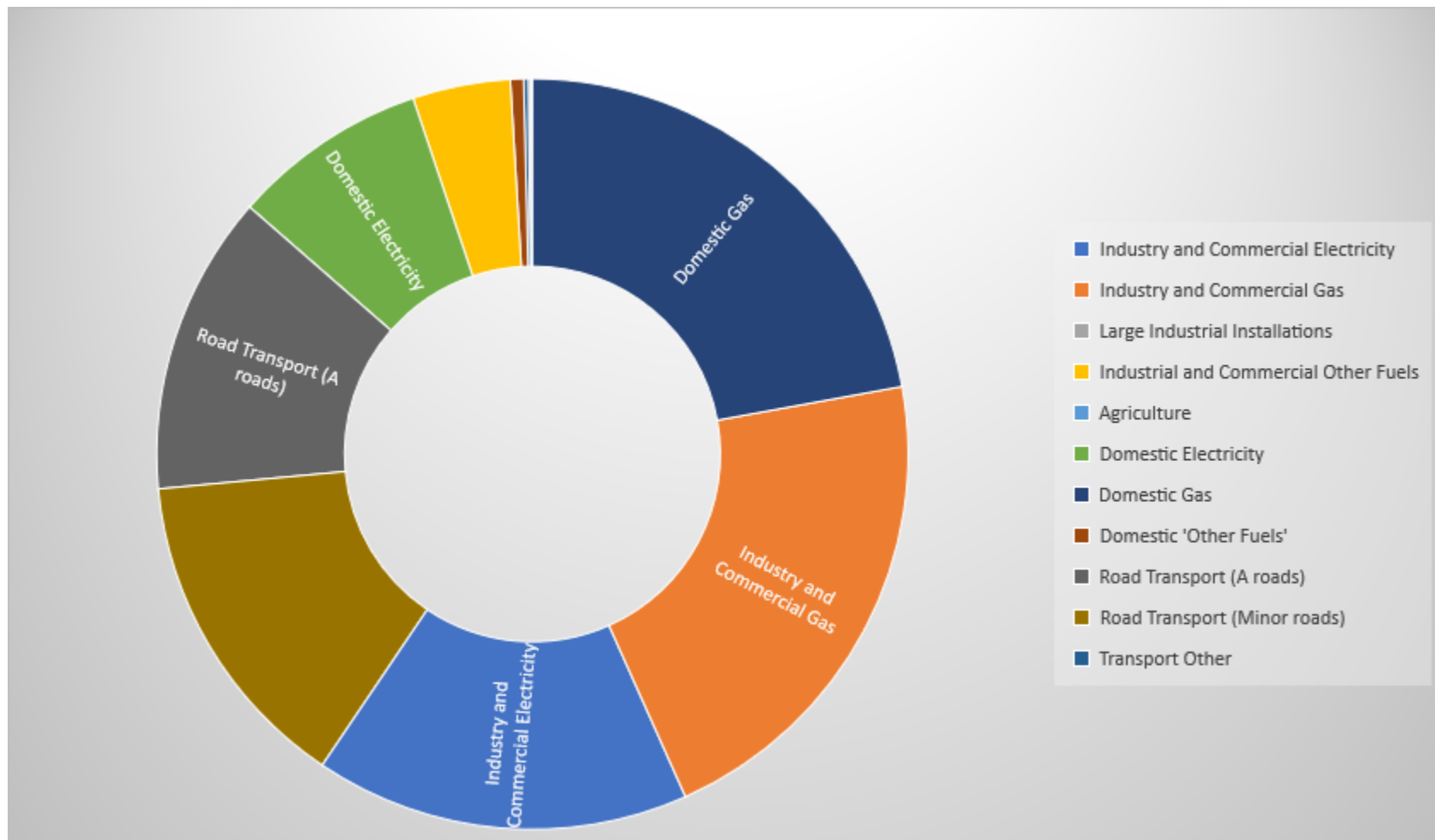


Figure 3: Stevenage Emissions in Kt CO2 for 2018⁶

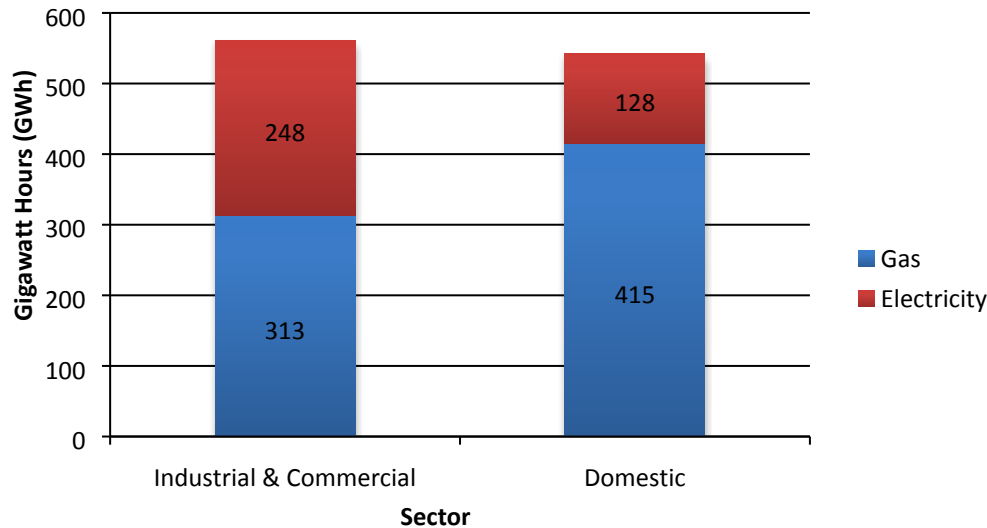
⁶ Department for Business, Energy & Industrial Strategy <https://www.gov.uk/government/statistics/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-to-2018>

4.4: Stevenage Borough Council Position

The council’s role as a land and asset owner, a regulator and as an agent for change will be addressed. The battle against climate change goes beyond reducing single use plastic and planting more trees. Although these things are extremely important, we must also consider factors such as improving energy efficiency, transforming transport, protecting biodiversity, and ending the reliance on fossil fuels. It is important to nurture the sense of social responsibility which has come from collective action in recent years and set firm goals for reducing emissions.

Stevenage is well placed to become a carbon neutral town by 2030 ahead of the UK government target of 2050. The residents and businesses care about climate change and are already acting within their communities. The town boasts an outstanding cycle network, excellent rail links, thriving green spaces and is home to an impressive range of small businesses and lots of tech-based industry. Building on the 2009 Climate Change Strategy, in June 2019 Stevenage Borough Council declared a climate emergency, reaffirming commitment to this cause.

Figure 4: Stevenage’s Energy Consumption by Sectors (2017)⁷



A crucial way to reduce carbon emissions is to invest in and switch to green, renewable energy. Although it must be stressed that many providers of green tariffs are merely offsetting, it is still a worthwhile initial step, albeit not a long-term solution. Further to this, it is critical that the energy sector shifts fully away from the use of gas as this is an extremely harmful fossil fuel, whereas electricity has better scope to be produced from renewable sources such as solar and wind.

As depicted, Stevenage’s domestic sector is disproportionately reliant on gas for energy. This shows the need to shift the town’s energy mix drastically to strive towards to goal of carbon neutral. Secondly Figure 3 depicts the fuel vehicle mix used in Stevenage for the year 2017. Approximately 42,000 tonnes of fuel were consumed in 2017 of which 49% was diesel and 38% was petrol. It is critical that there is shift towards electric vehicles, and diesel-powered vehicles are left in the past, with a greater emphasis on green public transport at the heart of future planning.

Figure 5: Fuel Vehicle Mix for Stevenage (2017)⁸



⁸ Department for Business, Energy and Strategy <https://www.gov.uk/government/statistical-data-sets/road-transport-energy-consumption-at-regional-and-local-authority-level>

Section 5: COVID-19 – a green recovery

The global pandemic has brought with it many new challenges and has transformed the way society operates. As Stevenage Borough Council looks to the future, climate justice must be at the forefront of recovery plans. The pathway to zero carbon has never been clearer, as this public health crisis forces everyone to re-imagine how we operate. Continued support for homeworking wherever possible, a halt to air traffic expansion and an end to over consumption must all be championed. It is crucial that economic recovery after lock down is directly linked to cutting emission to reach net zero as quickly as possible. This is since any short-term solutions which do not contribute to active achievement of net zero, will exasperate climate threats.

The Centre for Research on Energy and Clean Air have reported that the UK is estimated to have avoided 1,752 deaths due to lower air pollution during the Covid-19 outbreak so far (April 2020)⁹, with Europe as a whole avoiding up to 11,000. While these figures can seem insignificant when compared to the huge numbers of people who have lost their lives to COVID-19, it is critical that we keep air pollution down to mitigate the chances of people developing respiratory complications such as asthma, which would make people more vulnerable to the virus.

The pandemic has laid bare the glaring socio-economic inequalities in the UK as the most vulnerable are adversely impacted. This event serves as a reminder of what our future could like if we do not act against climate change before it is too late. It is essential that we not become distracted by short sighted economic solutions at the expense of the commitment Stevenage Borough Council has made to reduce emissions by 2030. This is a unique opportunity to build a fairer, greener world. It is also important to consider how the pandemic has brought around drastic changes to the way we live and how this is impacting emissions and the climate emergency is viewed.

The green recovery also presents opportunities for our residents and local businesses in adapting to climate change. Through training and support schemes SBC and partnerships including Stevenage Works can help ensure local people and businesses have the skills to match these opportunities for new jobs and contracts.

⁹ As reported by The Guardian <https://www.theguardian.com/environment/2020/apr/30/clean-air-in-europe-during-lockdown-leads-to-11000-fewer-deaths>

Short term

- The pandemic has done a lot for climate change in the short term. This includes inactivity improving air quality globally, and at the height of lockdown at the beginning of April global carbon emissions dropped by 17%.
- The majority of this dip was down to fewer car journeys taking place, as well as the drops in power generation and industry activity. The UK has gone over two months without burning coal to generate power. The pandemic has also shown that it is possible to carry out major behavioural shifts when necessary.

Medium term

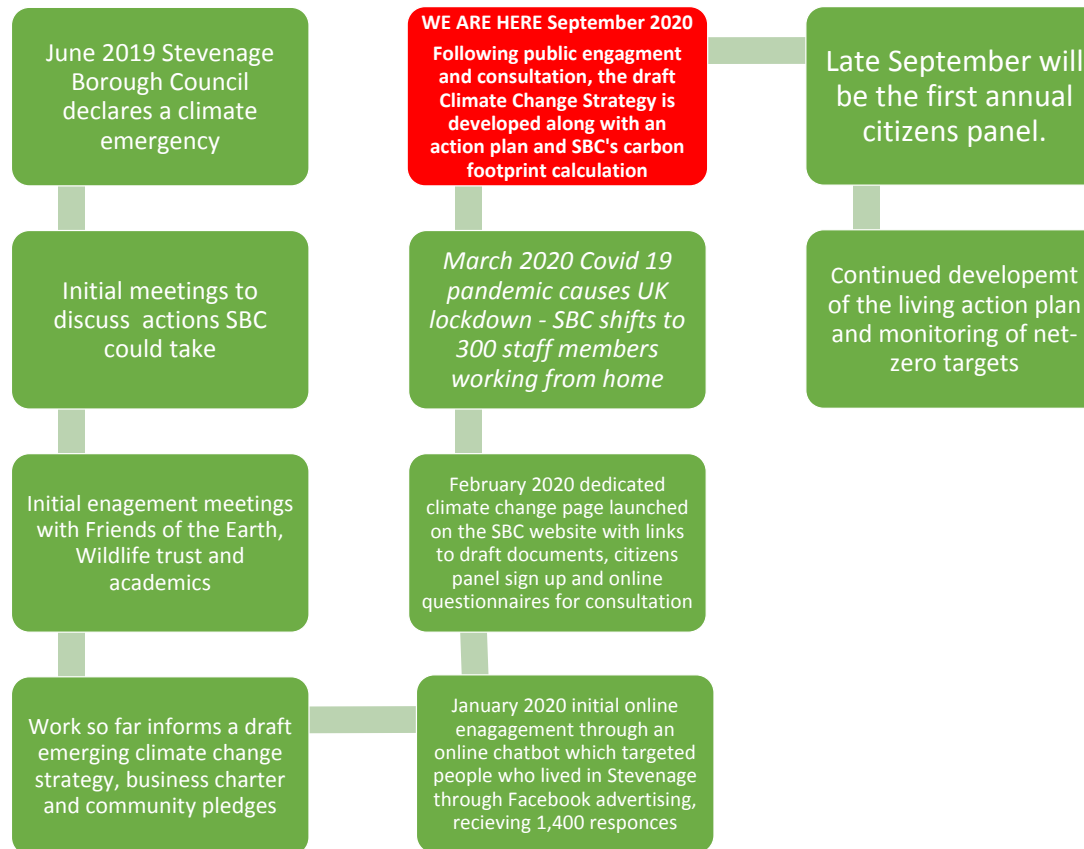
- The UK transport secretary had pledged £250 million for walking and cycling infrastructure, but has advised that if people are unable to walk or cycle to work, and have access to a car, they should use it rather than take public transport. There is a real concern that people will shun public transport for fear of COVID-19, and therefore it is important that able-bodied people continue to limit unnecessary journeys in non-electric vehicles.
- The continued support for homeworking will be important when keeping down Stevenage Borough Councils carbon footprint.

Long term

- To contextualise these changes in line with the national target of net-zero by 2050 as agreed at The Paris Agreement, the UK would need to see the same levels of reduction that we would likely see if lockdown was to remain in place for much of 2020, approximately 5% reduction in global CO₂e emissions.
- This would have to continue as a minimum every year going forward to keep global warming below the crucial 1.5 degrees figure.

Section 6: Next steps

As with the COVID-19 pandemic, the sooner action is taken the less serious the repercussions will be, and there is no space for complacency when addressing the climate emergency. The emerging strategy will be accompanied by a living action plan (to be continuously developed with the community) which will lay out specific actions The Council will take to tackle climate change. The Timetable for the project is as follows:



6.1 Funding & Governance.

Clearly the Council is not able to fund all the potential projects, but working with our partners, stakeholders and government we will bid for money to deliver the projects. Residents and employers in Stevenage will have to play their part too, in investing where they can in improvements but most importantly making behavioural change to help us meet our common goal of being net zero carbon by 2030.

For example retro-fitting the existing housing stock of approximately 38,000 units (of which 8,000 are SBC) would have a significant carbon reduction impact. However, neither SBC nor the private owners have the funds to commit to doing this. Central government would need to contribute to this through enhanced grants and loans, which SBC will lobby for.

SBC is working with HCC and their emerging climate change work, ensuring we have shared methodologies, approaches and coordinated projects. SBC is also working with HCC to secure many of the Transport improvements which we will be dependent upon them as Local Transport Authorities to deliver.

The Council has set up Member and Officer Working Groups to support the delivery of projects. We are also establishing a Citizen Panel, including a cross section of residents, which will oversee and guide ideas for resident's actions.

All Executive and Planning & Development Committee report now have Climate Change consideration in, so that the decision makers can consider the climate change impacts of their decisions.

Some projects will fall in and out of the Action Plan as technologies and funding's change. However it will be updated annually, so our emissions reductions can be tracked and reported back to the Panel, Working Groups and Executive.

As a regulator the Council can control new buildings and developer to support lower carbon developers and more sustainable locations. Through design and location new developments and reduce carbon emissions and offer a positive future for places.

ZERO CARBON

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Meeting: AUDIT COMMITTEE/ EXECUTIVE
/ COUNCIL

Agenda Item:

Portfolio Area: Resources

Date: 10 September / 16 September / 14
October



ANNUAL TREASURY MANAGEMENT REVIEW OF 2019/20 INCLUDING PRUDENTIAL CODE

NON-KEY DECISION

Author	– Belinda White	Ext. 2515
Contributor	– Lee Busby	Ext. 2730
Lead Officer	– Clare Fletcher	Ext. 2933
Contact Officer	– Clare Fletcher	Ext. 2933

1 PURPOSE

- 1.1 To review the operation of the 2019/20 Treasury Management and Investment Strategy.
- 1.2 To provide an update of the Covid19 on the Councils Treasury Management Strategy.

2 RECOMMENDATIONS

2.1 Audit Committee

That subject to any comments by the Audit Committee to the Executive, the 2019/20 Annual Treasury Management Review is recommended to Council for approval.

2.2 Executive

That subject to any comments made by the Executive, in addition to those made by the Audit Committee, the 2019/20 Annual Treasury Management Review is recommended to Council for approval.

2.3 Council

That subject to any comments from the Audit Committee and the Executive, the 2019/20 Annual Treasury Management Review be approved by Council.

3 BACKGROUND

3.1 Regulatory requirement

3.1.1 The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2019/20. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).

3.1.2 During 2019/20 the minimum reporting requirements were that the Council should receive the following reports:

- an annual treasury strategy in advance of the year (Council 27/02/2019)
- a mid-year treasury update report (Council 29/01/2020)
- an annual review following the end of the year describing the activity compared to the strategy (this report).

3.1.3 The regulatory environment places responsibility on Members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by Members. However due to the significant impact of the Coronavirus, this report also considers the resulting impact on 2020/21 Treasury Management position.

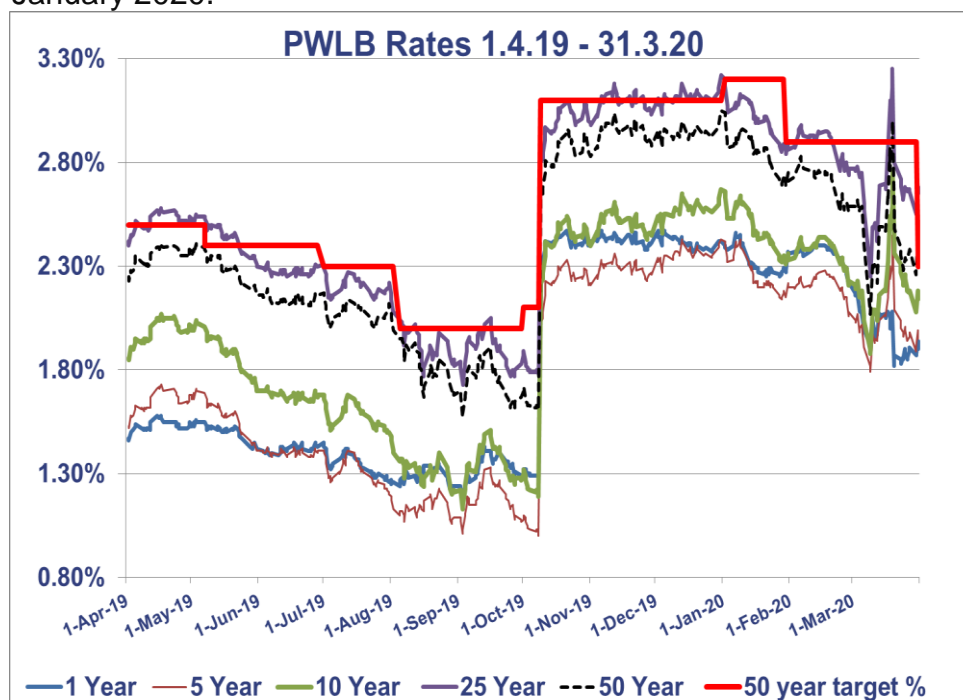
3.1.4 Officers confirm that they have complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Audit Committee and the Executive before they were reported to the Council.

3.2 The Economy and Interest rates in 2019/20 and current position

3.2.1 In 2019, the UK economy slowed due to uncertainties about Brexit causing many businesses to reduce their spending, and growth in the world economy also slowed, reducing demand for the goods and services that the UK sells abroad. GDP in the euro area grew by 0.4 per cent – 0.5 percentage points less than the Office of Budget Responsibility (OBR) expected last March, reflecting a continued slowdown in manufacturing and weaker external demand. US GDP grew by 1.0 per cent in the second half of 2019, in line with predictions. GDP growth in China and India also continued to slow during 2019.

3.2.2 Inflation in advanced economies has also been lower than the OBR forecast last March. Inflation in the euro area was 1.0 per cent in the fourth quarter of 2019, 0.7 percentage points lower than expected. And in the US, inflation was 2.0 per cent in the fourth quarter of 2019, 0.2 percentage points lower than expected. UK inflation fell below the Monetary Policy Committee (MPC)'s 2% target.

- 3.2.3 Estimates suggest that UK output grew by 1.4 per cent in 2019, slightly above the OBR March 2019 forecast. Also, quarterly growth was more volatile than the OBR expected. Output rose by 0.6per cent in the first quarter but then fell 0.1 per cent in the second. This was in large part down to a precautionary build-up of stocks in the run-up to the UK's planned departure from the EU on 29 March 2019.
- 3.2.4 Investment returns remained low during 2019/20. There was an expectation for interest rates within the treasury management strategy for 2019/20 based on Bank Rate remaining at 0.75% during 2019/20. The MPC were not forecast to increase in Bank Rate until the details of the UK's exit from the EU became clearer, but there was an expectation that Bank Rate would then rise, although only to 1.0% during 2020. Actual changes to UK Base Rate were a cut to 0.25% from 0.75% at the MPC meeting on 11 March 2020, and a further cut to 0.10% on 19 March 2020 due to the impact of the Covid19 pandemic.
- 3.2.5 **Brexit.** The UK left the European Union on 31 January 2020. Under the Withdrawal Agreement, we are now in a transition period until the end of 2020, however the details of any trading agreements following the transition period remain unclear, giving rise to market uncertainty making forecasting of interest rates challenging. Officers have formed a Brexit working group to identify and mitigate risks after the transition period.
- 3.2.6 **PWLB borrowing rates** are based on, and are determined by, gilt (UK Government bonds) yields through H.M. Treasury determining a specified margin to add to gilt yields. PWLB were on a general downward trend until 19th October 2019, when a 1% rate rise was instituted as reflected in the chart below. Rates plateaued before resuming their downward trend from January 2020.



3.2.7 The target borrowing rate in the HRA Business Plan was 3.40% for 2020, rising to 3.70% in 2021 and 4.00% in 2022, while the average rate of the new HRA borrowing taken in March 2020 was 1.62%. The change in PWLB rates has been as follows, so despite the increases they remain lower than the Business Plan forecasts:

Table one: PWLB borrowing rates			
Rates* as at:	Apr-19	Apr-20	Aug-20
Years	Rate %	Rate %	Rate %
5	1.63	1.92	1.80
10	1.95	2.10	2.06
15	2.28	2.37	2.36
20	2.46	2.53	2.54
25	2.52	2.58	2.61

* Rates include a 0.2% reduction for the General Fund certainty, for HRA the reduction is 1.2%

3.2.8 Covid19 Pandemic.

3.2.8.1 As a response to the Covid19 Pandemic, UK Base Rate was cut to 0.25% from 0.75% at the MPC meeting on 11 March 2020, and was cut again to 0.10% on 19 March 2020. There is forecast to be little upward movement in PWLB rates over the next two years as it is expected to take national economies a prolonged period to recover momentum lost in the recession caused during the Covid19 lock down period. Inflation is also anticipated to be very low during this period and could possibly turn negative in some major western economies during 2020/21.

3.2.8.2 Forecast cash balances have been revised for the loss of income to the Council (see the charts in paragraphs 4.2.7.1 and 4.2.7.2) as have the forecasts of investment interest that will be earned due to both the lower investment balances and interest rates and will be reported as part of the revenue budget updates to Executive.

3.2.8.3 As can be seen in Table three in paragraph 4.2.4.1, the use of financing for the capital programme in 2019/20 was switched. This was in response to Covid19 and enabled revenue sourced financing to be redirected to support revenue pressures arising from the pandemic. In addition officers have reviewed the 2020/21 capital programme to repeat the exercise of switching financing sources where possible to reduce the pressures on revenue, maximising the use of capital receipts and other financing sources that can only be used to fund capital expenditure.

4 TREASURY MANAGEMENT ACTIVITIES

4.1 OVERALL TREASURY POSITION AS AT 31 MARCH 2020

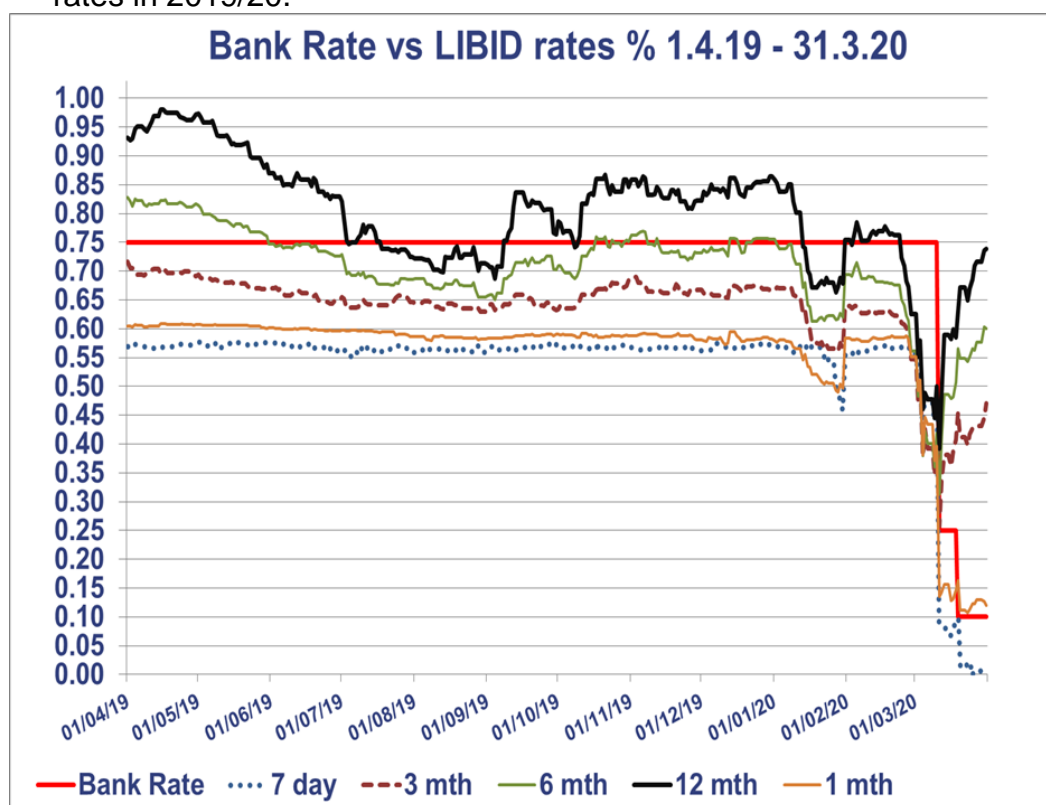
4.1.1 As at 31 March 2019 and 2020 the Council's treasury position was as follows:

Table two: Treasury Position						
	2018/19			2019/20		
	31 March 2019 Principal £'000s	Rate / Return %	Average Life (Yrs)	31 March 2020 Principal £'000s	Rate / Return %	Average Life (Yrs)
Total Borrowing	205,482	3.37	15.03	209,229	3.34	14.12
Capital Financing Requirement	233,796			241,724		
Over/(under) borrowing	(28,314)			(32,495)		
Investments Portfolio (see section 4.2.7)	54,135	0.86		54,072	0.98	

4.1.2 Investment balances fell slightly year-on-year. The remaining balances include restricted use funds that can only be used to finance capital spend, money set aside as provisions and monies held on behalf of others including council tax and business rates provisions and advance payments (see paragraph 4.2.5.2).

4.1.3 During the year the average investment balance was £63.642 Million, earning interest of £624,724 and achieving an average interest rate of 0.98%. The comparable rate was 0.58% (average 7-day LIBID rate). This compares with an original budget assumption of £566,470 investment interest based on average investment rate of 0.7%.

4.1.4 The following chart shows UK Bank Rate and LIBID (London Interbank Bid) rates in 2019/20.



4.2 TREASURY MANAGEMENT STRATEGY 2019/20

- 4.2.1 The original 2019/20 Treasury Management strategy had projected Bank Rate remaining at 0.75% until the midpoint of 2019/20 when it was forecast to rise to 1.0% (and to 1.25% in the 4th quarter of 2019/20). The returns achievable on the Council's investments are currently modest based on the low Bank of England base rate and the risk appetite of the TM Strategy, which is compliant with the advice from the Council's treasury advisors, Link Asset Management.
- 4.2.2 The impact of the European Union (EU) Referendum decision to leave the EU and the implications of this for the UK economy were uncertain when the strategy was set, and it was anticipated that further updates of the Strategy may be required once these were known.
- 4.2.3 The Markets in Financial Instruments Directives (MiFID) are the EU legislation that regulates firms who provide services to clients linked to 'financial instruments' (such as shares, bonds and units in collective investment schemes). It was introduced to improve the functioning of financial markets in light of the financial crisis and to strengthen investor protection. The Council has retained its elected professional client status under the MiFIDII legislation, having retained the minimum total investment portfolio of £10Million and continuing to pass the other quantitative and qualitative tests. This professional status has enabled the Council to maintain its existing relationships with financial institutions and ability to use financial instruments which are not available to retail clients, allowing uninterrupted advice and opportunities for investment/debt products.
- 4.2.4 **The Council's Capital Expenditure and Financing 2019/20.**
- 4.2.4.1 In 2019/20 the Council spent £43.527 Million on capital projects (General Fund and Housing Revenue Account). The capital programme was funded from a combination of existing capital resources and an increase in borrowing (General Fund £1.820 Million, HRA £7.056 Million). External loans of £4.010 Million were taken out for the HRA during 2019/20. Table three details capital expenditure and financing used in 2019/20.

Table three : 2019/20 Capital Expenditure and Financing				
	2019/20	2019/20	2019/20	2019/20
	Original Estimate	Quarter 3 Revised Working Budget	Actual	Variance Actual to Quarter 3 Revised Working Budget
	£'000	£'000	£'000	£'000
Capital Expenditure:				
General Fund Capital Expenditure	32,217	17,339	13,140	(4,199)
HRA Capital Expenditure	23,528	29,941	30,387	446
Total Capital Expenditure	55,745	47,280	43,527	(3,753)
Resources Available for Capital Expenditure:				
Capital Receipts	(6,854)	(7,302)	(8,038)	(736)
Capital Grants /Contributions	(9,634)	(9,961)	(8,582)	1,378
Capital Reserves	(1,245)	(1,622)	0	1,622
Revenue contributions	(7,735)	(681)	0	681
Major Repairs Reserve	(9,876)	(18,961)	(18,030)	931
Total Resources Available	(35,345)	(38,527)	(34,651)	3,877
Capital Expenditure Requiring Borrowing	20,400	8,753	8,876	124

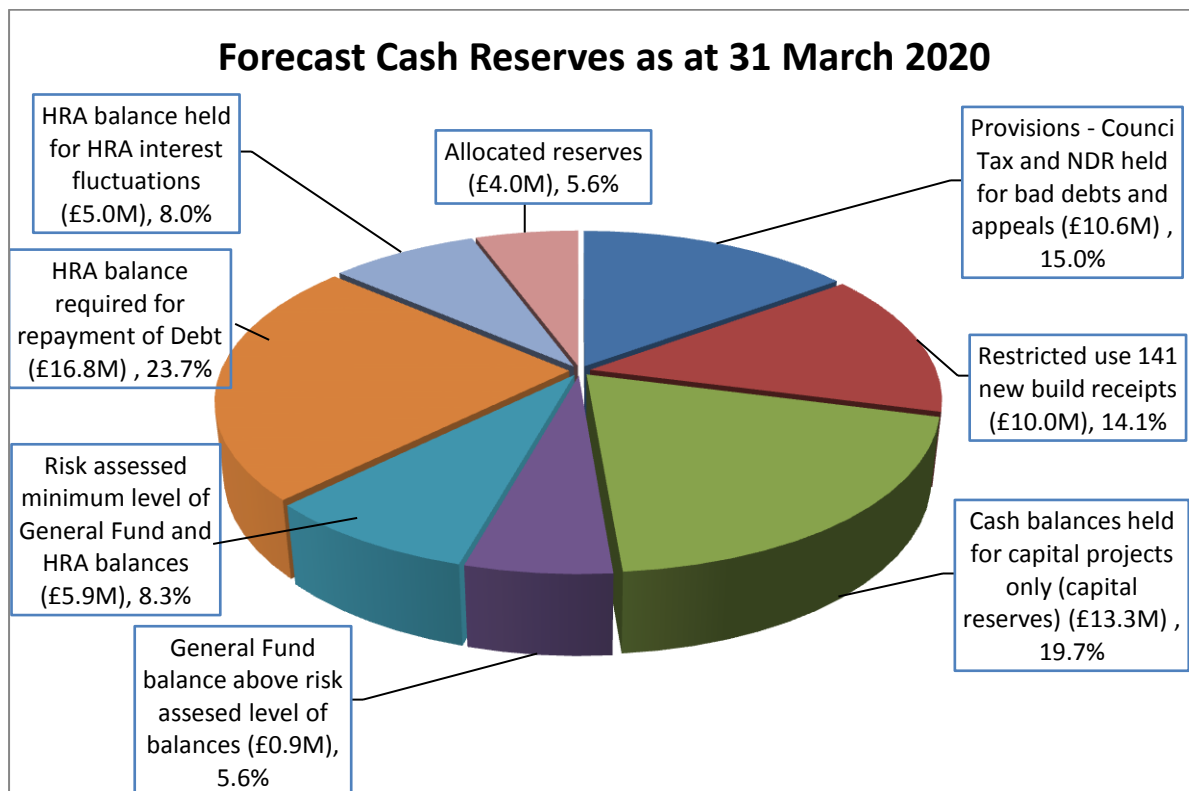
4.2.4.2 The Treasury Management review of 2019/20 and Prudential Indicators have been updated to reflect changes to capital budgets which have been approved throughout the year. The actual capital expenditure for 2019/20 was reported to the Executive on 8 July 2020.

4.2.5 **The Council's overall need to borrow and Capital Financing Requirement**

4.2.5.1 The Council's underlying need to borrow to finance capital expenditure is termed the Capital Financing Requirement (CFR). It represents the amount of debt it needs to/has taken out to fund the capital programme (and includes both internal and external borrowing). The CFR is then reduced as debt repayments are made and Minimum Revenue Provisions (MRP – see also section 4.2.6) are made. A separate CFR is calculated for the General Fund and Housing Revenue Account and any transfers of assets (such as land or buildings) between the two accounts will impact on each fund's CFR. The CFR will go up on the fund "receiving" the assets and go down (by the same amount) on the fund "giving" the asset.

4.2.5.2 Cash balances enable the Council to use internal borrowing in line with its Capital Strategy and Treasury Management Strategy. This position is kept under review taking into account future cash balances and forecast borrowing rates. The apportionment of General Fund and HRA cash

balances on 31 March 2020 is shown in the following chart, but Members should note that these cash balances relate in part to the restricted use right to buy “one for one” receipts (£10.0Million) and provisions (£10.6Million) for future liabilities, and that there is forecast drawing down of £3Million from reserves and balances due to the impact of Covid19 in 2020/21 in the revised September General Fund Medium Term Financial Strategy.



4.2.5.3 As at the 31 March 2020 the Council had total external borrowing of £209.229 Million. The debt repayment profile is shown in the following table:

Table four Maturity of Debt Portfolio for 2018/19 and 2019/20		
Time to maturity	31 March 2019 Actual £'000's	31 March 2020 Actual £'000's
Maturing within one year	263	263
1 year or more and less than 2 years	263	263
2 years or more and less than 5 years	526	263
5 years or more and less than 10 years	28,556	39,156
10 years or more	175,874	169,284
Total	205,482	209,229

4.2.5.4 The General Fund had external borrowing of £2.545 Million with the Public Works Loan Board (PWLb). The HRA had external borrowing of £206.684

Million all held with the PWLB, of which £11.773 Million relates to the Decent Homes programme, £7.763 Million from pre 2012 plus new loans of £4.010 Million taken out in year. The remainder of £194.911 Million relates to self- finance the payment made to central government in 2012.

4.2.5.5 In addition to the PWLB borrowing, the General Fund also has loans from the Local Enterprise Partnership (LEP) in relation to regeneration activities. The schedule as at the 31 March 2020 is set out below. Discussions are underway with the LEP regarding making these re-investible loans for further regeneration of the town, rather than needing to be repaid on the dates indicated.

Table Five: LEP Loans				
Loan Received	Site Assembly	Land Assembly	Total	Repayment Date
2015/16	762,488		762,488	due to be repaid 31/03 2022
2016/17	416,306		416,306	due to be repaid 31/03 2022
2019/20		4,714,265	4,714,265	due to be repaid 31/03 2025
Total	1,178,794	4,714,265	5,893,058	

4.2.5.6 The Council's CFR is one of the key prudential indicators and is shown in the following table.

Table Six : Capital Financing Requirement 2018/19 and 2019/20			
CFR Calculation	31-Mar-18 (£'000)	31-Mar-19 (£'000)	Movement in Year (£'000)
Opening Balance	221,877	233,796	
Closing Capital Financing Requirement (General Fund)	26,976	28,053	1,077
Closing Capital Financing Requirement (Housing Revenue Account)	206,820	213,671	6,851
Closing Balance	233,796	241,724	
Increase/ (Decrease)	11,919	7,928	7,928

4.2.5.7 The CFR for the HRA has increased by £6.851 Million due to a borrowing requirement of £7.056 Million less asset transfers (appropriations) between the General Fund and HRA in 2019/20 with a net impact to the HRA CFR of a reduction of £205K as follows:

		GF	HRA
Symonds Green Annexe - Scarborough Ave	GF to the HRA	(444,553)	444,553
North Road	HRA to the GF	650,000	(650,000)
		205,447	(205,447)

- 4.2.5.8 The General Fund's CFR has increased by £1.077 Million, due to;
- the net appropriation from the HRA of +£205K
 - borrowing requirement of +£1.820 Million
 - less Minimum Revenue Provision (MRP) (see section 4.2.6) and loan repayments made in year totalling -£948K

4.2.5.9 Borrowing originally forecast for Investment Properties was not taken in 2019/20 (see paragraph 4.3.4).

4.2.6 Minimum Revenue Provision (MRP)

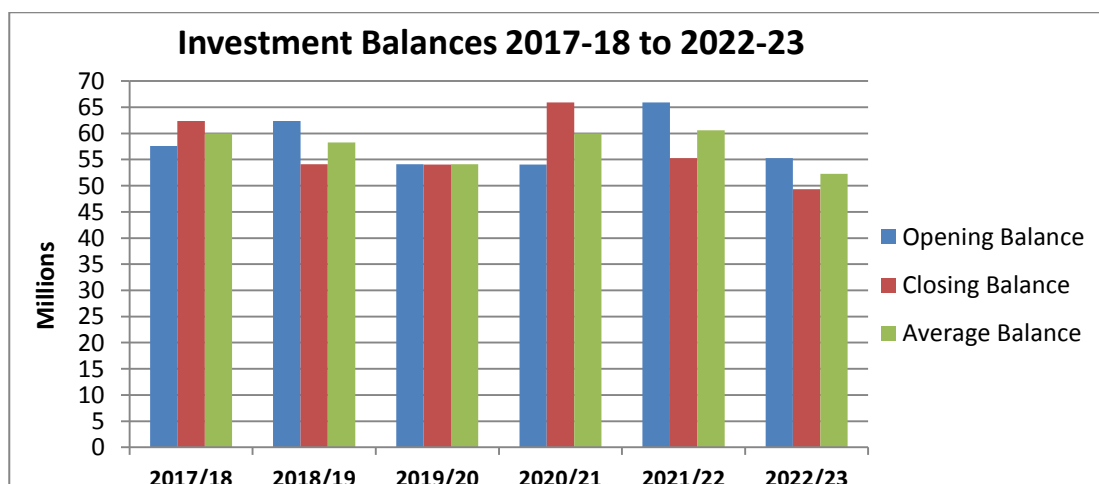
4.2.6.1 The Prudential Code, by which the Council has to make its borrowing decisions, requires the Council to demonstrate that borrowing is required and affordable. The MRP is a statutory requirement to ensure borrowing is affordable for the General Fund and does not apply to the HRA (the HRA affordability is determined in the HRA Business Plan). The Council is required to make annual MRP based on its policy approved by Council as part of the Treasury Management Strategy. The calculation of MRP is based upon prior years' borrowing requirement (regardless of whether that borrowing was internal or external) and the life of the asset for which the borrowing was required.

- 4.2.6.2 The MRP charged to the General Fund in 2019/20 was £684,906, of which
- £335,058 is effectively funded from regeneration assets
 - £35,120 is funded from investment property
 - £263,958 is a net cost to the General Fund
 - £50,770 funded by principal loan repayments from Queensway*

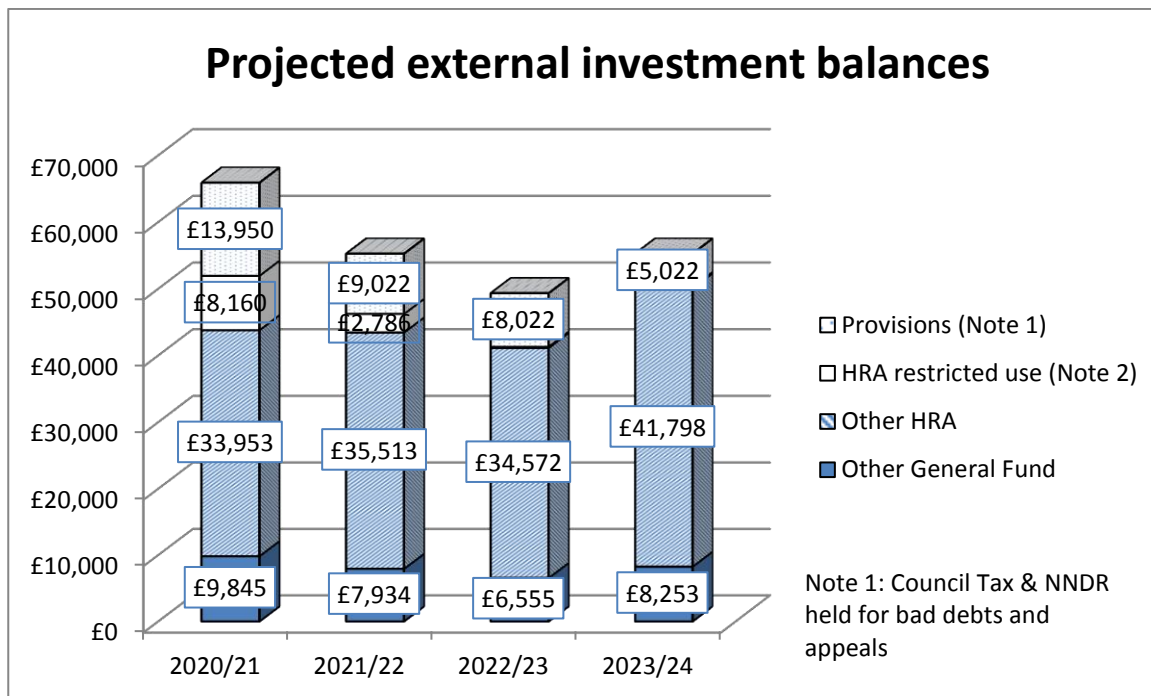
*this is included as an accounting technicality only, there is no MRP cost to SBC relating to this loan

4.2.7 Cash Balances and Investment

4.2.7.1 The restrictive use of a proportion of the cash balances set out in paragraph 4.2.5.2, plus the planned use of resources in line with the Council's capital and revenue strategies, mean that these resources are not available for new expenditure. The following chart shows the historic level of balances and the projected reduction following the planned use to 2022/23.



4.2.7.2 The chart below shows the breakdown of the projected external investment balances, following the drawing down and resulting reduction in the reserves and balances held on 31 March 2020 (as set out in paragraph 4.2.5.2), in accordance with the latest General Fund and HRA Medium Term Financial Strategies.



4.2.7.3 In accordance with the Treasury Management Strategy approved by Council on 27 February 2019, the Council invests its surplus cash balances. The policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data and counterparty limits dependant on level of cash balances held.

4.2.7.4 There were no breaches to this policy in 2019/20 with the investment activity during the year conforming to the approved strategy. The Council had no liquidity difficulties and no funds were placed with the Debt Management Office (DMO) during 2019/20, demonstrating that counterparty limits and availability for placing funds approved in the TM Strategy were working effectively.

4.2.8 Other Prudential Indicators

4.2.8.1 The treasury management indicators for 2019/20 onwards have been updated based on the updated Capital Strategy approved by Council in February 2020 and subsequently updated in the 3rd and 4th quarter capital updates reported to Executive and Council in March and July 2020.

4.2.8.2 The **net borrowing position** for the Council as at 31 March 2020 was **£155.157Million** (total external borrowings/loans of £209.229Million less total investments held of £54.072Million).

- 4.2.8.3 The **operational boundary** and **authorised limit** refers to the borrowing limits within which the treasury team operate. A temporary breach of the operational boundary is permissible for short term cash flow purposes however a breach of the authorised limit would require a report to Council. **There were no breaches of either limit in 2019/20.**
- 4.2.8.4 The **ratio of financing costs** to net revenue stream is equal to General Fund interest costs divided by the General Fund net revenue income from Council tax, Revenue Support Grant and retained business rates. The 2019/20 indicator is **8.22%**.
- 4.2.8.5 The full list of treasury prudential indicators is shown in Appendix A and has been updated for the 2019/20 outturn position and the revised 2020/21 capital programme.

4.3 OTHER ISSUES

- 4.3.1 International Financial Reporting Standard 9 (IFRS9) covers the recognition, measurement and impairment of financial instruments such as loans and investments. Following consultation undertaken by the Ministry of Housing, Communities and Local Government (MHCLG) on IFRS9, the Government introduced a mandatory statutory override for local authorities to reverse out all unrealised fair value movements resulting from pooled investment funds. This was effective from 1 April 2018. The statutory override applies for five years from this date. Local authorities are required to disclose the net impact of the unrealised fair value movements in a separate unusable reserve throughout the duration of the override in order for the Government to keep the override under review and to maintain a form of transparency. **These changes have no impact** on the valuation of investments held by Stevenage Borough Council, and the statutory override has not been needed.
- 4.3.2 No updates have been made to the MRP Policy, since the review of asset lives on property as per the 2019/20 Mid-Year Treasury Management review (Council 29 January 2020). The policy remains unchanged in that Option 3 Life expectancy is used in calculation of the MRP charge. The maximum life used is capped at 50 years as permissible under the prudential code.
- 4.3.3 **Operational and Authorised Borrowing Limits**
- 4.3.3.1 General Fund limits will be reviewed if necessary in the Mid-Year 2020/21 Treasury Management Strategy, due to go to Executive and Audit Committee in November 2020 and Council in December 2020.
- 4.3.3.2 HRA limits will be reviewed as part of the refresh of the HRA Business Plan currently being undertaken.

4.3.4 Property Funds and Commercial Strategy

Separate to Treasury Management cash investments, the Council has a strategy to invest in Property Funds and Commercial Property. To date one Commercial Property has been acquired, Essex House in 2017/18 at a purchase cost of £1.756 Million. A number of other properties have been considered, however despite the appointment of specialist to help identify suitable properties none have met the approved investment criteria to warrant their purchase. The difficulty in identifying further suitable properties, combined with adverse market conditions, has led to no further properties being acquired. There has also been a consultation into the lending arrangements for PWLB funding. The deadline for the consultation was extended to 31 July 2020, and the date for the outcome of the consultation has yet to be confirmed.

5 IMPLICATIONS

5.1 Financial Implications

5.1.1 This report is of a financial nature and reviews the treasury management function for 2019/20. Any consequential financial impacts identified in the Capital strategy and Revenue budget monitoring reports have been incorporated into this report.

5.1.2 During the financial year Officers operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy Statement and in compliance with the Council's Treasury Management Practices.

5.2 Legal Implications

5.2.1 Approval of the Prudential Code Indicators and the Treasury Management Strategy are intended to ensure that the Council complies with relevant legislation and best practice.

5.2.2 The potential changes to PWLB borrowing arrangements as per paragraph 4.3.4 refer to the use of PWLB for 'Investment for Yield' schemes, where Council's may be prohibited from the use of this borrowing source for commercial investment property purchases. This could have an impact on the plans currently in the Council's Capital Strategy.

5.3 Equalities and Diversity Implications

5.3.1 The purpose of this report is to review the implementation of the Treasury management policy in 2019/20. Before investments are placed with counter parties the Council has the discretion not to invest with counter parties where there are concerns over sovereign nations' human rights issues.

5.3.2 The Treasury Management Policy does not have the potential to discriminate against people on grounds of age; disability; gender; ethnicity;

sexual orientation; religion/belief; or by way of financial exclusion. As such a detailed Equality Impact Assessment has not been undertaken.

5.4 Risk Implications

- 5.4.1 The current policy of minimising external borrowing only remains financially viable while cash balances are high and the differentials between investment income and borrowing rates remain. Should these conditions change the Council may need to take borrowing at higher rates which would increase revenue costs.
- 5.4.2 There remains uncertainty on the impact of exiting the EU on UK economy and borrowing rates. Officers monitor interest rate forecasts to inform the timing of borrowing decisions.
- 5.4.3 The Council's Treasury Management Strategy is based on limits for counterparties to reduce risk of investing with only a small number of institutions.
- 5.4.4 The thresholds and time limits set for investments in the Strategy are based on the relative ratings of investment vehicles and counter parties. These are designed to take into account the relative risk of investments and also to preclude certain grades of investments and counterparties to prevent loss of income to the Council.

5.5 Policy Implications

- 5.5.1 This report confirms treasury decisions have been made in accordance with the existing policy.

5.6 Climate Change Implications

- 5.6.1 The council's investment portfolio is sterling investments and not directly in companies. However the TM team will review the use of Money Market funds in 2020/21 to ensure, where possible, money market funds that invest in environmentally sustainable companies are used. In this way the TM team will align with the Councils ambition to attempt to be carbon neutral by 2030.

BACKGROUND PAPERS

- BD1 Mid-year Treasury update (Council 29 January 2020)
- BD2 Treasury Management Strategy including Prudential Code Indicators 2019/20 (Council 27 February 2019)

APPENDICES

- Appendix A Prudential Indicators
- Appendix B Investment and Borrowing Portfolio

Capital Expenditure (Based on Capital Strategy Outturn 2019/20):	2019/20	2019/20	2019/20	2019/20	2020/21	2021/22	2022/23
	Original Estimate February 2019	Revised Mid year review 19-20	Revised Final Cap Feb 20 Exec	Actual	Revised Cap Outturn July 20 Exec	Revised Cap Outturn July 20 Exec	Revised Cap Outturn July 20 Exec
	£000	£000	£000	£000	£000	£000	£000
General Fund	32,188	32,923	31,224	13,140	36,715	8,510	18,129
HRA	47,792	33,706	33,249	30,387	34,763	60,245	54,010
Total	79,979	66,629	64,473	43,527	71,478	68,755	72,139

Ratio of financing costs to net revenue stream:	2019/20	2019/20	2019/20	2019/20	2020/21	2021/22	2022/23
	Original Estimate February 2019	Revised Mid year review 19-20	Revised Final Cap Feb 20 Exec	Actual	Revised Final Cap Feb 20 Exec	Revised Final Cap Feb 20 Exec	Revised Final Cap Feb 20 Exec
	%	%	%	%	%	%	%
General Fund Capital Expenditure	6.77%	6.77%	5.60%	8.22%	6.43%	7.62%	7.73%
HRA Capital Expenditure	16.78%	16.78%	16.83%	15.16%	18.68%	20.56%	21.18%

General Fund: Net revenue stream is the RSG, NNDR grant and Council Tax raised for the year.

HRA: The net revenue stream is the total HRA income shown in the Council's accounts from received rents, service charges and other incomes. The ratio of financing costs to net revenue stream reflects the high level of debt as a result of self financing.

Authorised Limit for external debt	2019/20	2019/20	2019/20	2019/20	2020/21	2021/22	2022/23
	Original Estimate February 2019	Revised Mid year review 19-20	Revised Final Cap Feb 20 Exec	Actual	Revised Cap Outturn July 20 Exec	Revised Cap Outturn July 20 Exec	Revised Cap Outturn July 20 Exec
	£000	£000	£000	£000	£000	£000	£000
Borrowing - General Fund	43,341	48,407	55,317	55,317	70,004	71,585	78,230
Borrowing - HRA	235,729	224,034	223,824	223,824	241,771	267,335	289,827
Total	279,070	272,441	279,141	279,141	311,775	338,920	368,058

The authorised limit in that it is the level up to which the Council may borrow without getting further approval from Full Council. The Council may need to borrow short term for cash flow purposes, exceeding the operational boundary. The authorised limit allows for £8m headroom above the Operational Boundary (£2m General Fund and £6m HRA), which is in addition to our capital plans. The Operational Boundary and Authorised Limit include £15m for the Queensway residential lease, and £6m for the Bus Station.

Operational Boundary for external debt	2019/20	2019/20	2019/20	2019/20	2020/21	2021/22	2022/23
	Original Estimate February 2019	Revised Mid year review 19-20	Revised Final Cap Feb 20 Exec	Actual	Revised Cap Outturn July 20 Exec	Revised Cap Outturn July 20 Exec	Revised Cap Outturn July 20 Exec
	£000	£000	£000	£000	£000	£000	£000
Borrowing - General Fund	38,341	46,407	53,317	53,317	68,004	69,585	76,230
Borrowing - HRA	230,729	218,034	217,824	217,824	235,771	261,335	283,827
Total	269,070	264,441	271,141	271,141	303,775	330,920	360,058

The operational boundary differs from the authorised limit in that it is the level up to which the Council expects to have to borrow. The Council may need to borrow short term for cash flow purposes, exceeding the operational boundary. The operational boundary allows for £7m headroom in addition to our capital plans (£5m General Fund and £2m HRA) plus £15m from 20/21 for the Queensway residential lease (acquisition values), and £6m for the Bus Station. £11.75m for the Queensway commercial lease is in the 19/20 opening figures.

Gross & Net Debt	2019/20	2019/20	2019/20	2019/20	2020/21	2021/22	2022/23
	Original Estimate February 2019	Revised Mid year review 19-20	Revised Final Cap Feb 20 Exec	Actual	Revised Cap Outturn July 20 Exec	Revised Cap Outturn July 20 Exec	Revised Cap Outturn July 20 Exec
	£000	£000	£000	£000	£000	£000	£000
Gross External Debt - General Fund	38,341	30,124	16,896	2,545	20,963	23,350	30,851
Gross External Debt - HRA	230,729	211,231	211,231	206,684	226,784	252,348	274,840
Gross External Debt	269,070	241,355	228,127	209,229	247,747	275,698	305,691
Less Investments	(38,770)	(63,741)	(50,664)	(54,072)	(61,176)	(51,008)	(45,622)
Net Borrowing	230,301	177,614	177,463	155,157	186,571	224,690	260,070

The Gross External Debt is the actual debt taken out by the Council plus any relevant long term liabilities. The Gross External Debt should not exceed the Operational Boundary for external debt. For 2019/20 there is estimated borrowing of £14.35m for the General Fund and £8.6m for the HRA, none of which has been taken to date.

The Net Borrowing is defined as gross external debt less investments. The net borrowing requirement may not, except in the short term, exceed the total capital financing requirement in the preceding year, plus the estimates of any additional financing.

Capital Financing Requirement	2019/20	2019/20	2019/20	2019/20	2020/21	2021/22	2022/23
	Original Estimate February 2019	Revised Mid year review 19-20	Revised Final Cap Feb 20 Exec	Actual	Revised Cap Outturn July 20 Exec	Revised Cap Outturn July 20 Exec	Revised Cap Outturn July 20 Exec
	£000	£000	£000	£000	£000	£000	£000
Capital Financing Requirement GF	35,841	41,407	42,317	28,053	46,004	47,585	54,230
Capital Financing Requirement HRA	210,729	216,034	215,824	213,671	233,771	259,335	281,827
Total Capital Financing Requirement	246,570	257,441	258,141	241,724	279,775	306,920	336,058

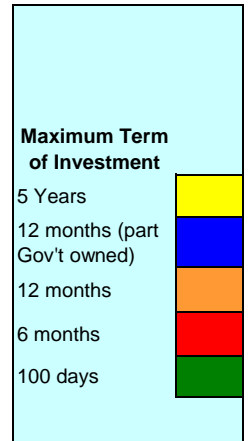
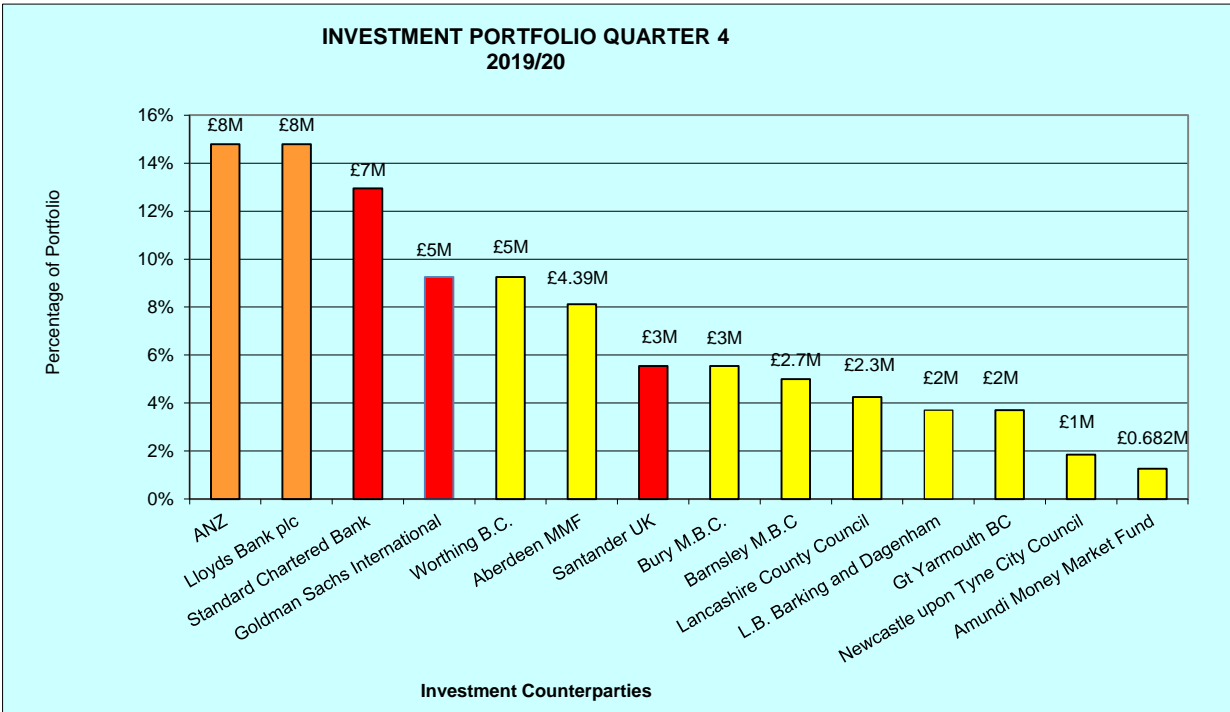
The Capital Financing Requirement (CFR) reflects the amount of money the Council would need to borrow to fund its capital programme. This is split between the Housing Revenue Account CFR (HRACFR) and the General Fund CFR (GFCFR).

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INVESTMENT PORTFOLIO QUARTER 4 (31st March 2020)

Average interest rate - 2018/19 **0.86%**
 Average interest rate - 2019/20 **0.98%**
 Bank of England Bank Rate **0.10%**

<u>Borrower</u>	<u>Nation</u>	<u>Sovereign Rating (Fitch)</u>	<u>Amount £'s</u>	<u>From</u>	<u>To</u>	<u>Rate %</u>
Money Market Funds (Instant Access)						
Amundi MMF	UK		682,000			0.68
Aberdeen MMF	UK		4,390,000			0.86
95 Day Notice						
Standard Chartered Bank	UK	AA-	7,000,000			0.38
Fixed Term Deposit						
Newcastle City Council	UK	AA-	1,000,000	03-Apr-17	03-Apr-20	1.00
London Borough of Barking and Dagenham	UK	AA-	2,000,000	09-Jan-17	09-Apr-20	0.98
Bury M.B.C.	UK	AA-	3,000,000	16-Mar-20	15-Apr-20	1.02
Goldman Sachs International	UK	AA-	5,000,000	17-Dec-19	17-Jun-20	0.93
Santander UK	UK	AA-	3,000,000	02-Jan-20	02-Jul-20	0.95
Australia & New Zealand Banking Corporation	AUS	AAA	4,000,000	17-Jul-19	15-Jul-20	1.02
Australia & New Zealand Banking Corporation	AUS	AAA	4,000,000	13-Aug-19	11-Aug-20	1.02
Lancashire County Council	UK	AA-	2,300,000	06-Sep-18	07-Sep-20	1.20
Lloyds Bank plc	UK	AA-	5,000,000	22-Nov-19	20-Nov-20	1.10
Lloyds Bank plc	UK	AA-	3,000,000	22-Jan-20	20-Jan-21	1.10
Great Yarmouth Borough Council	UK	AA-	2,000,000	16-May-18	17-May-21	1.45
Barnsley Metropolitan Borough Council	UK	AA	2,700,000	15-Sep-17	15-Sep-21	0.98
Worthing Borough Council	UK	AA-	5,000,000	05-Dec-19	06-Dec-21	1.50
			54,072,000			



LOAN PORTFOLIO QUARTER 4 (31st March 2020)

Decent Homes Borrowing

<u>Lender</u>	<u>Type</u>	<u>Rate %</u>	<u>Amount £'s</u>	<u>From</u>	<u>To</u>	<u>Life of Loan</u>
PWLB	Fixed Rate/Maturity	4.75	2,000,000	04/03/2010	04/03/2035	25 years
PWLB	Fixed Rate/Maturity	4.28	1,800,000	25/05/2010	25/05/2035	25 years
PWLB	Fixed Rate/Maturity	4.24	963,000	17/08/2010	17/08/2035	25 years
PWLB	Fixed Rate/Maturity	4.65	3,000,000	25/03/2010	25/09/2035	25 1/2 years
PWLB	Fixed Rate/Maturity	1.72	510,000	25/03/2020	25/03/2045	25 years
PWLB	Fixed Rate/Maturity	1.60	3,500,000	25/03/2020	25/03/2037	17 years
			<u>11,773,000</u>			

Self Financing Borrowing

<u>Lender</u>	<u>Type</u>	<u>Rate %</u>	<u>Amount £'s</u>	<u>From</u>	<u>To</u>	<u>Life of Loan</u>
PWLB	Fixed Rate/Maturity	2.92	500,000	28/03/2012	28/03/2026	14 years
PWLB	Fixed Rate/Maturity	3.01	8,000,000	28/03/2012	28/03/2027	15 years
PWLB	Fixed Rate/Maturity	3.08	8,700,000	28/03/2012	28/03/2028	16 years
PWLB	Fixed Rate/Maturity	3.15	9,600,000	28/03/2012	28/03/2029	17 years
PWLB	Fixed Rate/Maturity	3.21	10,600,000	28/03/2012	28/03/2030	18 years
PWLB	Fixed Rate/Maturity	3.26	11,000,000	28/03/2012	28/03/2031	19 years
PWLB	Fixed Rate/Maturity	3.30	16,000,000	28/03/2012	28/03/2032	20 years
PWLB	Fixed Rate/Maturity	3.34	17,500,000	28/03/2012	28/03/2033	21 years
PWLB	Fixed Rate/Maturity	3.37	17,600,000	28/03/2012	28/03/2034	22 years
PWLB	Fixed Rate/Maturity	3.40	17,300,000	28/03/2012	28/03/2035	23 years
PWLB	Fixed Rate/Maturity	3.42	15,300,000	28/03/2012	28/03/2036	24 years
PWLB	Fixed Rate/Maturity	3.44	21,000,000	28/03/2012	28/03/2037	25 years
PWLB	Fixed Rate/Maturity	3.46	18,200,000	28/03/2012	28/03/2038	26 years
PWLB	Fixed Rate/Maturity	3.47	19,611,000	28/03/2012	28/03/2039	27 years
PWLB	Fixed Rate/Maturity	3.48	4,000,000	28/03/2012	28/03/2040	28 years
			<u>194,911,000</u>			

Prudential Borrowing

<u>Lender</u>	<u>Type</u>	<u>Rate %</u>	<u>Amount £'s</u>	<u>From</u>	<u>To</u>	<u>Life of Loan</u>
PWLB	Fixed Rate/EIP	2.37	789,473	19/08/2013	19/02/2022	9 1/2 years
PWLB	Fixed Rate	2.29	1,755,950	19/03/2018	19/03/2028	10 years
			<u>2,545,423</u>			

Total Borrowing

209,229,423

Meeting: EXECUTIVE

Agenda Item:

Portfolio Area: RESOURCES

Date: 16 SEPTEMBER 2020



GENERAL FUND MEDIUM TERM FINANCIAL STRATEGY UPDATE (2020/21 – 2024/25)

Author –	Clare Fletcher	Ext.No. 2933
Contributors -	Strategic Leadership Team	
Lead Officer –	Clare Fletcher	Ext.No. 2933
Contact Officer –	Clare Fletcher	Ext.No. 2933

1. PURPOSE

- 1.1. To update Members on the General Fund MTFS since the MTFS COVID recovery report was approved by Members at the June 2020 Executive.
- 1.2. To advise Members on the current and future position of the Council's General Fund budget over the next five years, including the projected impact of COVID on the General Funds financial resources in the current and future years.
- 1.3. To update Members on any the actions taken in the June Executive COVID report.
- 1.4. To update Members on the first quarterly monitoring adjustments projected for the General Fund.
- 1.5. To update Members on revised inflation projections and pressures for the General Fund MTFS.
- 1.6. To update Financial Security targets for the period 2021/22 – 2024/25.

2. RECOMMENDATIONS

- 2.1 That Members approve the change to the Medium Term Financial Strategy (MTFS) principles, as outlined in paragraph 4.1.6 to this report.
- 2.2 That, for modelling purposes, Council tax increases be set at the threshold of 1.99%, subject to any change in government rules to achieve a balanced budget (section 4.8.12 refers).
- 2.3 That the updated inflation assumptions used in the Medium Term Financial Strategy (section 4.4 refers) be approved.

- 2.4 That the approach to Financial Security as set out in section 4.7 be approved.
- 2.5 That an amount of £200,000 for 2021/22 and 2022/23, be approved for inclusion in the budget setting process as a Transformation Fund, to help deliver the Financial Security Target, (paragraph 4.6.3(v) refers).
- 2.6 That a General Fund Financial Security Target of £2.45million be approved for the period 2021/22- 2023/24, (paragraph 4.7.17 refers). This will include increases in fees and charges.
- 2.7 That an amount of £100,000 for 2020/21 is included in the budget to cover an associated costs of the Devolution and Recovery white paper, (paragraph 4.6.3(ii) refers).
- 2.8 That the 1st quarter changes to changes to the General Fund as outlined in paragraph 4.6.1 are approved.
- 2.9 That Members note the financial impact of COVID in 2020/21 and future years, including the estimation of income guarantee scheme as set out on section 4.5.
- 2.10 That Members approve that the budgets held as part of the June COVID MTFS report are not released and are removed from the budget as set out in paragraph 4.7.17 and based on the level of projected General Fund balances.
- 2.11 That Members note the assumptions set out in paragraph 4.7.17 that underpin the level of Financial Security savings required in the MTFS and which support the General Fund balances.
- 2.12 That the unavoidable growth pressures as outlined in paragraph 4.6.2 are noted and will be included in the budget setting process.
- 2.13 That General Fund growth is only approved for the Council's FTFC priorities and the growth allowance in the 2021/22 budget is £75K. Growth above that level will need to be funded by further savings in addition to the £2.45Million target identified, (paragraph 4.7.17 refers).
- 2.14 That the Leader's Financial Security Group oversee the development of the 2021/22 – 2023/24 savings package.
- 2.15 That Members note the New Homes Bonus Balances available and that the growth funding of the Co-operative Neighbourhood Management is included as part the budget setting process.
- 2.16 That the revenue contribution to capital is reduced by £350,000 per year from 2021/22 as a result of the locality review sales to increase the resilience of General Fund balances.
- 2.17 That a minimum level of balances for the General Fund of £3.41million be approved for 2020/21 (section 4.11 refers).
- 2.18 The MTFS is regularly updated for any material financial pressures so forecasts are updated and is re-presented to the Executive for approval.

- 2.19 That public consultation be commissioned in line with the requirements of the Council's Consultation and Engagement Strategy if required.
- 2.20 That the Trade Unions and staff be consulted on the key messages contained within the Medium Term Financial Strategies and more specifically when drawing up any proposals where there is a risk of redundancy.

3. BACKGROUND

- 3.1 This is the second update of the MTFS this financial year, the first being the **Coronavirus Recovery Plan** to the June 2020 Executive. The June report outlined a number of actions that needed to be taken to ensure the resilience of General Fund balances. This included the use of ring fenced receipts, rather than revenue resources and the holding of some expenditure. The June report also only dealt with the in- year impact of COVID and did not project any future year losses.
- 3.2 A summary of the measures approved by Members in the June Executive report which were recommended to improve the resilience of the General Fund are summarised in the Table below.

Options £'000	2019/20 £	2020/21 £	2021/22 £	Total £
COVID impact on General Fund:				
Losses	£184	£3,999	£0	£4,183
Council Tax	£0	£0	£207	£207
Business Rates	£0	£0	£455	£455
Total	£184	£3,999	£662	£4,845
Funding Options:				
Government grant	£0	£928	£0	£928
Use of Regeneration receipt	£1,218	£508	£0	£1,726
Hold Capital Expenditure	£0	£125	£0	£125
Hold vacant posts	£0	£152	£0	£152
Hold spend budgets	£0	£464	£95	£559
Remove approved growth budgets (part)	£0	£50	£0	£50
Use allocated reserve (NDR 2020/21 gains)	£0	£455	£0	£455
Underspend 2019/20	£812	£0	£0	£812
Unidentified- under review	£0	£37	£0	£37
Total	£2,030	£2,720	£95	£4,845

- 3.3 At the time the June report was written only two funding tranches had been announced by the government, this report will update Members on the further funding received and also a review of the measures taken and whether they should remain in force. This report will also look at any potential future year losses as a result of COVID.

- 3.4 This report will update the inflation, pressures and income assumptions in the 2019 MTFS update, reported to the Executive on 11 September 2019.
- 3.5 This report will make assumptions about future Local Government spending reviews. Just as in the 2019 MTFS update, there remains considerable financial uncertainty for Local Government. The Fair Funding review implications (due to be implemented for 2020/21 but subsequently delayed) remain unclear, alongside any changes to business rates such as growth resets, level of council tax rises and lastly the future of New Homes Bonus.
- 3.6 The Chancellor announced that as a result of the impact of COVID on local government, (28 April 2020) that the Review of Relative Needs and Resources and 75% business rates retention will no longer be implemented in 2021/22. This was to enable Councils to focus on meeting the immediate public health challenge posed by the pandemic. However the announcement also explained *that the government will continue to work with councils on the best approach to the next financial year*, including how to treat accumulated business rates growth and the approach to the 2021/22 local government finance settlement. There has been no clarity about what this means.
- 3.7 In addition this financial uncertainty, there are other potential risks for Councils in relation to BREXIT, future continued funding of new burdens e.g. from the Homeless Reduction Act and the impact of Universal Credit (with the potential of many more UC claimants with any COVID driven recession), on the ability to recover historic benefit overpayments and the impact of the removal from the General Fund.
- 3.8 Based on the factors above the report will identify any adjustments required to the Financial Security targets to address those financial impacts on the General Fund.

4. REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS

4.1 Purpose of the Medium Term Financial Strategy

- 4.1.1 The Council's Medium Term Financial Strategy (MTFS) is reviewed regularly to assess the impact of national and local government policy on the five year forecast of resources for the General Fund (and Housing Revenue Account). This means that should any particular year in the forecasted MTFS predict that resources look outside that considered prudent or at the minimum level required by the CFO, corrective action can be recommended and implemented.
- 4.1.2 The MTFS refresh also ensures that there are sufficient resources to meet the Council's The Future Town Future Council priorities. The MTFS horizon scans setting a projection of income and expenditure, based on inflation forecasts and information at a national level through government policy where known on likely funding available and a local level through pressures and income predictions from the Senior Management Team (SLT), this update covers the period 2020/21 to 2024/25.
- 4.1.3 The mechanism by which the MTFS adjusts any shortfall in funding, is to revise the Council's **Financial Security** target projections to ensure there is sufficient

funding available, (see also paragraph 4.7.17). This is the savings target that has been required for the General Fund over the last decade, mainly as a result of government funding cuts.

- 4.1.4 The Council's 'Financial Security' methodology is set out in section 4.7 and is based on a four strand approach to deliver a lower cost base for the General Fund. The MTFS identifies the level of financial reductions required to maintain and run services, while funding inflationary pressures and 'Financial Security' helps deliver this. The MTFS is reviewed annually and this report is a refresh of those assumptions.
- 4.1.5 The impact of funding cuts and inflationary pressures has meant the General Fund has been using its balances rather than making a contribution to them. This is not a sustainable position long term and one of the **MTFS principles is to manage a planned phased use of balances up to and including 2022/23**. This was intended to give the General Fund time to deliver a realistic Financial Security package, while at the same time still maintaining and delivering priority services. Rather than make reactive or opportunist budget cuts to services, which conflicts with achieving those priorities. However this principle has become much more difficult to achieve as a result of the financial impact of COVID.
- 4.1.6 The MTFS has a set of principles used for financial planning purposes which are summarised below.

No	MTFS principles
1	UPDATED :To remove the General Fund's reliance on RSG by 2019/20 when the funding is removed and achieve an on-going balanced budget by 2023/24 (was 2022/23) by ensuring inflationary pressures are matched by increases in fees and income or reductions in expenditure from 2023/24
2	To consider as part of the budget setting process, and throughout the year as necessary, what support can be given to the community, tenants, leaseholders and businesses in times of particular hardship.
3	To use the Council's reserves in a cost-efficient and planned manner to deliver the Council's priorities.
4	To maximise the Council's income by promptly raising all monies due and minimising the levels of arrears and debt write-offs.
5	To identify alternative means of resourcing the Capital Strategy to minimise the impact of borrowing (GF only).
6	In setting General Fund balances a % for overruns (currently 1.5%), specific known risks, loss of savings & risks associated with new ventures and the cost of borrowing for the capital programme is included.
7	To identify variations to the approved budget via quarterly monitoring and only incur additional on-going spending when matched by increased income or identified savings.
8	To propose Council tax increases in line with inflation for modelling purposes with any increase above inflation used to achieve a balanced budget.

No	MTFS principles
9	To ensure that resources are aligned with the Council's Strategic Plan and FTFC priorities and growth limited to the Council's top priorities
10	The Council does not depend upon short term sources of funding such as New Homes Bonus and the grant is used in part for FTFC Top Priorities.

4.1.7 MTFS principle one (see above) has been revised as a result of the current level of COVID funding available from the government and the estimated impact of COVID beyond 2020/21. Government funding relates to 2020/21 only, unless further funding becomes available as part of the 2021/22 spending review.

4.2 The Economy and Government proposals for Funding Local Government

4.2.1 In the last 2019 MTFS Strategy there was considerable uncertainty around BREXIT and the Bank of England commentary in their January 2020 update, prior to the COVID pandemic, was that UK GDP growth was modest in 2019 and is estimated to have been around zero in Q4. This was due to slower global growth and elevated Brexit-related uncertainties. In the Bank of England annual reassessment of supply-side conditions, the MPC judged that potential supply growth has also slowed over the past year.

4.2.2 However the impact of COVID on the economy has been cited as being felt beyond 2020/21 and the Bank of England reported this could lead to the 'sharpest recession' on record, reporting that the coronavirus impact would see the economy shrink 14% this year, based on the lockdown being relaxed in June. Scenarios drawn up by the Bank of England to illustrate the economic impact stated that Covid-19 was, "dramatically reducing jobs and incomes in the UK". Bank governor, Andrew Bailey, described the downturn as "unprecedented", and said consumers would remain cautious even when lockdown restrictions are lifted.

4.2.3 In June, The Bank of England MPC voted 8-1 to increase the size of its bond-buying programme approving the pumping of an extra £100Billion into the UK economy to help fight the "unprecedented" coronavirus-induced downturn. However, they said there was growing evidence that the hit to the economy would be "less severe" than initially feared. The Bank's Monetary Policy Committee (MPC) also kept interest rates at a record low of 0.1%.

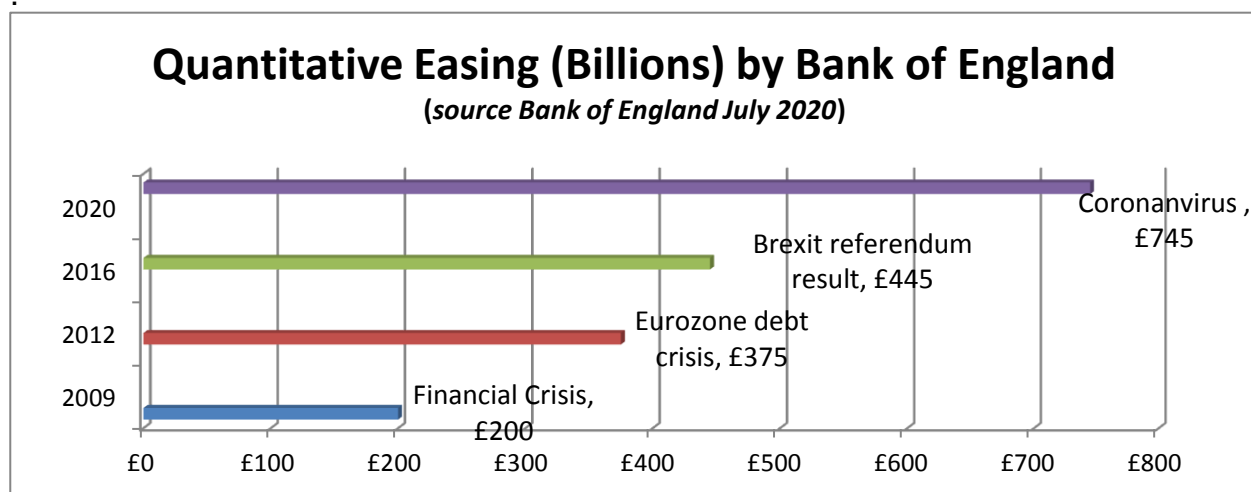
4.2.4 The bank approved this just days after Bank's Governor, Andrew Bailey said policymakers were ready to take action after the economy suffered its biggest monthly contraction on record. The Bank also said more recent indicators suggested the economy was starting to bounce back.

Minutes from the MPC's June meeting said: "Payments data are consistent with a recovery in consumer spending in May and June, and housing activity has started to pick up recently." However, Mr Bailey warned that the outlook for the economy remained uncertain. He said: "We don't want to get too carried away by this. Let's be clear, we're still living in very unusual times." The minutes added: "While recent demand and output data had not been quite as negative as expected, other indicators suggested greater risks around the potential for longer-lasting damage to the economy from the pandemic

4.2.5 The UK economy shrank by 20.4% in April, while official jobs data showed the number of workers on UK payrolls fell by more than 600,000 between March and

May. Scenarios drawn up by the Bank suggested the economy could shrink by 25% in the three months to June and in fact the impact was measured at 24.5%.

4.2.6 The Bank of England has implemented extra monetary stimulus or quantitative easing (QE) – this will raise the total size of the Bank's asset purchase programme to £745bn to support financial markets and underpin the recovery. This outweighs previous QE initiatives as shown below.



4.2.7 This repayment of QE and the impact of Coronavirus on the economy, on jobs and the council are likely to be beyond 2020/21 and will impact on the government ability to fund public spending including financial settlements for Councils.

4.2.8 The MTFs report to the June Executive outlined some of the government support for businesses, of which the Stevenage Borough Council (SBC) administered to businesses, grants of £11.5Million and £21.5Million reductions in business rates payable in the current financial year.

4.2.9. The Government also committed to helping councils face the continuing pressures of the pandemic, providing £3.8Billion of grant funding, including a £600Million Infection Control Fund, and over £5Billion of cash flow support. Then on 2 July, the Secretary of State announced a new set of support measures, including:

- An 'income guarantee scheme; in recognition of the impact on income from sales, fees and charges. Councils will absorb the first 5% of all relevant irrecoverable losses compared to budget, with the Government compensating councils for 75 pence in every pound of loss thereafter. By introducing a 5% deductible, the Government is accounting for an acceptable level of volatility, whilst shielding councils from significant losses
- Changes enabling local authorities to spread their council tax and business rate deficits for 2020/21 over three years rather than the usual one;

4.2.10 However, there are a number of exemptions cited to this support it does not cover HRA losses, leisure provider income losses or rental income and the LGA has published that the funding required is in the region of **£9.6Billion for councils** for 2020/21.

4.2.11 Moving to funding the public sector, the government has set out the position for the next spending review. The review will set UK Government departments' resource budgets for the years 2021/22 to 2023/24 and capital budgets for the years 2021/22 until 2024/25, and devolved administrations' block grants for the same period government has borrowed.

4.2.12 The Chancellor outlined that the Comprehensive Spending Review is the:

'opportunity to deliver on the third phase of our recovery plan, where we will honour the commitments made in the March Budget to rebuild, level up and invest in people and places spreading opportunities more evenly across the nation'.

4.2.13 The Government has confirmed that the next business rates revaluation will take place in 2023, and called for evidence for a wider review of the rating system. This comes after it was announced in May that the business rates revaluation in 2021 would be postponed, but an exact time for when it would be rescheduled was not revealed until July 2020. The two-year delay means the next revaluation will take effect in April 2023, and to reflect the impact of Covid-19, this revaluation will be based on property values as of 1 April 2021.

4.2.14 The Chancellor also stated that in the interest of fairness, restraint in future public sector pay awards, meaning across this year and the spending review period, public sector pay levels retain parity with the private sector.

4.2.15 Given the impact COVID-19 has had on the economy, the Chancellor was clear in his July statement that there will need to be **tough choices in other areas of spending at the review**. As part of their preparations for the CSR departments have been asked to identify opportunities to re-prioritise and deliver savings and departments will be required to fulfil a series of conditions in their returns, including providing evidence they are delivering the government's priorities and focussing on delivery. It remains to be seen whether this includes savings from delivery 'devolution' in upper and lower tier local government areas.

4.2.16 In addition to economic uncertainty due to COVID-19, any recession and longer lasting impacts, the economy also may be impacted by BREXIT when the UK leaves on the 31 December. Uncertainty in the market may only build in cost for goods, materials and contracts and added complexity for the businesses, depending on the deal or no deal that is agreed.

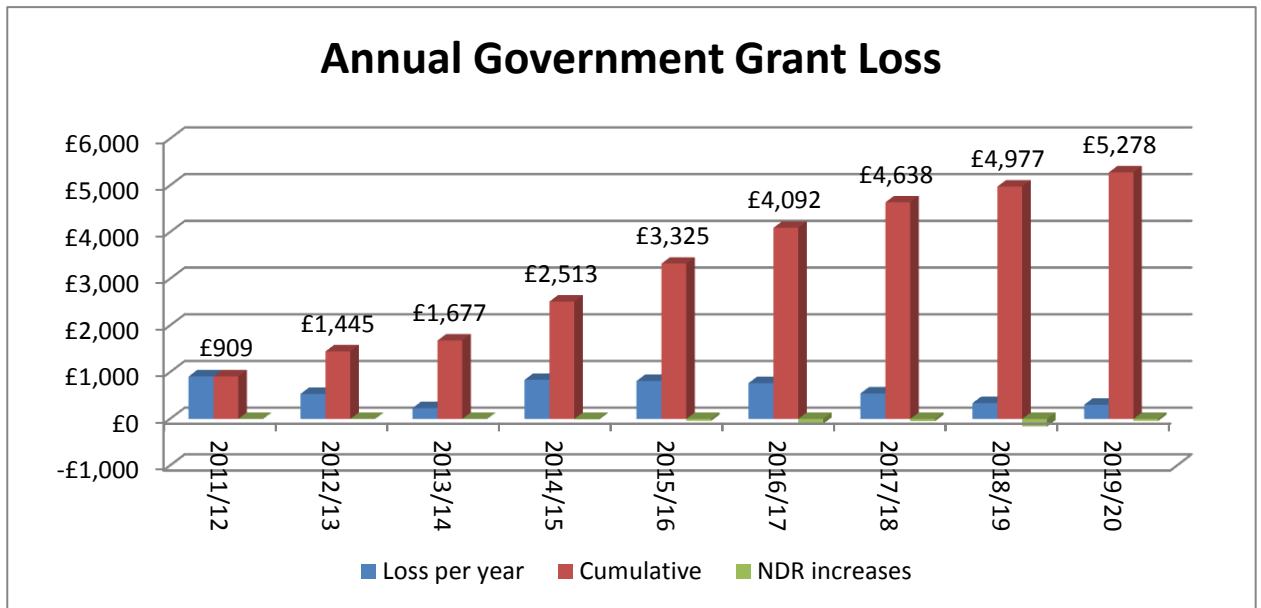
4.3 Stevenage Financial Position Why the Need for Annual Savings

4.3.1 Between 2011/12 and 2019/20 there has been significant decline in government funding, this is important to note for a number of reasons:

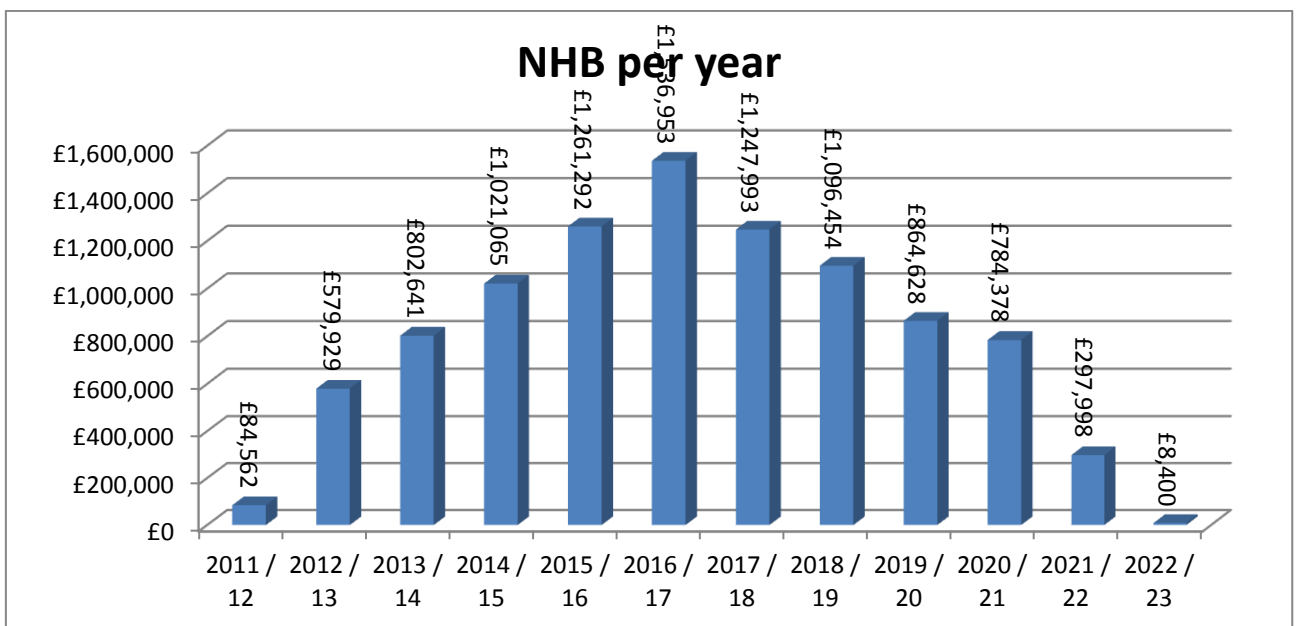
- I. The loss of grant funding was substituted in part by more risk based income (or not guaranteed), such as Business Rate gains or New Homes Bonus (NHB). For instance NHB rules have been revised by the government and business rates can fluctuate depending on prevailing economic conditions. This means it is difficult to fund on-going expenditure from this income.
- II. Grant loss was accompanied by council tax freezes, although funding was available it has been subsequently cut.

- III. Increases in council tax have been capped so that a referendum has been required above the threshold set by the government. Thus limiting the amount of additional income available to fund any grant cut.
- IV. Inflation pressures from salaries and contracts had to be resourced which compounds any shortfall in funding.
- V. Councils have chosen to use income generating options rather than cut services which are subject to fluctuation in times of recession and pandemics such as COVID-19.

4.3.2 The loss of funding is summarised in the chart below.

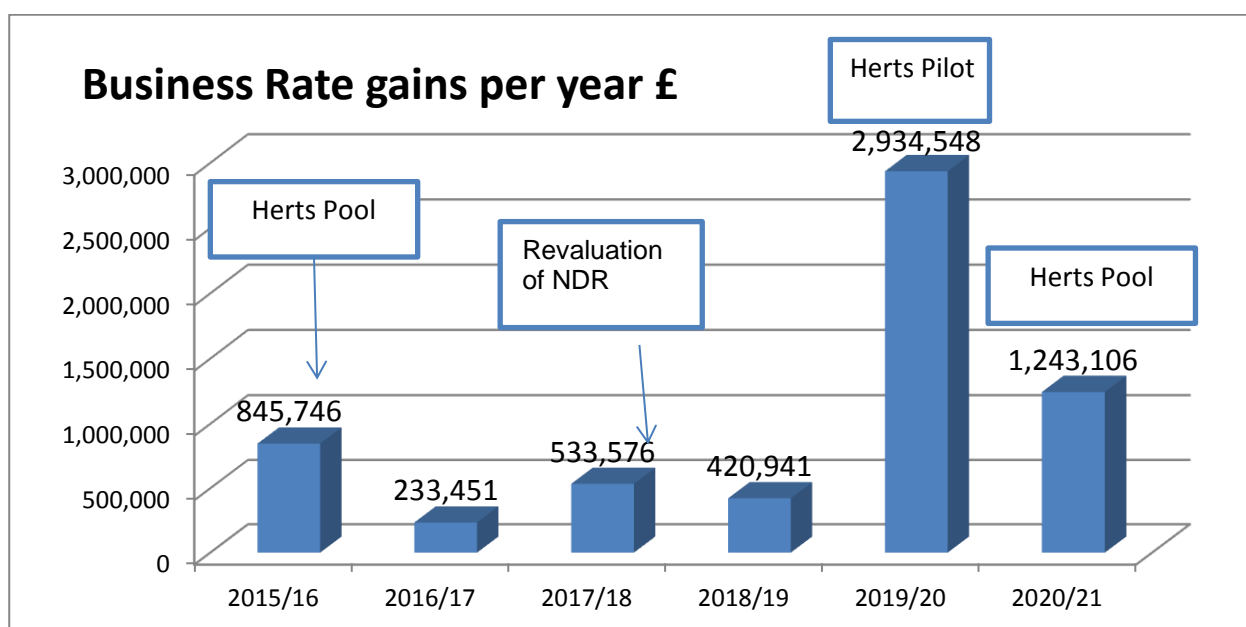


4.3.3 To illustrate the higher related risks by substituting NHB for grant losses, the chart below shows how levels of NHB have fluctuated due the government policy changes, (and the number of new properties built). The government has signalled a number of times about reforming NHB and the 2020/21 payment was for one year only.



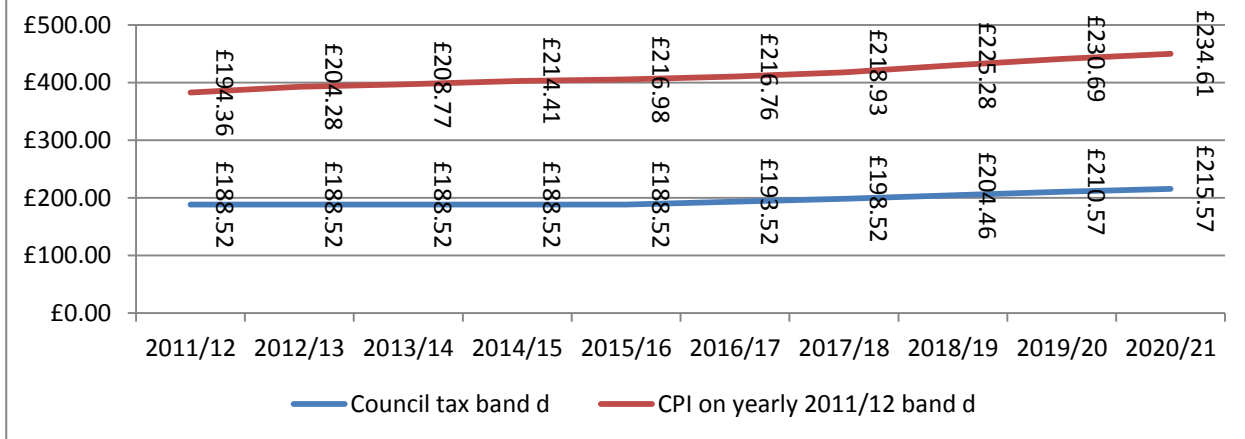
4.3.4 Based on the fluctuations in annual allocations, the Council has chosen not to use NHB as a substitute for savings options or government grant, but mainly for one off initiatives. Historically only using £200,000 to support General Fund balances, which from 2021/22 will be completely removed, (2020/21 £83,000 removed). The annual allocated NHB shown in the chart above, assumes no new allocations beyond 2020/21. This has implications for the future funding of the Co-operative Neighbourhood Management (CNM) programme and capital programme from 2021/22 onwards.

4.3.5 Business rate gains similar to NHB have not been built into the General Fund budget to substitute the need for savings options (see also section 4.9). While gains have been significant in a number of years this has been as a result of either being eligible for the Hertfordshire business rate pool (2015/16 & 2020/21). This is a combination of the best performing Districts and the County Council which results in minimising the levy from say 50% to 5 or 6%. Or Government pilot opportunities, which meant 75% Business Rates retention in Hertfordshire. The government did not continue the scheme beyond 2019/20.



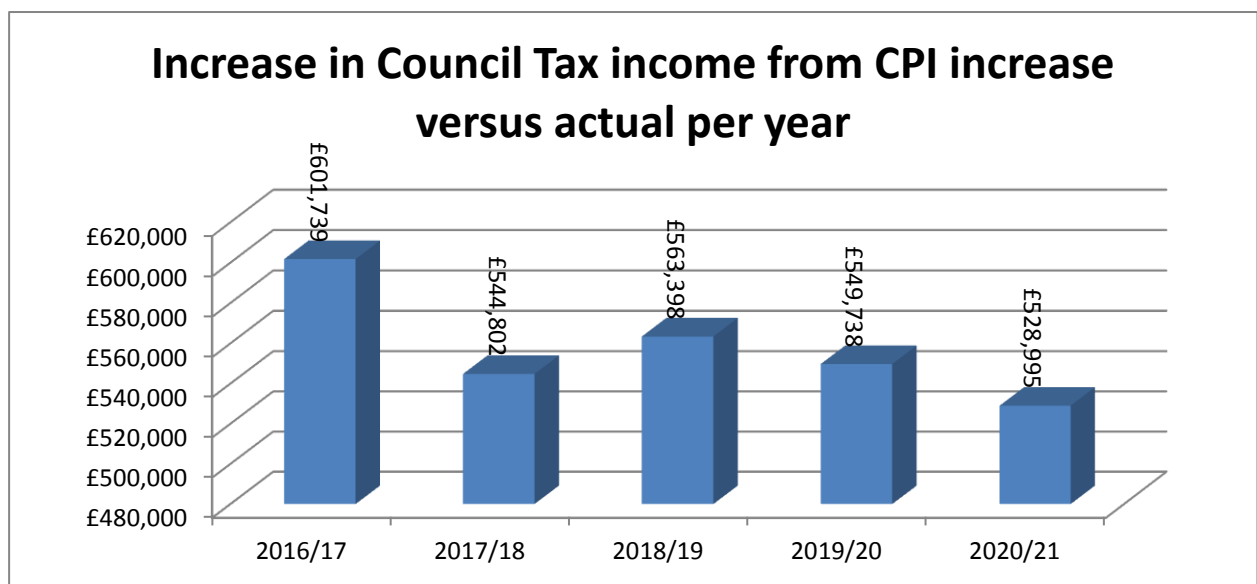
4.3.6 Turning to the points raised above in para.4.3.1 (ii and iii), council tax increases have been suppressed through the offer of government grant, subsequently removed from core funding in later years and the capping of the maximum increase allowable, before a Stevenage wide referendum would be required. An analysis of say pegging council tax increases to the previous years' September CPI (as with business rate increases since 2017/18), shows how the gap between a CPI increase and the actual increase allowable/approved including the rent freeze period.

Annual Band D versus CPI added annually from 2011/12



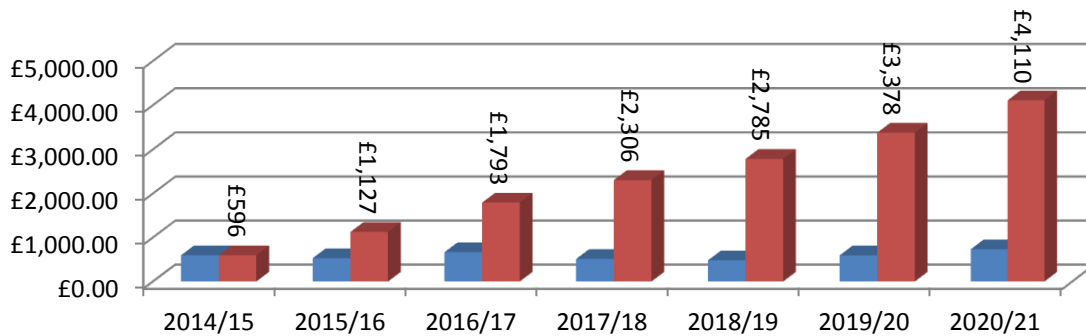
4.3.7 If you assumed that the freeze grant funding had been removed by 2016/17 from government grant, the Council with a CPI increase rather than freezing council tax could have in theory benefitted from an addition average £557,000 per year. (Note: CPI may have been higher than the government cap on council tax and members may have chosen to keep council tax low during that period).

Increase in Council Tax income from CPI increase versus actual per year



4.3.8 Inflation pressures (para 4.3.1 iv) have compounded budget pressures from government funding cuts combined with the limited ability to raise council tax. The table below illustrates that over £4Million of salary and contractual budget pressures required funding between 2014/15 and 2020/21, increasing that need to make additional savings or net budget reductions.

Inflation Pressures on the General Fund requiring funding since 2014/15

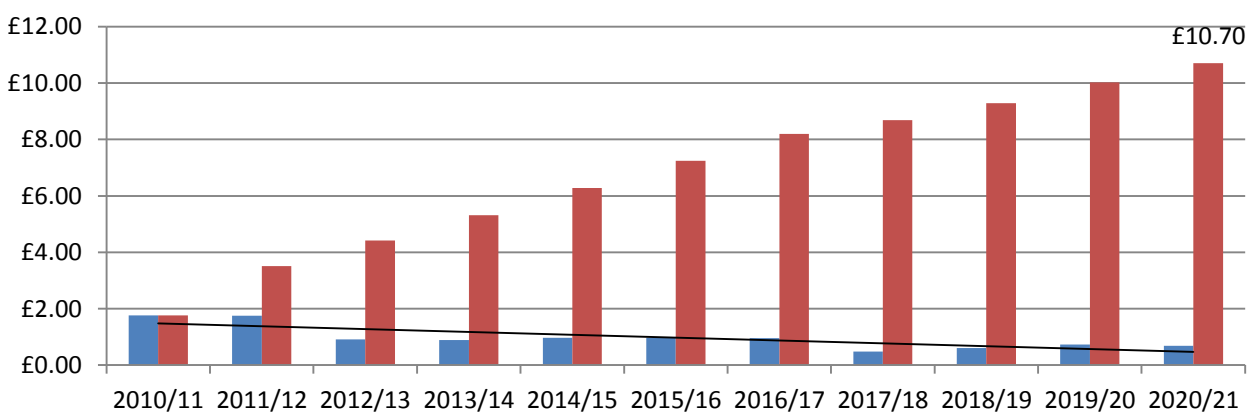


4.3.9 During this period the Council has wanted to deliver Member and resident top priorities, as set out within the Future Town Future Council (FTFC) programme. With resources limited, only growth for top priorities has been approved, or the use of known resources available from NHB and NDR have been utilised to support the FTFC programmes.

4.3.10 There has also been a need to address pressures related to economic factors, such as the increase in use of bed and breakfast as a result of spikes in homelessness and more recently the need to house rough sleepers during the current pandemic.

4.3.11 As a result of the factors identified above there is a need to make on-going savings in order to close the gap between expenditure and income, which has been exacerbated by the adverse impact of COVID-19 on the Council’s finances and necessitated the MTFs recovery plan to the June Executive. The level of General Fund savings delivered to date is summarised below.

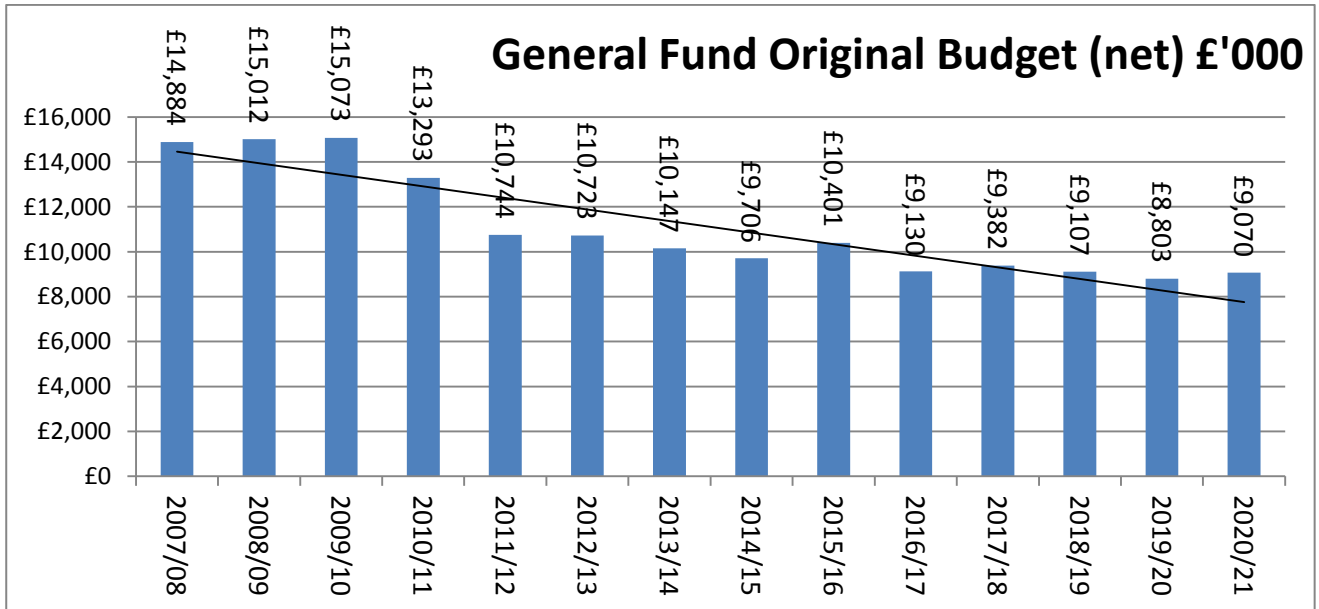
Savings removed from the General Fund budget £Millions (cumm.)



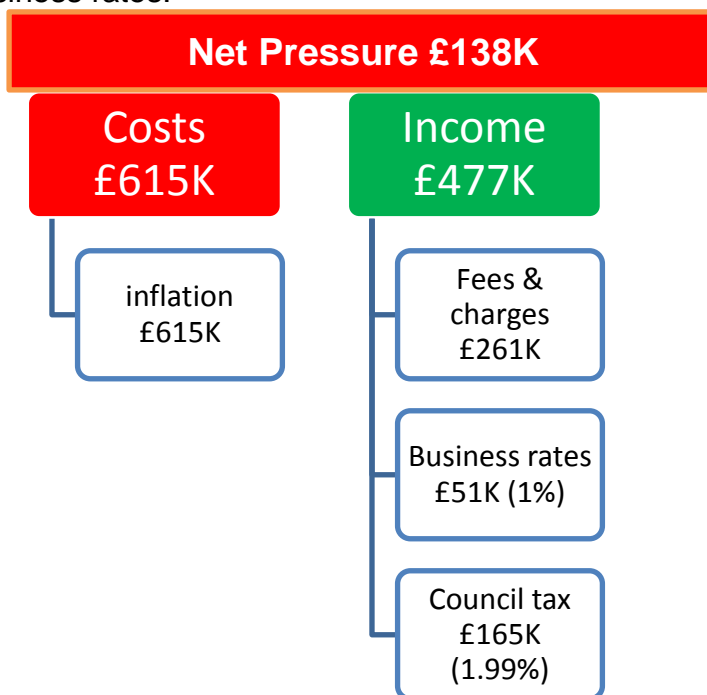
4.3.12 The trend line on the chart above shows the increasing difficulty in identifying, implementing and removing savings from the budget over time. This is why a more transformational approach combined with implementing the Co-operative

Commercial Strategy and prioritisation of services will be needed as set out in section 4.7 to release further savings.

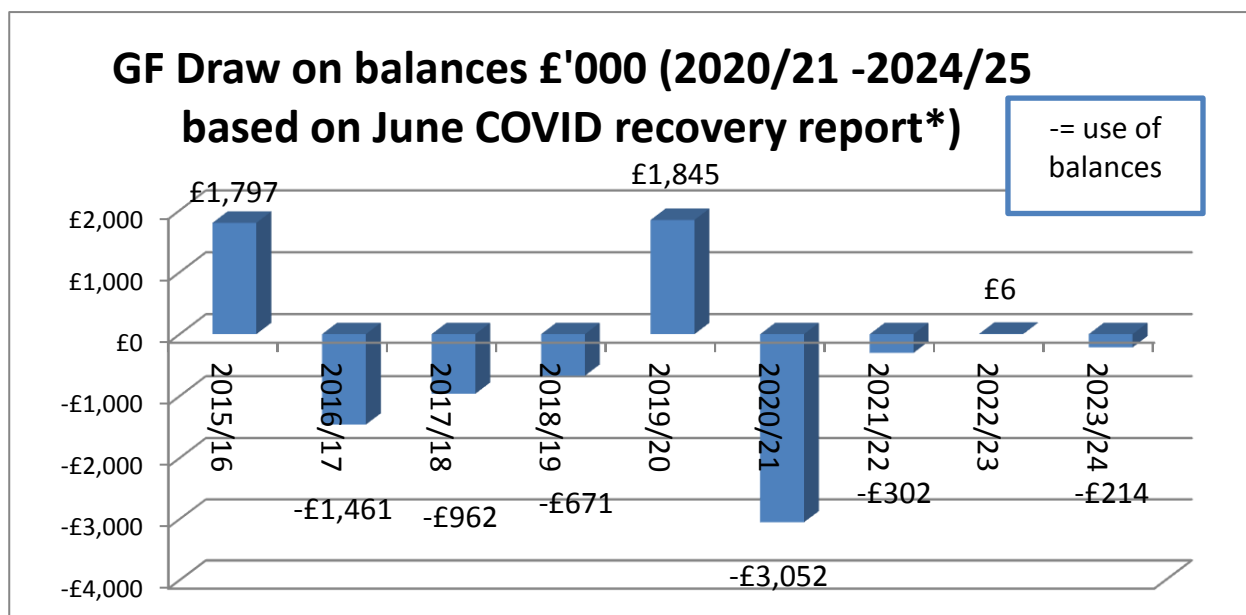
4.3.13 The impact of the savings identified means a reduction in the General Fund net spend reducing from some £15Million to £9Million as summarised in the chart below, however there remains a funding gap to be resolved.



4.3.14 The 2021/22 gap between inflation and income is demonstrated below, despite the reduction in net budget there is currently annual gap between inflation and increases in fees of about £138K and this assumes that previous level of fees and charges can be achieved. In real terms projected inflation costs, (largely staff related) exceed the amount of proposed increases in council tax (assumed for modelling purposes at 1.99%), proposed fees and charges (agreed in principle at the November 2019 Executive) and the estimated CPI increase in the baseline need for business rates.



4.3.15 The draw on balances over the last few years is summarised in the chart below, but the introduction of retained business rates has distorted the draw on balances, due to the timing of when business rate payments and receipts are made and received. The impact of COVID-19 has further distorted the yearend balance for 2019/20.



* see also updated September position para.4.11.5

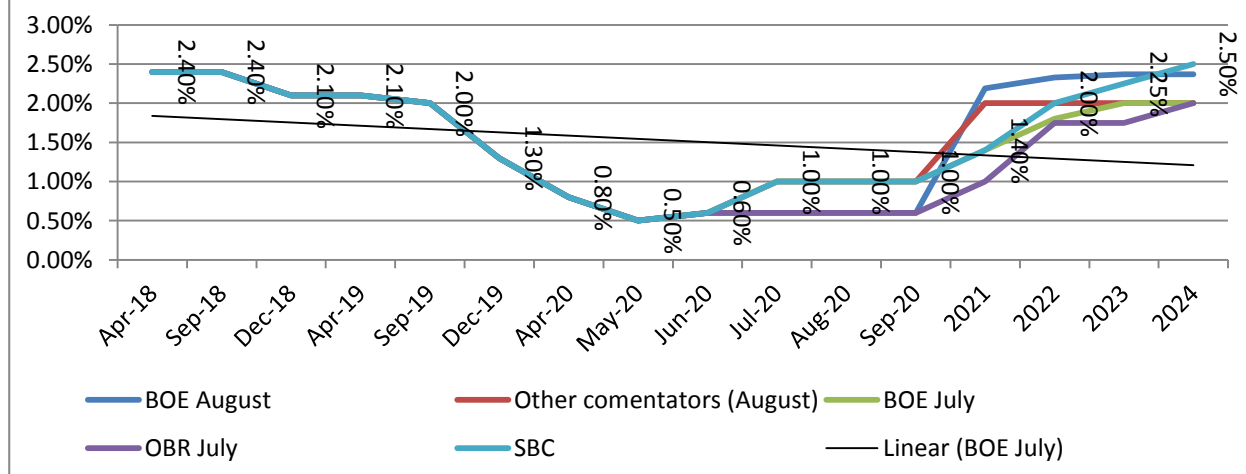
4.3.16 It could be argued that the actual draw on balances will be less than planned due to the realisation of year end underspends. However the level of underspends which is not committed for projects, (approved for carry forward into the next financial year) has reduced and there is an expectation that one off underspends of £350K need to be realised to support the capital programme.

4.4 Inflation

4.4.1 It is difficult to predict inflationary increases due to the uncertainty about the lasting impact of COVID-19 currently on the economy has meant that CPI for June was 0.6% compared to CPI in April 2019 of 2.1%. This is due to lower oil prices and lower activity in the retail and leisure sector due to COVID-19.

4.4.2 CPI is the tracked measure for inflation used by the government and for increases in retained business rates. Bank of England projections, Office of Budget Responsibility and the CFO assessment are shown in the graph below.

Inflation (CPI) actuals and projections (july 2020 onwards)



* Other commentators (mean result from August Bank of England report)

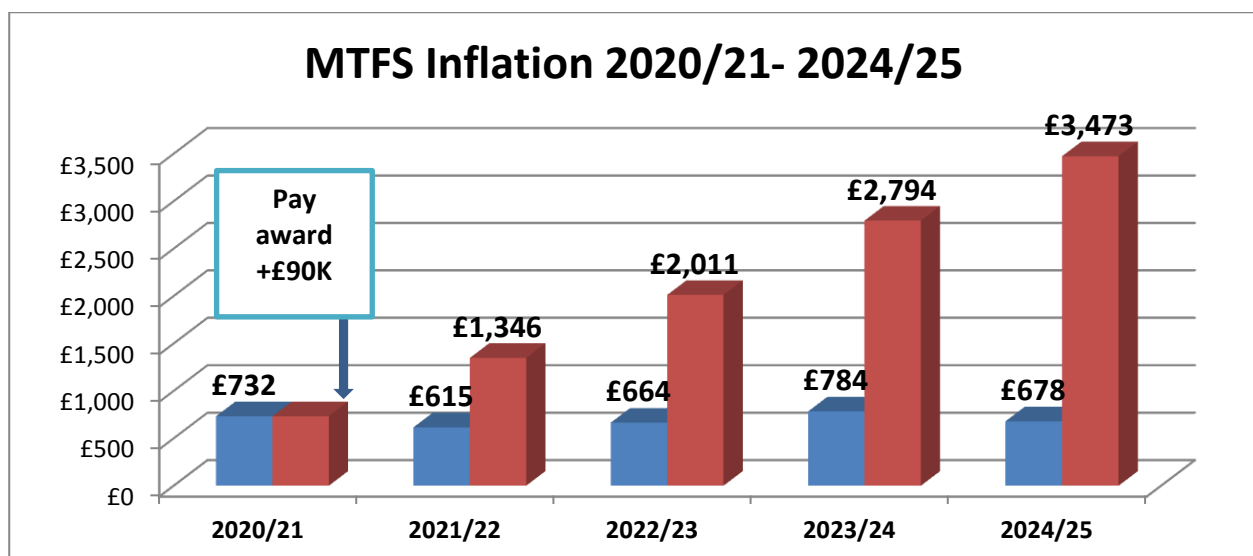
** Bank of England August report based on market interest rate expectations and other policies as announced

4.4.3 The CFO projections are slightly higher to reflect the unknown impact of BREXIT and potential increase in contract prices. But the current uncertainty around COVID and BREXIT makes predicting inflationary pressures very difficult. The rationale for the inflation assumptions made in the MTFS is shown below.

	2020/21	2021/22	2022/23	2023/24	2024/25
Inflation-Applied to:					
September CPI for business rate increases	2.00%	1.00%	2.00%	2.00%	2.00%
Salaries - % increase	2.75%	2.25%	2.25%	2.25%	2.25%
Pension Increase	0.00%	0.00%	0.00%	1.00%	0.00%
CPI indices increases	1.70%	1.40%	1.80%	2.00%	2.00%
RPI indices increases	2.40%	2.40%	2.80%	3.00%	3.00%
BCIS	4.40%	5.00%	5.00%	5.00%	5.00%
Fuel Increases	4.64%	2.00%	3.00%	4.00%	4.00%
Gas (unit charge only)	7.38%	7.38%	7.38%	7.38%	7.38%
Electricity (unit charge only)	11.56%	11.56%	11.56%	11.56%	11.56%

Rationale for inflation assumption	
Salaries - % increase	Salary inflation is estimated at 2.25% for the MTFS period. The 2020/21 employer offer 2.75% (accepted in August 2020), however the Chancellor has said there will be a need for wage restraint in future years. As pay is the largest inflationary pressure for the MTFS it has been modelled on 2.25% for the MTFS term which is above CPI but lower than RPI forecast for the same term. A lower pay offer in line with CPI would increase GF balances.
Pension Increase	An assumption has been made that as a result of the impact of COVID and BREXIT the next actuary's projection will mean an increase in the employer's contribution of 1%. This would be for 2023/24 at the next revaluation date.
Consumer Price Index (CPI) indices increases	Current projections from the Bank of England show an increase up to 2% by 2025.
Retail Price Index (RPI) indices increases	This is based on a 1% differential between the CPI forecast.
Fuel Increases	Fuel prices have been low and have been modelled on 2% increase in 2021/22, rising to a 4% increase by 2025.
Gas/Electricity (unit charge only)	This has proved difficult to forecast and the MTFS contains the average increase annually which the council has experienced in addition to the current forecasts

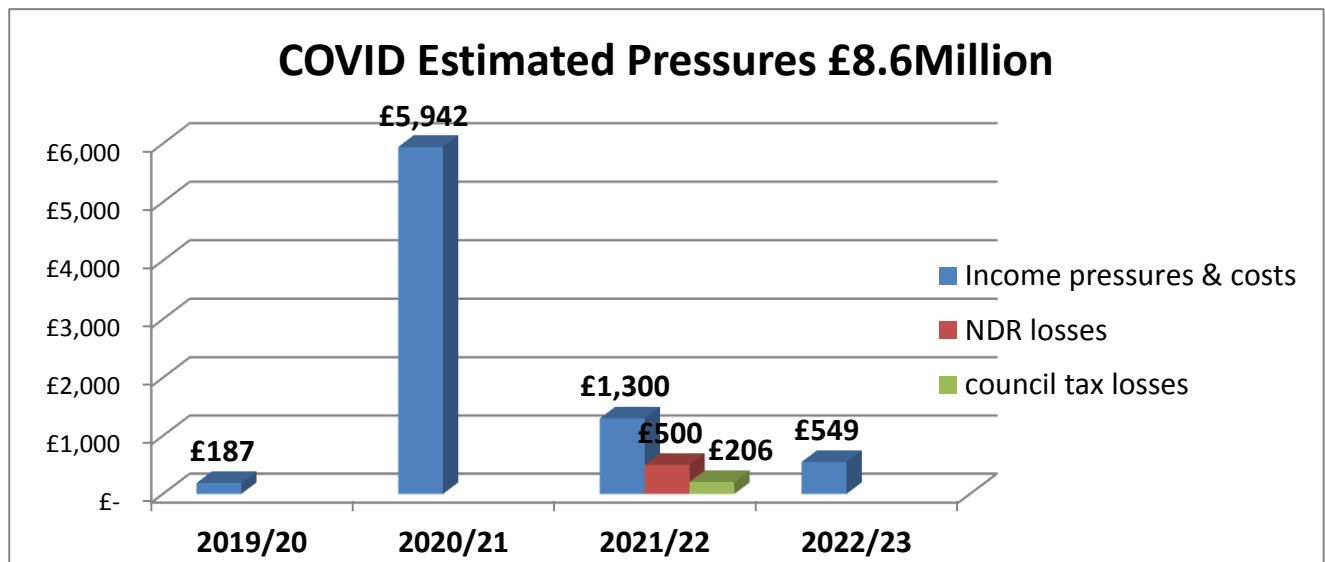
4.4.5 The amount of inflation projected in the MTFS (net of recharges to the HRA is shown in the table below).



4.4.6 The CFO has modelled that a 0.25% increase in pay inflation would equate to £43K and a 1% increase on contractual inflation across all indices would add an estimated £73K to the inflationary pressures in the General Fund in 2021/22. Which again, if realised would lead to an increase in future year's saving target.

4.5 COVID Budget Pressures

4.5.1 The MTFS contains an update on the projected COVID losses and potential funding. The projected costs are estimated to be £7.7Million for the General Fund and are summarised below.

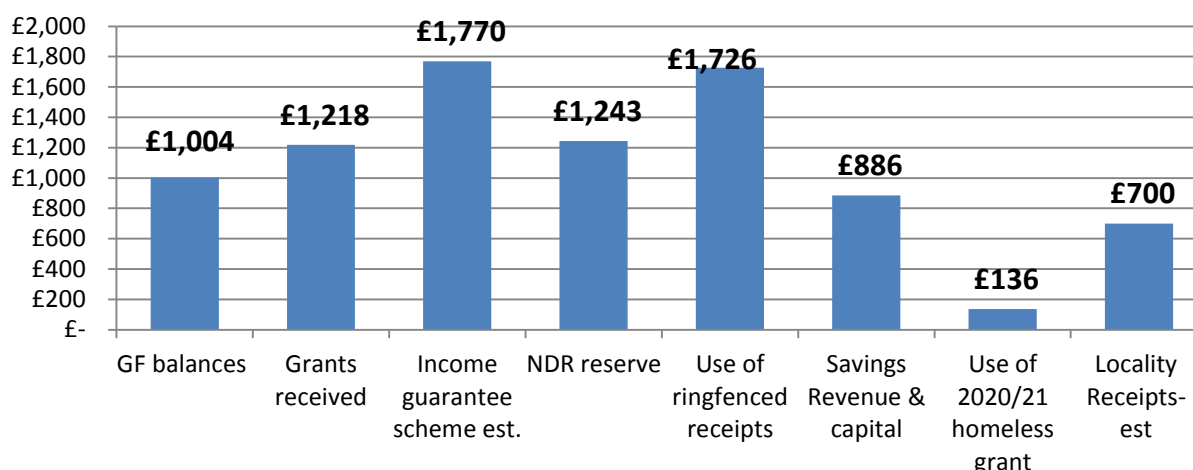


4.5.2 The 2020/21 losses of £5.9Million include assumptions including costs to support the Council's leisure provider and losses in parking and rent income. The MTFS models **losses of £1.5Million in future years as income losses are sustained beyond 2020/21**, however this is currently difficult to predict and is an acknowledgement of the likely depth of the impact of COVID-19 on the economy.

4.5.3 The 2021/22 costs also assume there will repayments to the Collection Fund for 2020/21 of £500K of NDR losses compared to budget and a further £206K in council tax deficits as a result of higher Council Tax support (CTS caseload in 2020/21 and higher arrears).

4.5.4 The total assumed funding for COVID-19 in the MTFS is summarised in the chart below and this is the basis for the General Fund balances currently included at Appendix A.

COVID Funding Options £8.6Million



4.5.5. This does assume that the Council will receive £1.77Million for the income guarantee scheme. The exact calculation needs to be completed as the government assumes cost reductions will offset losses. The calculation is based on:

- 5% deduction for budget variation
- No income for rental streams
- 75pence in the £ to be paid
- Some deduction for local decisions taken

However this level of funding is not a guarantee and the MTFs may be revised, with the savings target adjusted to reflect a lower level of grant received. The income guarantee form was received 4 September and the final calculation could be £200K lower than currently modelled. Members will be updated when the first submission is made at the end of September.

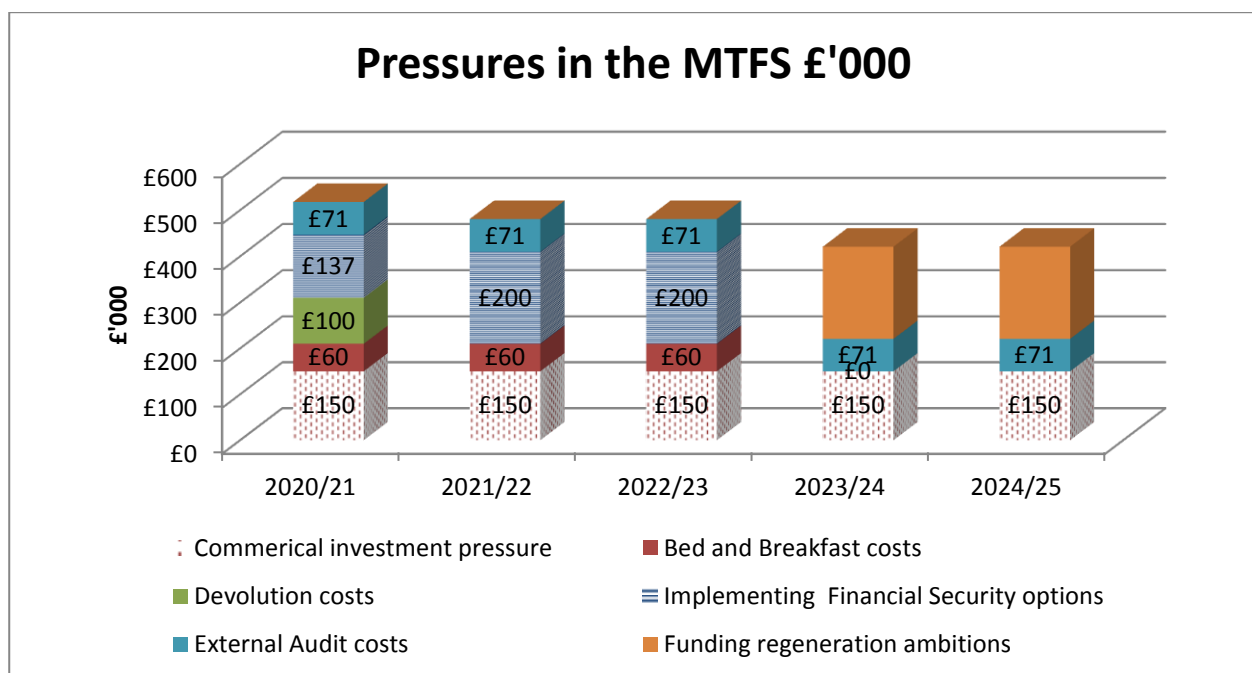
4.6 Non COVID Pressures

4.6.1 **1st Quarter Monitoring-** A number of budget pressures have been identified and summarised in the MTFs. The total monitoring adjustments are £299K and include £289K of grants relating to COVID of which £130K was received as new burdens funding for the Retail, Leisure and Hospitality grants. The changes that members are asked to approval and include in the General Fund budget are summarised in the table below.

1 st quarter Expenditure and Income	Commentary	£	Carry Forward
Increased Spend and lower income:			
CCTV dividend	Based on current projections a surplus will not be payable in 2020/21	50,000	
Other overspends	Misc. budget adjustments	123,070	
Underspend/more income:			
Events cancelled due to COVID	Fireworks and other events	(15,280)	

1 st quarter Expenditure and Income	Commentary	£	Carry Forward
Reduced postage costs	Lower post due to changes in ways of working	(19,350)	
Procurement income	Increased income from other Hertfordshire LA's	(21,300)	
SDS equipment		(22,000)	
Cash Collection Service	Suspension of cash collection during COVID	(25,120)	
Local elections	Election postponed until next year	(80,420)	80,420
New Burdens Grant	Grant received for administering retail & hospitality grants	(130,000)	
MHCLG 3rd Tranche COVID grant		(159,420)	
Total		(299,820)	80,420

4.6.2 **Other pressures** – A number of other pressures have been included in the MTFS and these are summarised in the chart below.



4.6.3 A summary of the pressures is described below:

- I. **Bed and Breakfast costs** £60K has been assumed in the MTFS for 2021/22-2022/23 (£60K was included as a one off in 2020/21). Based on the current year's costs and the pressures the homeless service may face particularly if the economic conditions worsen, the CFO has assumed costs for a further two years and until any housing first solutions are in place.
- II. **Government Devolution and Recovery White Paper** – The Government has stated that this paper will be published in September 2020. An allocation of £100K has been assumed in the MTFS for modelling purposes to help

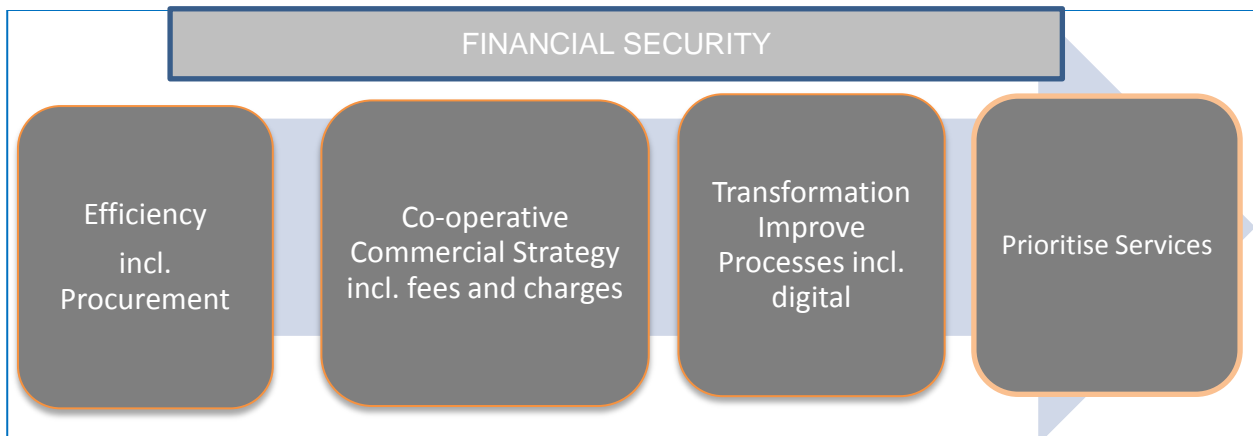
meet any associated costs which cannot be identified at this time - **the CFO recommends Members approve this budget.**

- III. **Commercial investment** in the current economic climate is difficult and the government consultation in preventing Councils using PWLB for income yield purposes, stymies this. If SBC did so this would prohibit the use of PWLB for other activity such as social housing and the **CFO recommends this is funded in 2020/21 from the Regeneration Assets reserve in 2020/21 and then removed from the budget until the Co-operative, insourcing Commercial Strategy can deliver income**
- IV. **Funding Regeneration** Members have approved the use of NDR gains to fund regeneration priorities, however these funds are exhausted by 2023/24 and the CFO has included this cost for modelling purposes.
- V. **Implementing Financial Security options-** The 2020/21 costs relate to options approved in principle by the November Executive for 2021/22-2022/23 savings options. The CFO recommends a **further £200K is included in the following two years to fund transformation and commercial business cases.**
- VI. **External Audit Fees-**The Council's auditors (EY) have advised the CFO that they have assessed SBC's fees (procured through PSAA) as needing to increase by 120%, this included in the MTFs for note only. All Hertfordshire authorities have sent a joint letter to the PSAA on the proposed increase.

4.6.4 It is the CFO's view that the delivery of FTFC priorities against a backdrop of funding cuts will necessitate that growth should only be approved which meets the outcomes of the FTFC top priorities.

4.7 Financial Security

4.7 1 The Financial Security priority is the vehicle to deliver budget reductions across the General Fund and HRA and consists of four, streams. The graphic below sets out the process for 2021/22 onwards.



- 4.7.2 **Efficiency savings** are reported and removed from the General Fund as part of the quarterly monitoring process. However, there may be some generated from changing the way we work as a result of COVID, these have increasingly been more difficult to extract and in the main cost pressures have been reported. This places more emphasis on savings from the other strands to deliver budget reductions.
- 4.7.3 However, as inflation and pressures are added to budgets and as services evolve with new ways of working, this can still lead to budget efficiencies. Budgets are reviewed to determine that inflationary increases have not been overstated as part of the quarterly monitoring.
- 4.7.4 **Commercialisation**-The Council approved its Co-operative Commercial and Insourcing Strategy at the 12 August 2020 Executive, this set a number of work streams and the setting up of an Executive sub-committee to review initiatives. This work is expected to contribute to future Financial Security targets, however this may not be in time to deliver 2021/22 options to be included as part of the Budget and Policy framework.
- 4.7.5 The Co-operative Commercial and Insourcing Strategy included:
- Short term commercial options to be delivered – commercial property, private sector housing
 - Review of current charging levels and readiness for complementary or additional services
 - Setting a three year fees and charges schedule
 - Longer term and level of commercialisation of services
 - Insourcing options to be considered and a roadmap has been developed together with a schedule of procurements which are due in the next 12-24 months
 - Developing the commercial culture for managers
- 4.7.6 The progress for the commercial property investment has not made significant progression with one property acquisition and a shortfall of £150K against the £200K target. This has been compounded by difficulties in the purchase of Investment Properties due to availability, location and the condition of the retail sector and latterly COVID.
- 4.7.7 There was also a tightening of the Prudential Code in 2018 regarding borrowing for commercial investment, as a result of the large scale acquisitions by some Councils. The government has also consulted on revised prudential borrowing via PWLB which if implemented would prohibit the borrowing via PWLB for yield, the penalty being the inability to access any PWLB borrowing , which would include for social housing. The Council's Commercial Investment Strategy was predicated on borrowing and therefore the action outlined in paragraph 4.6.3 (iii) is recommended.
- 4.7.8 When the new Head of Estates is appointed the CFO recommends a review of the strategy to focus on an assessment whether investment in the existing stock could yield an increase in income.

4.7.9 An update on the work arising from the Co-operative Commercial and Insourcing Strategy will be included in the November Financial Security Report to the Executive.

4.7.10 **Improve Processes (including digital)** –With the reduction in scope for efficiency options there is a renewed importance in the delivery of commercial and improve processes. The AD ICT and Transformation is currently procuring a partner to help the Council deliver this agenda and identify options to deliver savings. This will be in conjunction with implementation of the digital platform and customer account and it is intended that cutting bureaucracy and stream lining processes will lead to cost reductions by transferring transactions online, efficient workflow processes and other such initiatives.

4.7.11 The Council is exploring new ways of working to consolidate like activities to get staffing productivity gains. This requires up front funding of which £75K was included in the 2020/21 budget, however this will need to be reviewed as part of the will be reviewed as part of the opportunity assessment.

4.7.12 Options will be brought forward as part of the Budget and Policy Framework process but it is likely that this will contribute to savings targets from 2022/23 onwards.

4.7.13 The last strand of Financial Security is to review the **prioritisation of services**, to date this work has not been progressed to a large extent. However the COVID recovery report recommended that;

To mitigate the risk of bringing a S114 forward it is preferable to have control over the services provided by the council. To that end it is recommended that the Executive approve the development over the summer of a priority list of services as a further precautionary measure, if losses and the impact of COVID 19 are financially greater than modelled. However this would include services to vulnerable resident's . This will consider short term need to run services which would be impacted from social distancing measures and could be based on the following factors:

- *Critical to the recovery and Stevenage businesses and residents economic and community welfare*
- *Number of residents/businesses served by the activity*
- *Consideration of whether the service is offered by other organisations*

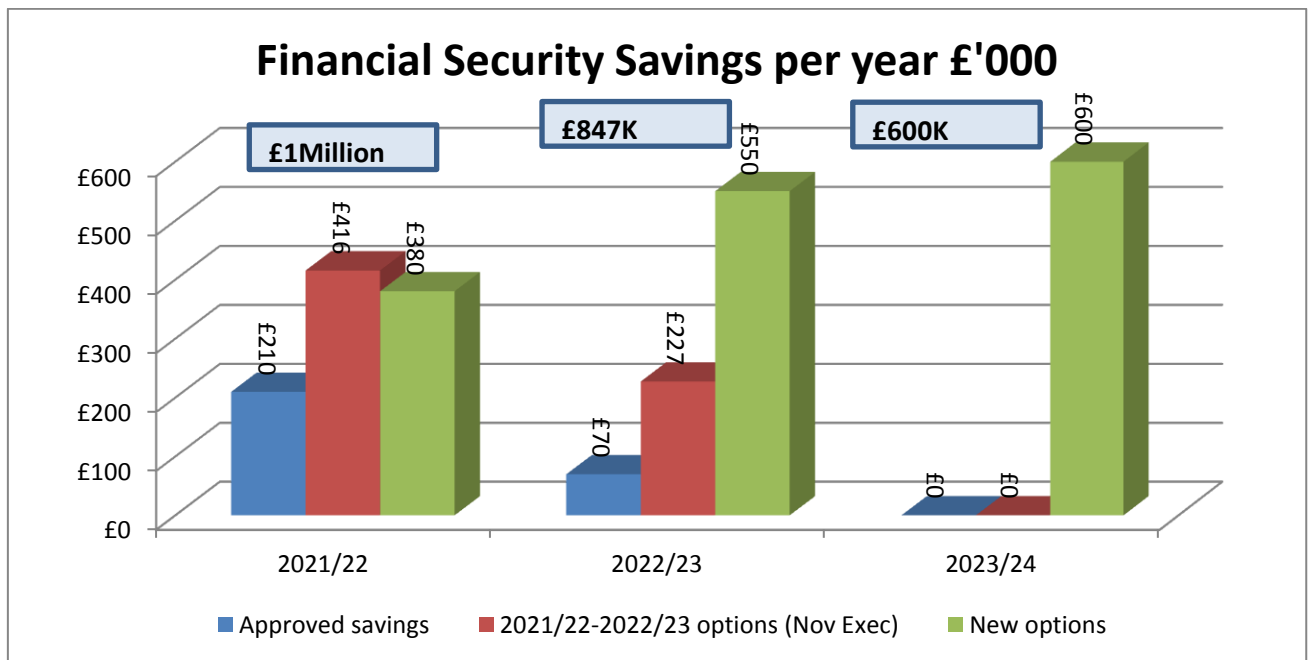
4.7.14 This work will need to commence during September and October to ensure that there are sufficient level of General Fund balances and that the Council is able to meet the Financial Security target as set out in paragraph 4.7.17. This reprioritisation process will also help move scarce resources to fund the transformational work to unlock future savings and protect high priority services.

4.7.15 As part of the Financial Security work the Members group (LFSG) chaired by the Resources Portfolio Holder will review the three year Financial Security package, in addition to growth and capital options.

4.7.16 The Financial Security Target for the period 2021/22-2023/24 has been revised taking into account the current economic conditions and the likely financial impact of COVID in the current and future years.

4.7.17 The Financial Security is predicated on the following assumptions:

- The use of allocated reserves totalling £1.243Million of NDR reserves to support General Fund balances and a potential £500K loss of NDR gains in 2020/21
- The use of Allocated Reserves (Regeneration Reserve £150K 2020/21)
- The locking in of the measures as set in the June report to support General Fund balances, including use of CNM balances and other spend on hold,
- An assumption that capital receipts from Locality Reviews will be a minimum of £350K per year from 2021/22
- The income guarantee scheme will realise a grant of £1.7Million for 2020/21
- Limited growth bids of £75K per year from 2021/22 with remaining growth funded from increased savings.
- Business rate gains of £500K or 50% of those originally estimated in 2020/21
- Council tax increase of 1.99%



4.7.18 The Council's SLT are reviewing a number of options including transformation and commercial options to achieve the three year target. However the level of options identified currently is **less than the target required and SLT is being asked to identify further options. This will need to include a prioritisation of services** to meet the savings targets required.

4.7.19 The Financial Security package will be considered by the Leaders Financial Security Group and then by the Executive and Scrutiny Committees in November 2020. This report will also include any fees and charges increases and growth options.

4.7.20 A new Corporate Plan is due for 2021/22 and this may review the Councils priorities in light of resources available.

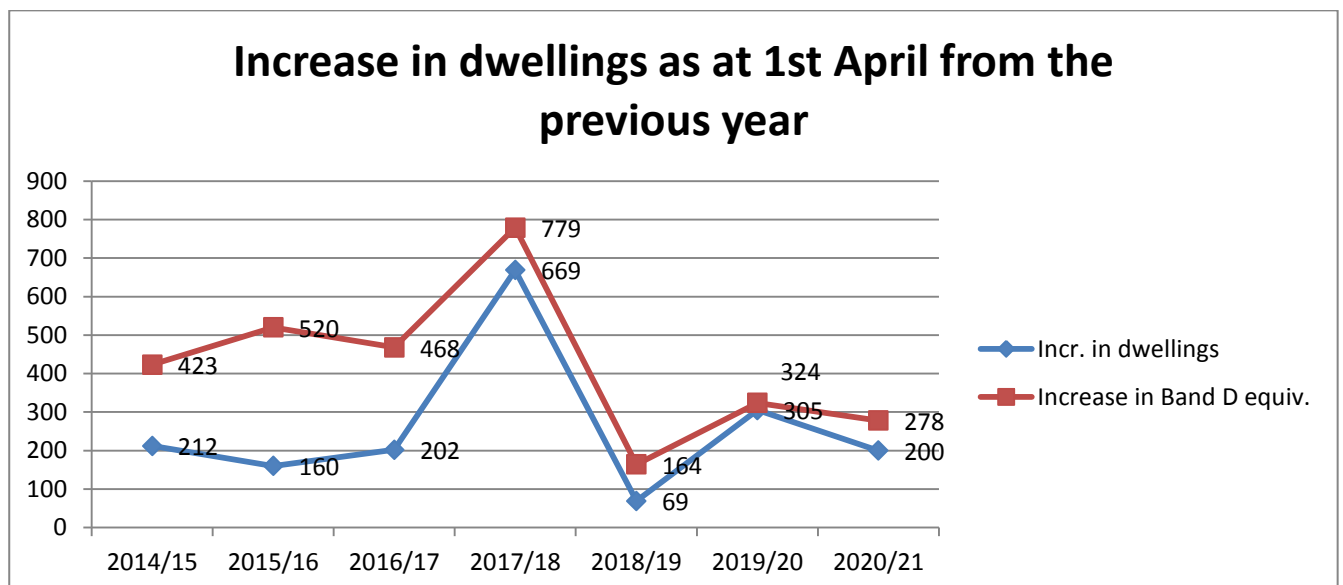
4.8 Council Tax

4.8.1 Council tax income as a core resource has grown in importance as centrally funded resources have been removed and as there has been some relaxation in the 2% cap in increases in council tax before a referendum must be held.

4.8.2 Predicting future levels of council tax is difficult going into a potential recessionary period, over the last few years the year on year increase has fluctuated as shown below and annual estimated have been based on information gathered from planning and visiting officers.

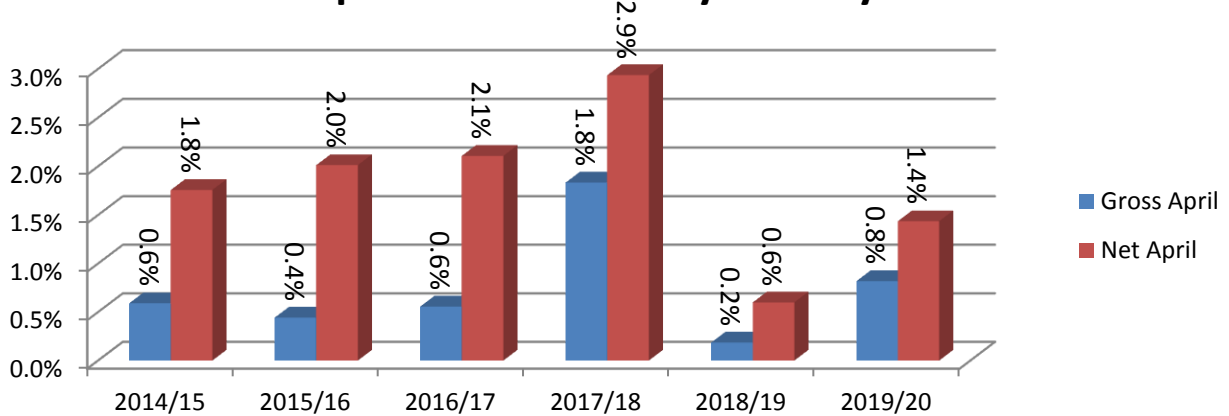
4.8.3 The amount of council tax that can be raised annually is influenced by mainly two factors, firstly the growth in the tax base and secondly the inflationary increase applied each year. The tax base is based on when new properties will be brought into use and converts this to Band D equivalents for the year.

4.8.4 The tax base is calculated based on an estimate of the gross dwellings in Stevenage, reduced by the amount of discounts (single person discount, council tax support and other exemptions).

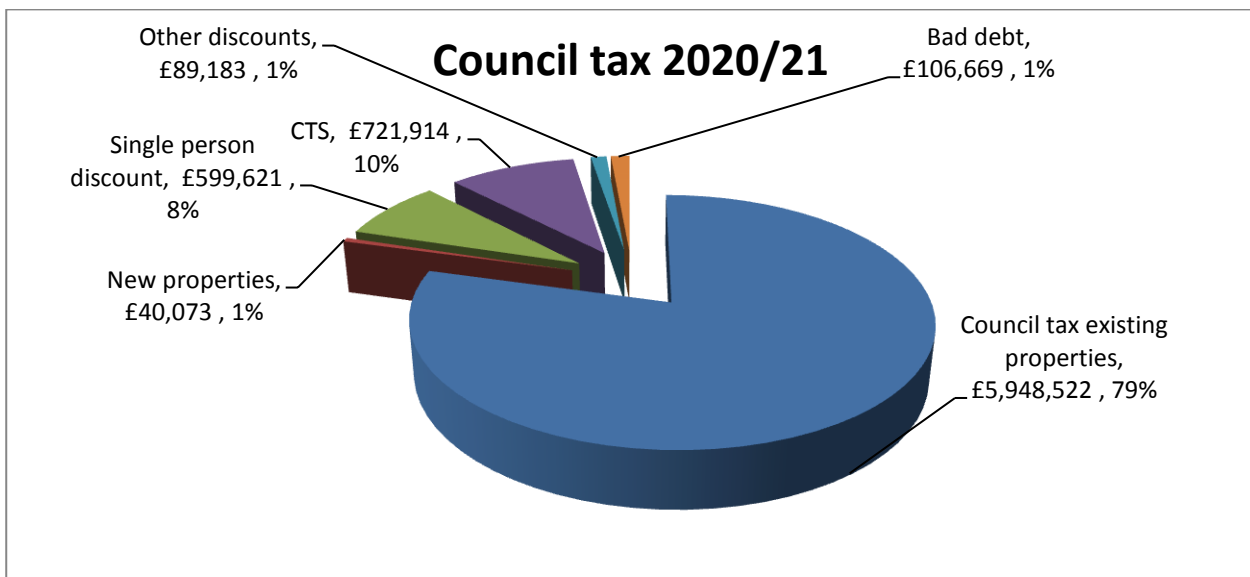


4.8.5 The net number of dwellings percentage increase year on year has exceeded the gross number of new dwellings on the valuation list because of reductions in the numbers claiming council tax support (CTS) and an increase in the collection rate, so increasing the net band D equivalents.

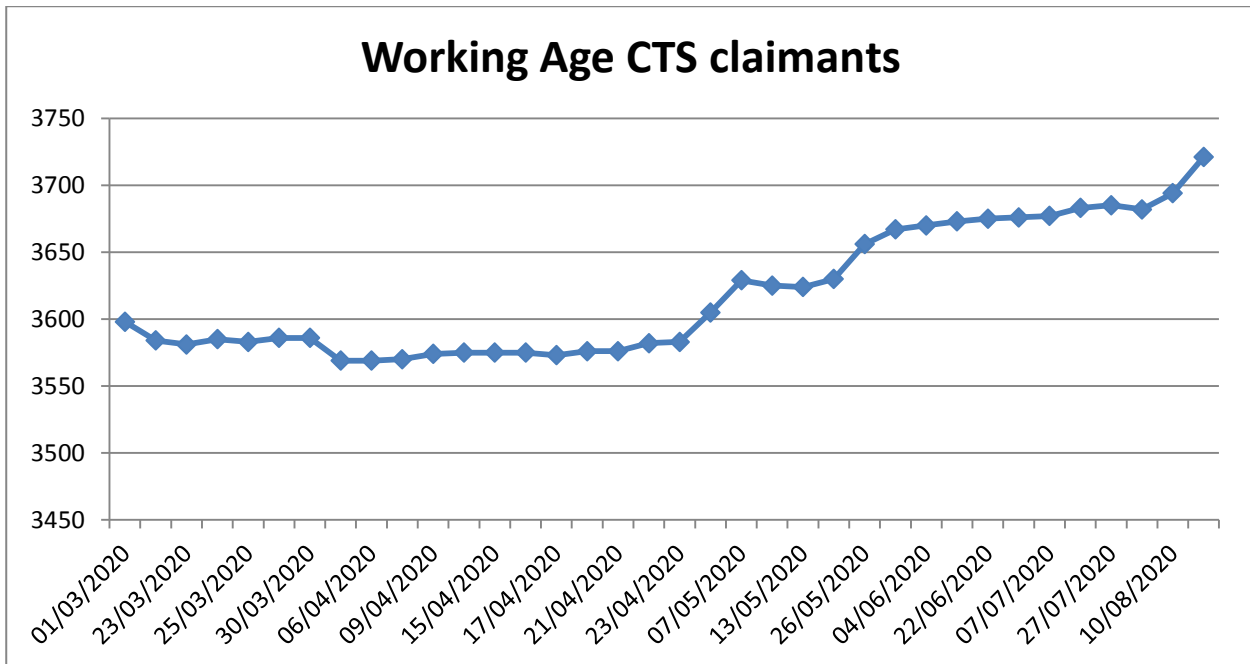
Gross dwelling year on year increase and net Band D equivalent increase year on year



4.8.6 In term of modelling council tax base the level of CTS must be considered as this reduces the tax base by an estimated £722K for 2020/21 and has the largest deflating impact on council tax yield.



4.8.7 The trend nationally was to see a spike in CTS cases in March which has since subsided from the peak, the number of claimants on CTS (which should capture those entitled to housing benefit as well as those on Universal Credit (UC)) shows a steady increase with the case load increasing by 152 cases or 4.22% since the start of the financial year as shown below.



4.8.8 The assumptions for the CTS scheme which is currently an 8.5% minimum liability for working aged claimants has been modelled as remaining unchanged. Last year the Portfolio Holder Advisory Group (PHAG) which met on the 30 August 2019 reviewed options to change the scheme. However both officers and the PHAG recommended keeping the current scheme until there is a significant roll out of Universal Credit. The impact of COVID may trigger a large swing towards UC from HB as result of job losses and business failures if the economic climate does not improve. It was reported on the 11 August that employment in the UK fell by the largest amount over a decade between April and June, decreasing by 220,000 on the quarter.

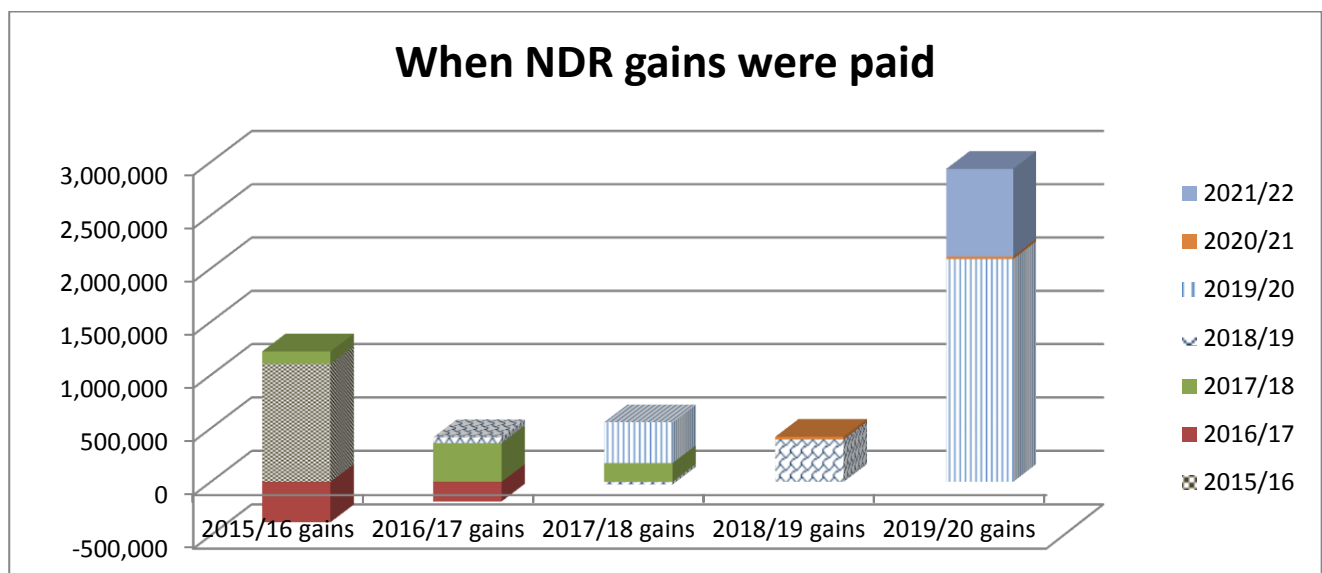
4.8.9 In previous years the tax base is calculated increasing by planning housing trajectory numbers, however due to the current uncertainty a 0.75% increase in the tax base has been assumed to reflect higher numbers of CTS cases and potential bad debt losses. (See also recent increases shown in the chart in paragraph 4.8.7).

4.8.10 The MTFs currently includes a **1.99% increase in council tax for modelling purposes**, It is not clear whether as part of the 2021/22 settlement the government will allow higher increases. This should be announced as part of the 2020 Spending Review.

4.8.11 The government has announced that they will extend the period over which councils must manage shortfalls in local tax income relating to 2020/21, from one to three years. This is intended to help ease immediate pressures on councils when budget setting for 2021/22 for council tax and NDR, protecting their ability to deliver essential local services. The details of this will be set out in regulations which are expected to be laid later this year. For modelling purposes losses have been shown in one year and a decision to spread losses will be made once the extent of the 2020/21 loss is known.

4.9 Business Rates and Government Funding

- 4.9.1 The Chancellor has confirmed that the 2020 Spending Review will be finalised this autumn, covering years from 2021/22 to 2023/24 for revenue spending and years from 2021/22 to 2024/25 for capital spending. There is a deadline of 24 September to make representation to the Government.
- 4.9.2 In terms of Business Rates Review, the call for evidence for the HM Treasury fundamental review of business rates has been published. The government is seeking evidence on reliefs (including abuse of reliefs) and the business rates multiplier by 18 September and on other aspects, including valuation and transitional reliefs, valuation of plant and machinery, valuation transparency and appeals, maintaining the accuracy of rating lists, the billing process and alternatives to business rates by 31 October.
- 4.9.3 The Government has also announced that the next revaluation of non-domestic property in England will take effect on **1 April 2023**. So that it better reflects the impact of COVID19, it will be based on property values as of **1 April 2021**.
- 4.9.4 Continuing uncertainty makes financial planning difficult, particularly for Council's that have realised business rate gains such as Stevenage in the last few years, (since the previous revaluation of 2017). A full reset would see those gains disappear with an adjustment to the tariff payable.
- 4.9.5 In addition there is a time lag between realising in year gains as forecasts fluctuate with business growth and failure and the level of appeals lodged. This means that gains have been returned to the General Fund up to two years later as shown below.

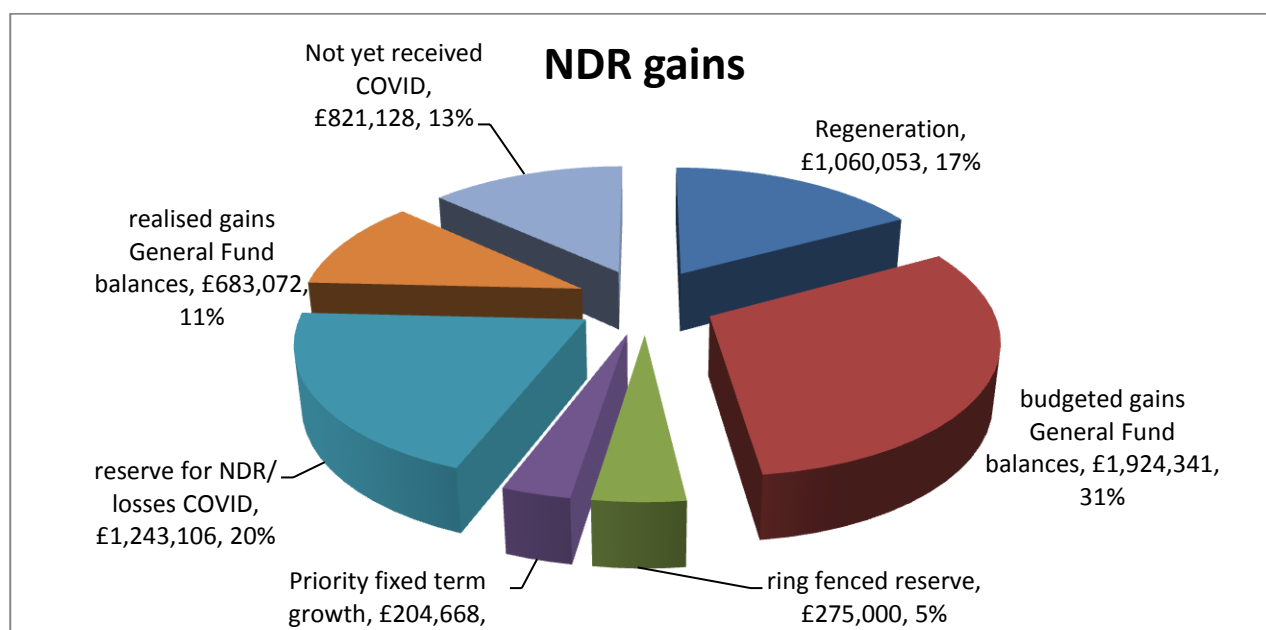


* 2015/16 SBC was in the Hertfordshire pool where the levy was an est. 6%

** 2019/20 Hertfordshire pilot was in existence which saw 75% of business rates retained in Hertfordshire.

- 4.9.6 However, business rate gains fluctuate substantially and therefore have not been built into the base budget as they cannot be guaranteed and they have tended to support one off or time limited spending. The table below summarises how NDR gains have utilised since 2015/16, the majority of gains have been used to support

General Fund balances with £1.9Million of budgeted gains and a further £683K of gains increasing balances as a result of the year end position.



4.9.7 The CFO recommends that a level of gains are not built into the General Fund budget due to the risk of not achieving the level, due to government policy changes or business failures and appeals. Within the business rates system of distribution there is a safety net below which the government will reimburse councils for lost NDR yield, this is currently set at 7.5% and for 2020/21 this equates to £192,930. There is an allocated reserve holding £172,000 which can be returned to General Fund balances in the year should this occur.

4.9.8 In 2020/21 SBC is in the Hertfordshire Pool and there was an estimated £1.2Million of business rate gains. However this also relies on the relative gains for other pool members and the Hertfordshire LA's outside the pool. The MTFS assumes that £500K of the £1Million gains will be lost due to a loss in the business rate yield for both business failure and levels of arrears.

4.9.9 Lastly, the government waived the negative RSG payment due from a number of authorities in 2019/20 and 2020/21, which for SBC was £27K. However it is not clear whether this will be incorporated into the 2021/22 one year settlement. For planning purposes the CFO has modelled that this would not be a feature of government funding for 2021/22, but would be from 2022/23.

4.10 New Homes Bonus (NHB)

4.10.1 NHB was introduced in 2011/12 and is monies paid to Council's based on the increase in properties in the tax base, (top sliced from nationally business rate revenues), The scheme has been amended over the last few years which has made it less financially beneficial to Council's, by:

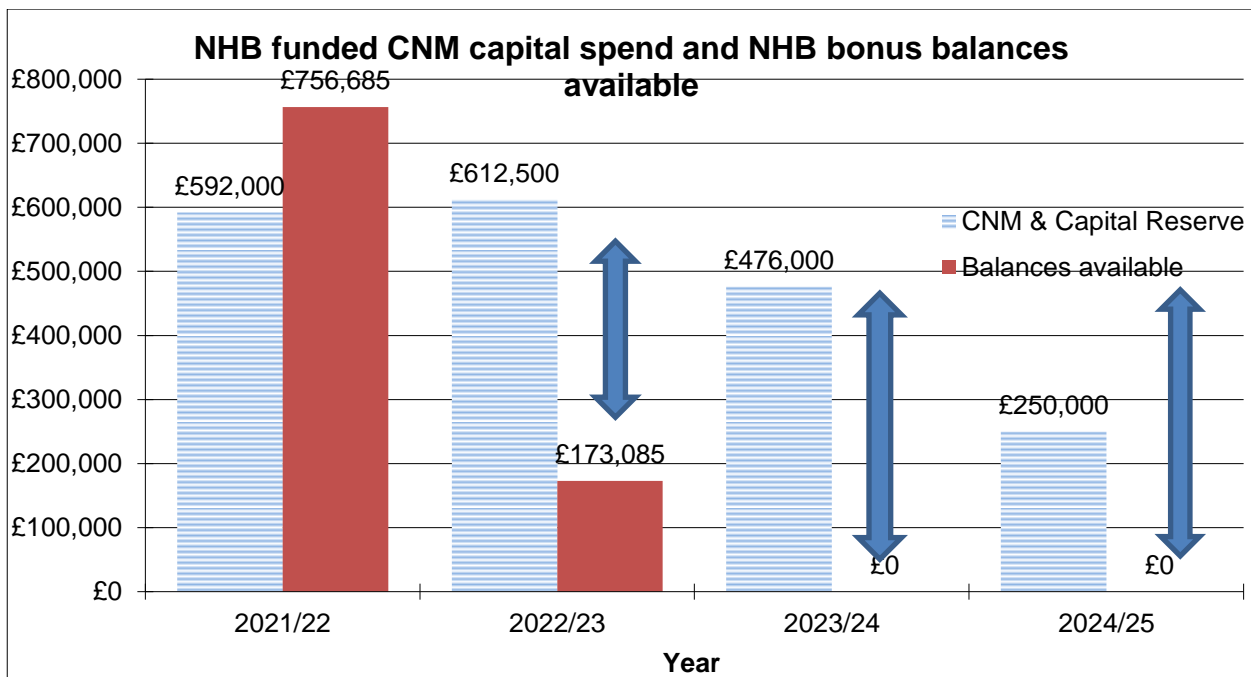
- Reducing the number of years a payment is made for, from six to four years;

- Introducing a threshold of 0.4% of the tax base before any new payment is made.

4.10.2 This has meant that from the peak in 2016/17 funding has fallen and Members have approved the removal of the NHB contribution to the General Fund of £200K per annum over the period 2020/21 (£83K removed) and 2021/22 (£117K removed).

4.10.3 From 2020/21 onwards, the government signalled it was considering other methods to reward housing growth, however this has been delayed with COVID-19 and the 2020/21 NHB was for one year only. Furthermore, even if the scheme was continued for one more year into 2021/22, current projections show that the level of new properties net of long term empty properties is below the 0.4% threshold as at the 1 August 2020 and the snapshot is taken based on the October 2020 tax base form (CTB1), (see chart in paragraph 4.3.4)

4.10.4 Part of the capital CNM spend was deferred until 2021/22 (playground refurbishment and replacement bins) along with the funding. This means for 2021/22 the residual NHB is needed to fund the contribution to the capital reserve of £250K. Beyond 2022/23 there is a shortfall of £439K in 2022/23 and no funding beyond 2023/24, this is summarised in the table below.



4.10.5 This would require **alternative funding for the CNM programme** (other than the play and bin replacement programme) from 2021/22 and for the whole programme beyond that. The residual funds in **2022/23 are not even sufficient to meet the capital reserve** annual contribution of £250K. This leaves a shortfall each year as summarised below.

NHB Funding Gap:	2021/22	2022/23	2023/24	2024/25	Total
Capital:					
Capital CNM Playground refurb	£243,000	£283,500	£220,000	£0	£746,500

NHB Funding Gap:	2021/22	2022/23	2023/24	2024/25	Total
Capital CNM bin replacement	£99,000	£79,000	£6,000	£0	£184,000
Capital Reserve Contribution	£250,000	£250,000	£250,000	£250,000	£1,000,000
Total	£592,000	£612,500	£476,000	£250,000	£1,930,500
Shortfall	£0	£439,415	£476,000	£250,000	£1,165,415
Not Funded:					
CNM revenue initiatives	£75,000	£75,000	£75,000	£75,000	£300,000

4.10.6 The removal of the funding will have a significant impact on the Capital Strategy which means the outcome of the Locality reviews to review the assets the Council holds to reduce their financial footprint and deliver capital receipts is key. The alternative course of action is an increase in borrowing/revenue contributions to capital which would require compensatory savings as a result of the current pressures on the General Fund.

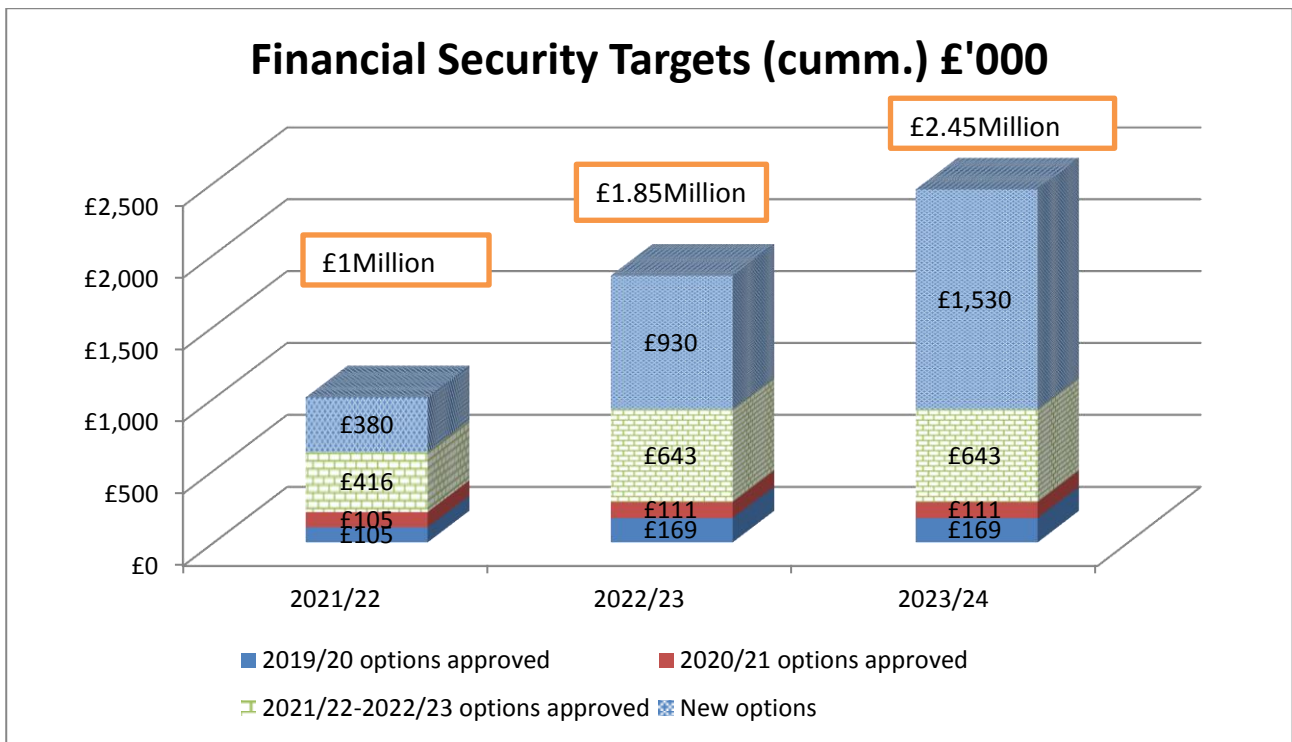
4.10.7 This also means that there is **no further funding for CNM initiatives** which for 2020/21 a budget of £75K was allocated. However this and historic CNM balances have been put on hold as a result of the impact of COVID on the Council's finances. **It is recommended that CNM revenue growth bid is submitted as part of the Financial Security process alongside other priority bids and subject to sufficient savings options being available.**

4.10.8 If the government does announce a further round of NHB for 2021/22, current projections show that the new net number of properties in the taxbase compared to the last October 2019 taxbase is **20 Band D equivalent properties below** the threshold with only two months for new properties to be banded .

4.11 General Fund Balances and Reserves

4.11.1 Council's General Fund reserves are classified as either general or for a specific purpose. The General Fund or the Council's main reserve is designed to cushion the impact of unexpected events/emergencies and help absorb the impact of uneven cash flows.

4.11.2 The Council's General Fund balances as at 1 April 2020 were £6.9million, aided by the use of ring fenced receipts, (rather than revenue balances for capital), to maintain the resilience of General Fund balances. General Fund balances are projected to be £2.9million by 31 March 2025. This is a reduction of £3.3Million in general balances, which has been driven by the projected financial impact on COVID which requires the identification, approval and implementation of £2.45Million of Financial Security savings, in addition to increases in council tax. The Financial Security target for 2021/22-2023/24 is summarised in the chart below.



4.11.4 Despite the measure outlined in 4.17.7, the Financial Security Target has been increased to ensure that the General Fund can make a contribution to balances by 2023/24 and maintain sufficient balances to fund any COVID losses over and above than modelled in the MTFS.

4.11.5 The General Fund balance projections based on the MTFS projections are summarised in the table below.

General Fund balances	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
Opening Balance	(£6,930)	(£3,931)	(£3,724)	(£3,255)	(£3,261)
In Year	£2,999	£207	£469	(£6)	(£146)
Closing Balance	(£3,931)	(£3,724)	(£3,255)	(£3,261)	(£3,407)
January 2020 MTFS update	(£3,733)	(£3,678)	(£3,812)	(£3,927)	
Variance to January 2020 MTFS	(£198)	(£46)	£557	£666	Year not in report
June COVID recovery report	(£3,587)	(£3,285)	(£3,291)	(£3,076)	(£2,950)
Variance to June COVID recovery MTFS	(£344)	(£439)	£36	(£185)	(£457)

() equals surplus

4.11.6 The Council's annual budget, the level of balances and allocated reserves need to be carefully considered. Guidance issued by CIPFA emphasises this requirement, particularly in light of the responsibilities placed upon the S151 Officer on an annual basis (under the Local Government Act 2003), to report on the adequacy of proposed reserves when Council sets the council tax for the forthcoming year.

4.11.7 The Act includes a reserve power for government to lay down the minimum reserves local authorities must allow for when they set their budgets. It is therefore expected, that authorities will have regard to the CIPFA guidance when considering the adequacy of balances and allocated reserves.

4.11.8 Reserves can be held for three main purposes:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- A contingency to cushion the impact of unexpected events or emergencies; and
- A means of building up funds to meet known or predicted liabilities. (This is often referred to as allocated reserves).

4.11.9 In order to assess the adequacy of unallocated general reserves when setting the budget, the CFO must take account of the strategic, operational and financial risks facing the authority.

4.11.10 In terms of determining the level of general balances for the MTFs and in particular for next year, the CFO has based her advice on consideration of the factors included in the table below which project a £3.41 Million minimum level of balances. This is higher than in previous years due to the impact of COVID on the 2021/22 budget and a new potential risk of devolution related costs. This is indicative at the current time and will be further reviewed as part of the budget setting process.

General Fund balances Minimum Level Assessment	2020/21 £Million
Amount to cover a 1.5% overrun in gross expenditure	£1.00
Amount to cover a 1.5% overrun in gross income	£0.86
Amount to cover Strategic risks incl. devolution	£0.25
Amount to cover new commercial risks	£0.20
Amount to COVID losses	£1.00
Amount to cover risk to Financial Security savings	£0.10
Total Estimated General Fund Reserves	£3.41

4.11.11 Due to the uncertainty around the impact of COVID the MTFs projects a return to balances by 2023/24, a year later than the previous MTFs projected and supported by reduced RCCO costs through projected Locality Review sites minimising the call on revenue to fund capital. However there are a number of factors outside the control of the Council, which are;

- The finance settlement for 2021/22 and future years, including any changes to the levels of funding when the Fair Funding review is implemented, including the impact of negative RSG
- The level of NHB and method of allocation

- The maximum level of increase in council tax below the threshold before a referendum is required
- Business Rate reset and the 75% localisation of business rates

4.12 Allocated Reserves

4.12.1 The Council's Allocated revenue reserve projections are summarised in the table below. The 2020/21 reserve balance of £4.1Million is projected to reduce to £2.5Million by 2024/25. This is predominately due to:

- The use of NDR gains to support COVID losses;
- The use of residual NHB balances with no new allocations modelled (other than historic gains) ;
- The use of prior year NDR gains to support Regeneration FTFC priority
- Offset by increases in projected Asset reserves to fund holding costs of assets to be demolished as part of the SG1 Regeneration scheme and the revision of MRP costs on those assets;

Allocated Reserves	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
New Homes Bonus	£461	£165	£0	£0	£0
Transformation	£60	£60	£0	£0	£0
NNDR earmarked reserve	£1,807	£326	£172	£172	£172
Homeless Reserve	£193	£0	£0	£0	£0
Rough sleepers Grant	£33	£0	£0	£0	£0
Town Centre	£34	£34	£34	£34	£34
Town Square and Regeneration assets	£762	£1,122	£1,612	£1,910	£2,213
Regeneration Priority	£661	£266	£0	£0	£0
Insurance	£103	£103	£103	£103	£103
Total	£4,114	£2,075	£1,921	£2,219	£2,522

4.12.2 The level of Town Square and Regeneration assets needs to be maintained to ensure that the Council has sufficient funding to hold the assets prior to demolition and fund any regeneration costs arising.

4.13 CFO commentary

4.13.1 The MTFS projects that general balances will be at around minimum levels based on the revised calculation in paragraph 4.11.10. The General Fund faces one of the most difficult financial periods as there is now a combination of grant reduction, uncertainty about future funding and COVID in year and future year impacts.

4.13.2 It is critical that General Fund reserve resilience measures such as the minimisation of revenue used for capital and the Financial Security targets are achieved as set out in the Strategy. This means that a minimum three year view of the pipeline of options should be identified and presented to the November Executive.

4.13.3 This presents a challenge as Transformation and commercial options will take a period of time to assess and work up, however the 2021/22 target has to be achieved as the level of 2021/22 COVID losses could be far greater than currently modelled. Growth should be limited to top priorities only and should be met by increasing financial security targets or met from unbudgeted business rate gains.

4.13.4 There are a number of unknowns outside the control of the Council as outlined in the report and taking into account the financial challenges the Council faces the CFO recommends that Members identify and prioritise services to determine where budget reductions could be made if the required Financial Security savings are not achieved. This is particularly important as balances reach minimum levels.

4.13.5 The Council cannot rely on unplanned underspends to improve balances as this could result in reactive savings to be made, in addition unplanned underspends are being utilised to fund the Council's regeneration aims.

4.14 Approach to Consultation

4.14.1 Previously the council has sought the views of residents and stakeholders through consultation, finding out their preferences for reducing services, increasing fees and charges and increasing Council Tax. This has been via Residents survey other consultation exercises. These views will be taken into account in developing the Financial Security options.

4.15 Decision Making Process

4.15.1 The Leader's Financial Security Group, (LFSG) will play an important part of the Financial Security process. The Members group consists of Executive and Non-Executive Members from the three political groups. This process runs throughout the financial year.

4.15.2 It is currently planned that the following approval process will be followed:

Date	Meeting	Report
Nov-20	Executive	Financial Security Report with the three year savings proposals for the General Fund and HRA
	Overview and Scrutiny	Financial Security Report with the three year savings proposals for the General Fund and HRA
Dec-20	Executive	Draft 2021/22 HRA budget and rent setting report
	Overview and Scrutiny	Draft 2021/22 HRA budget and rent setting report
Jan-21	Executive	Final 2021/22 HRA budget and rent setting report Draft 2021/22 General Fund budget, Council Tax and Council Tax Support
	Overview and Scrutiny	Draft 2021/22 General Fund budget, Council Tax and Council Tax Support
	Council	Final 2021/22 HRA budget and rent setting report

Date	Meeting	Report
Feb-21	Executive	Final 2021/22 General Fund budget, Council Tax and Council Tax Support
	Overview and Scrutiny	Final 2021/22 General Fund budget, Council Tax and Council Tax Support
	Council	Final 2021/22 General Fund budget, Council Tax and Council Tax Support

4.15.3 Following the approval of the proposed Financial Security options for 2021/22, the Council will have an obligation to begin consultation with staff and partners

4.15.4 Future year proposals beyond 2020/21 will be monitored via the officer Financial Security group on their development and by each sponsor for the following budget cycles as reported to the LFSG.

5. IMPLICATIONS

5.1. Financial Implications

5.1.1 The CFO view is set out in section 4.11 and 4.13 to this report, the uncertainty around the impact of COVID and any ensuing recession, future funding and the Council's ambitious FTFC programme will almost certainly lead to pressures on financial resources. The generation of underspends is diminishing and potentially business rate gains used for Regeneration could cease if a reset of business rates is implemented by the Government. This means additional pressures on the General Fund.

5.1.2 There is still a draw on balances and this increases the necessity to adhere to the spending and saving plans.

5.1.3 Projections for the likely 'ask' for pump priming are currently being compiled for the medium term period to help with financial planning. The MTFS does contain an allowance for implementing change of £200,000 for 2021/22-2022/23.

5.1.4 There may also be pressure on fees and charges targets as increases in fees may conflict with other business objectives and COVID has diminished the ability to achieve previous levels of rents and charges.

5.2. Legal Implications

5.2.1 The objective of this report is to outline a medium term financial strategy and forecast for the next five years. There are no legal implications at this stage of the planning cycle, however, Members are reminded of their duty to set a balanced budget.

5.2.2 Any Financial Security options considered will have due regard to any consultation carried out, if consultation is required.

5.3. Risk Implications

5.3.1 A review of the risks facing the General Fund budgets has been listed in the table below, not all the impacts are known at the present time. The current MTFS

projections are based on prudent assumptions, and include the CFO's best assessment of the financial risks. However, if any of these risks become a reality then the MTFS will need to be updated once the actual impacts are known.

Risk Area	Risk Mitigation	Likelihood	Impact
NEW: Government COVID funding does not cover losses	The measures included in this report would need to be implemented up to the level of losses realised	High	High
NEW: Government COVID income scheme funding does not cover projected losses identified and costs are higher than identified	This would require the existing measures to stay in place and the locality review sales to exceed the target set in the MTFS along with an increase in the Financial Security Targets and depending on the gap, the review of a s114 notice to be reviewed	High	High
NEW: The NDR 75% retention of receipts produces lower gains for SBC in 2021/22.	The Council does not budget spend on future gains only for those forecast for the coming year. However in the past this has increased Regeneration spending	Medium	Medium
Anticipated Financial Security options not achieved (Negative Risk) –agreed options do not deliver expected level of savings either on a one-off basis or On-going.	Regular monitoring and reporting takes place, but the size of the net budget reductions increases the risk into the future. Non achievement of options would require other options to be brought forward. General Fund reserves should be held to ensure that decisions to reduce net costs are taken in a considered manner. This may become more of a risk as options around commercialisation are explored.	Medium	Medium
UPDATED: Under-achievement of Commercial Property Investment (Potential Negative risk)	The MTFS has removed the target in the medium Term.	High	High
REVISED: Council Tax Support (Negative Risk) – increased demand is under- estimated.	An increase in demand would impact on future years as the deficit in the collection fund would need to be repaid by the General Fund. This could equate to £58K in 2021/22 if the caseload continues to increase.	High	Medium
Localisation of Business Rates (Potential Negative) – A major employer leaves	Negative: The safety net means a maximum loss in year of £190K which the council has included in an allocated reserve. On-going this	Medium	High

Risk Area	Risk Mitigation	Likelihood	Impact
the town and impacts the business rate yield due to the Council	would impact on the savings target and ultimately services.		
Loss of Business Rates due to Companies going into administration	As above.	High	High
The NDR Check Challenge Appeal process impacts on the council's baseline assessment and increases the level of successful appeals and reduces the yield (Negative risk)	Officers will be monitoring changes to the NDR system and will be talking to the Valuation office. However since the system has been introduced, little has been completed in Stevenage and a considerable amount of appeals from the 2010 list remain.	Medium	Medium
Impact of the Universal Credit (Negative Risk) – The grant given to the Council is cut before the Revenue and Benefits Partnership is able to reduce costs. The Welfare reform bill may impact on residents' ability to pay council bills.	A reduction in the amount of grant assumed within the MTFs would require compensating reductions in planned spending within services . However UC is being implemented at a very slow pace and the current case load is reducing.	Medium	High
UPDATED: Inflation (Negative Risk) – The majority of contracts the Council holds include an annual price increase	General balances are risk assessed to ensure overall levels are maintained that can meet higher than expected inflation rates. The inflation projections have been increased for a 2.75% pay award (offered by the employers side) and an increase in pension costs at the next renewal assuming the pension fund will be less well funded due COVID impacts	Medium	Medium
Impact of Future Welfare Reforms (Negative Risk) – There could be an increase in the need for the council's services requiring additional resources to be put into those services	Regular monitoring and reporting and the council has a welfare reform group which monitors impacts.	Medium	Medium
All MTFs risks not adequately identified	Council's risk management framework ensures operational and	Low	High

Risk Area	Risk Mitigation	Likelihood	Impact
(Negative or Positive Risk) – Financial risks and their timing are not accurately judged leading to either a pressure or benefit to the MTFS.	strategic risks are identified as part of the annual service and MTFS planning process		
The impact of BREXIT (negative risk) the impact of Brexit leads to economic instability and further financial cuts to the council's budgets	A reduction in the resources available within the MTFS would require compensating reductions in planned spending within services . The council would use the Financial Security priority to help address this.	Medium	Medium
Impact of future years capital programme (Negative) There could be increased pressure from the capital programme on the General Fund.	There is a robust challenge process for capital bids. Officers will be required to confirm that resources are in place to deliver any approved spend. The Locality reviews should identify capital receipt opportunities.	Medium	High
The Council's regeneration of SG1 increases the financial resources the Council must find.	The Council has already approved the use of ring fenced NDR gains for this purpose and the MTFS recommends this continues. However a full reset of business rate gains could see this reduce and put a pressure on the General Fund	High	High
AFM (Negative risk) HCC may review the amount paid to Councils,	HCC has already planned to remove £1.5Million from the scheme and could remove more. SBC received about £250K in 2018/19, further reductions would lead to an increase in the Financial Security Targets.	Medium	High
UPDATED Fees and Charges target may not be reached (negative risk)	Non achievement of the target would require other FS options to be brought forward. For future years. The in year losses have been addressed within the report from a central scenario modelling	High	High
NEW: Devolution and Recovery White Paper-requires additional staff and financial resources to review the implications for SBC and Hertfordshire as a	An allocation of £100K has been included in the MTFS for 2020/21 and the impact on the Council will be assessed after the white paper is launched and Members will be kept up to date.	High	High

Risk Area	Risk Mitigation	Likelihood	Impact
whole			

5.4. Equalities and Diversity Implications

5.4.1 The Council has committed itself to providing high quality services that are relevant to the needs and responsive to the views of all sections of the local community, irrespective of their race, gender, disability, culture, religion, age, sexual orientation or marital status. The General Equality Duty (Section 149 of the Equality Act 2010) requires the Council to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations in the exercise of its functions. The Equality Duty and the impact of decisions on people with protected characteristics must be considered by decision makers before making relevant decisions, including budget savings.

5.4.2 The process used to develop the Council’s budget has been designed to ensure appropriate measures are in place to ensure the impact of decisions on the community is considered as part of the decision making process. It is officers’ view that undertaking an Equalities Impact Assessment (EqIAs) on the strategy is not appropriate at this stage. EqIAs will be done on individual savings proposals (when relevant) at an early stage in the budget savings process to aid decision makers in their consideration of the Equality Duty. This work is being planned into the budget setting process.

5.5. Policy Implications

5.5.1 The approval of the revised budget framework includes a link for the Council’s service planning requirements to ensure service priorities are identified. In addition the budget framework represents a development of a policy led budgeting approach across Council services and the overall Financial Strategy.

5.6 Staffing and Accommodation Implications

5.6.1 It will be evident that there are potentially staffing implications in this report and the matter should be discussed with the Trade Unions at the earliest opportunity.

5.7 Climate Change Implications

5.7.1 The Budget and Policy setting process prioritised growth for climate change as part of the 2020/21 budget setting process. The 2021/22 process should have due regard for climate change implications based on the Council’s Climate Change Strategy.

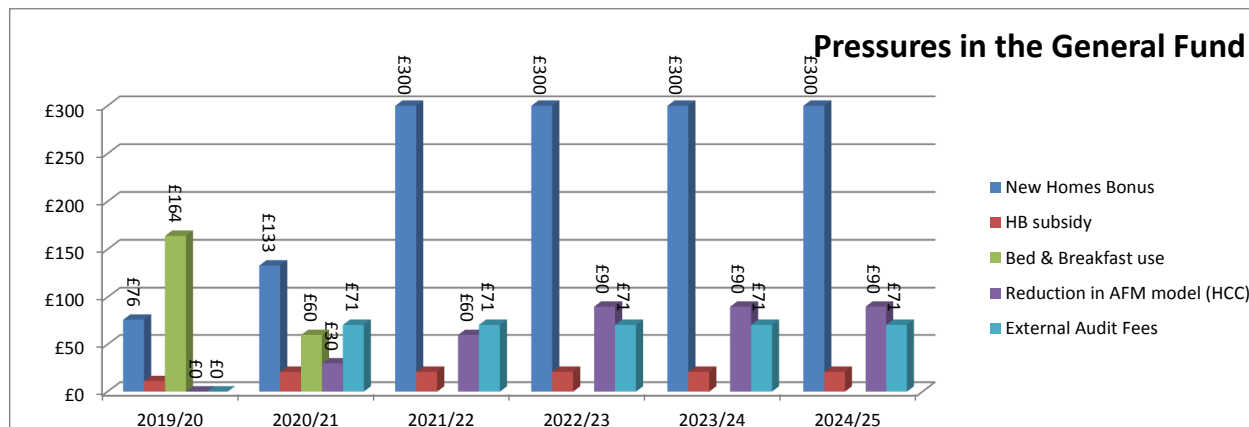
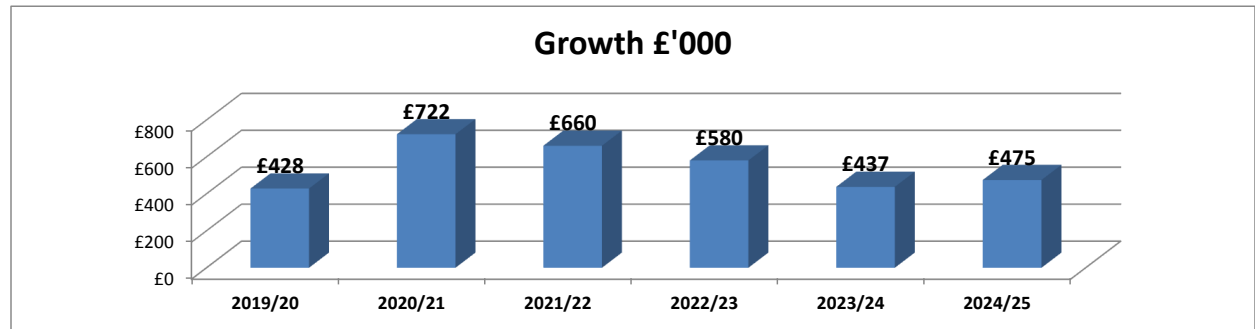
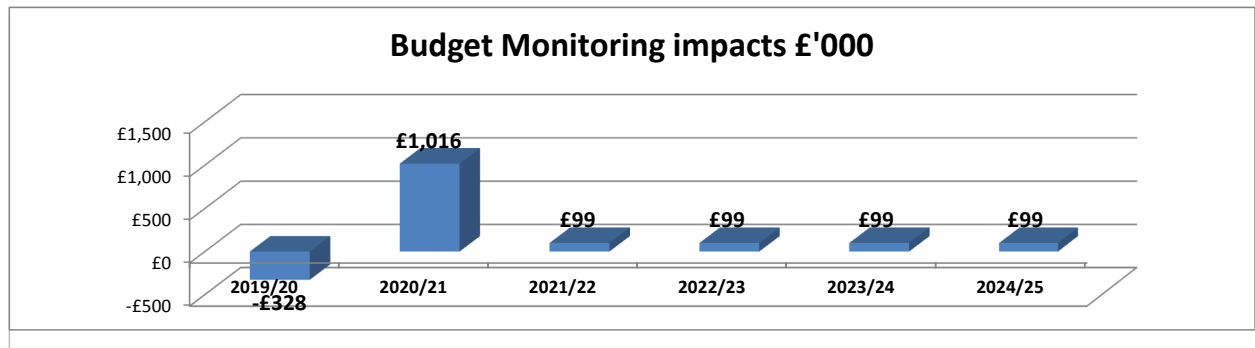
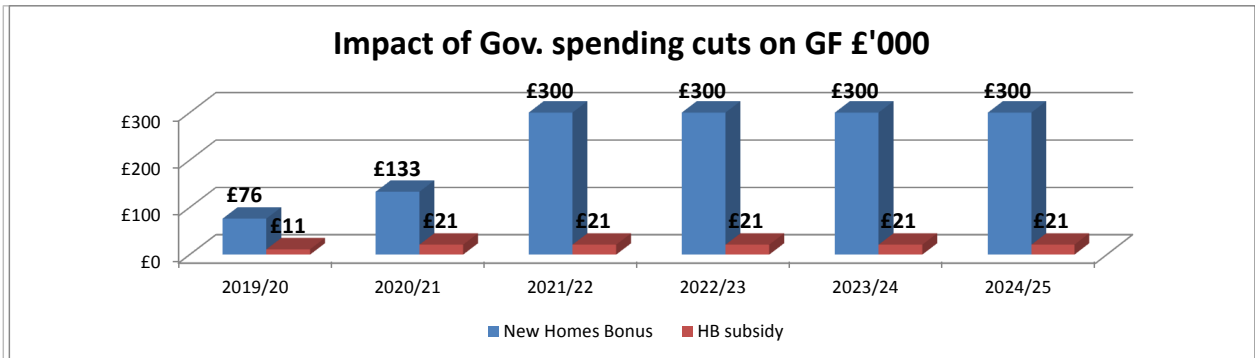
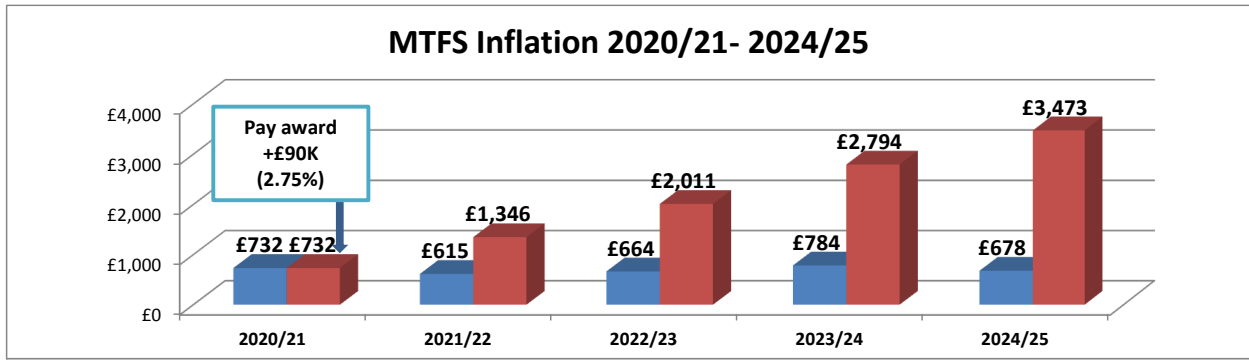
BACKGROUND DOCUMENTS

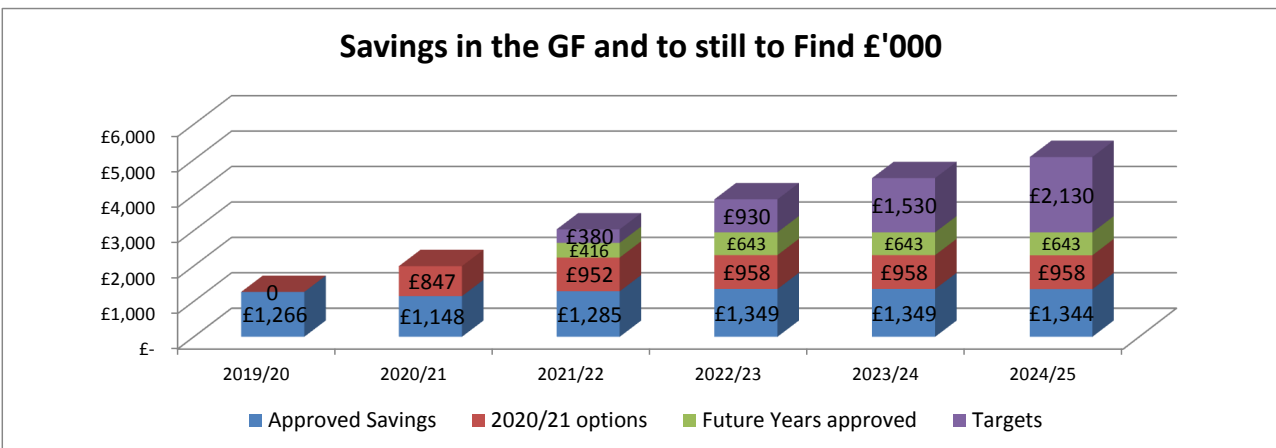
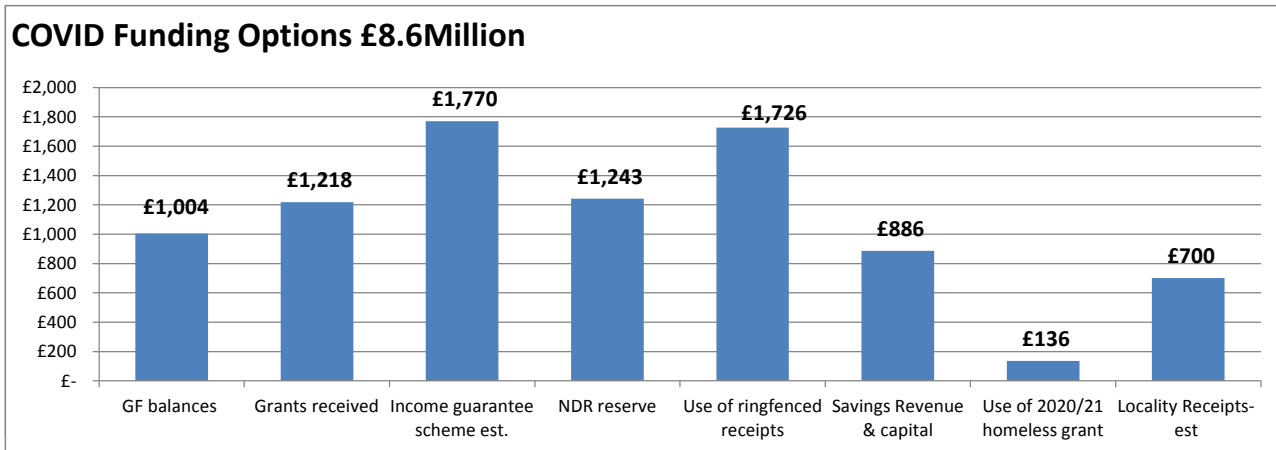
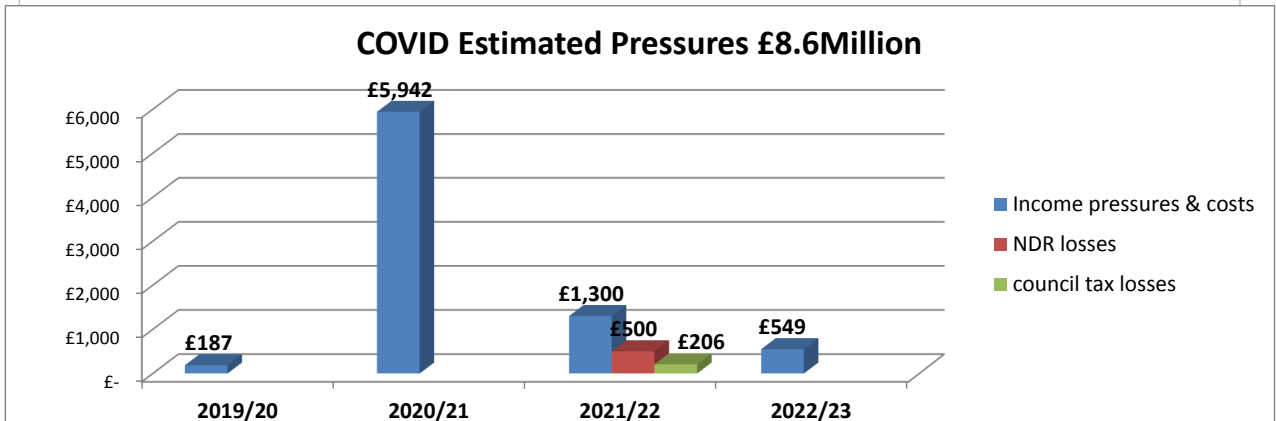
BD1 - 2019 MTFS Strategy

BD2- COVID Recovery Plan MTFS June 2020 Executive

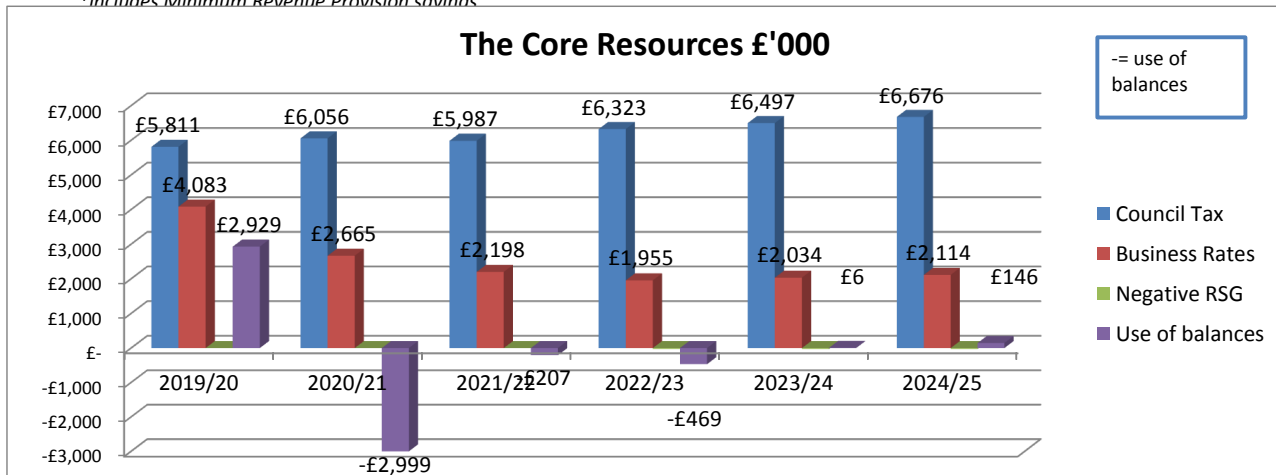
APPENDICES

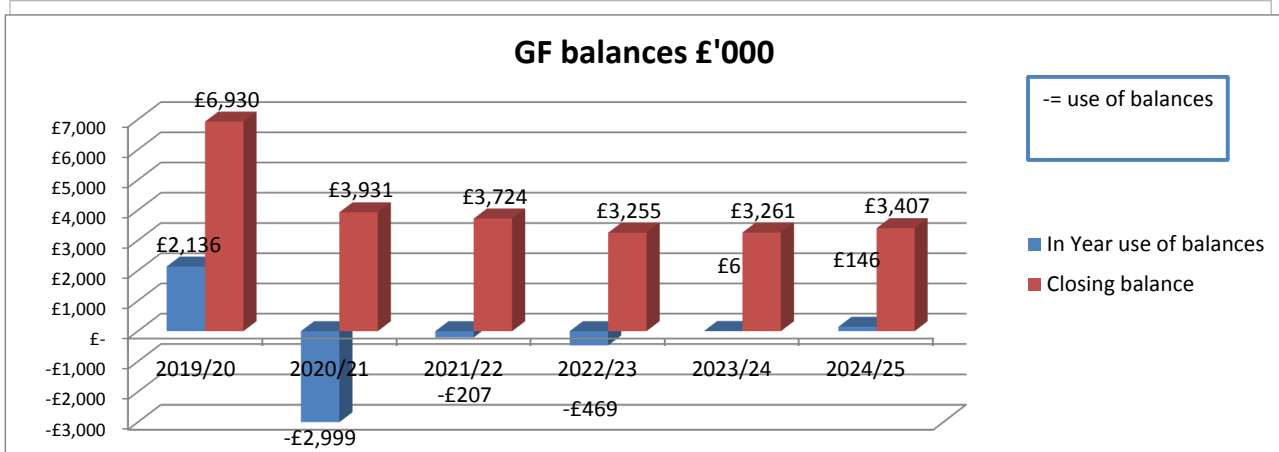
Appendix A MTFS





*includes Minimum Revenue Provision savings





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Meeting: EXECUTIVE

Agenda Item:

Portfolio Area: Resources

Date: 16 September 2020

QUARTER 1 MONITORING REPORT (CAPITAL) - GENERAL FUND AND HOUSING REVENUE ACCOUNT

KEY DECISION



Author – Belinda White Ext. 2515
Contributor – Lee Busby Ext. 2730
Finance team and budget managers
Lead Officers – Clare Fletcher Ext. 2933
Contact Officer – Clare Fletcher Ext. 2933

1 PURPOSE

- 1.1 To provide Members with an update on the Council's 2020/21 capital programme.
- 1.2 To seek approval for the revisions to the General Fund and Housing Revenue Account capital programme.

2 RECOMMENDATIONS

- 2.1 That Executive approve the 2020/21 General Fund capital programme net decrease in expenditure of £1.4 Million as summarised in table one, para 4.1.1.
- 2.2 That Executive approve the General Fund net increase (arising from slippage) of capital expenditure of £1.6 Million in 2021/22, also as summarised in table one, para 4.1.1.
- 2.3 That Members note the net decrease of £705K in the capital expenditure for 2020/21 Housing Revenue Account, as summarised in table five, para 4.3.1.
- 2.4 That Members note the net decrease (arising from slippage) of £10.9 Million in the capital expenditure for 2021/22 Housing Revenue Account, also as summarised in table five, para 4.3.1.

3 BACKGROUND

3.1 The 2020/21 capital programme was approved as part of the 2019/20 Outturn Report at the July Executive:

- General Fund £36.7 Million
- Housing Revenue Account £34.8 Million

4. REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS

4.1 2020/21 General Fund Capital Programme

4.1.1 The updated projected spend for 2020/21 General Fund capital programme (as detailed in Appendix A) is £35.3 Million, a net decrease of £1.4 Million which is mainly due to slippage in the garage programme. The detail for all schemes is shown in table one:

Table one: Changes to General Fund Capital Budget		
Capital Programme Change to 2020/21 Working Budget & 2021/22 Projected Budget	Increase (Decrease) to 2020/21 Working Budget £'s	Increase (Decrease) to 2021/22 Projected Budget £'s
Slippage/Acceleration		
Garages Programme	(1,422,070)	1,422,070
Kenilworth Housing Development - Retail	(207,132)	207,132
Kenilworth Housing Development - Community Centre	(162,218)	(324,246)
Commercial Properties Refurbishment (MRC Programme)	(237,660)	237,660
Fairlands Valley Park Sailing Centre - Boathouse	(12,000)	12,000
Boathouse works for dry rot	(15,000)	15,000
Coreys Mill Lane - Additional Parking Capacity	2,000	(2,000)
Total Slippage	(2,054,080)	1,567,616
Increases/(Decreases) to 2020/21 Budget		
Grants To Registered Providers	610,065	
Replacement vehicle for LK10 FDJ - Toro LTF3000 Mower	39,350	
Garage Site Assembly	(40,000)	
Total Increases/(Decreases) to 2019/20 Budget	609,415	0
Total Change in Working Budget and Projected Budgets	(1,444,665)	1,567,616

4.1.2 Slippage:

- The **Garage Programme** delivery pipeline has been reviewed with three schemes covering 150 garages due to start on site in Autumn 2020. A pilot site at Collinswood has been identified to create new garages and widen the offer to residents. Current feasibility studies and structural reviews will inform

the next tranche of the programme which is expected to be delivered in 2021/21 (£1.4 Million slippage from the £3.5 Million 2020/21 budget).

- The **Kenilworth Housing Development** retail and community centre elements have been re-phased to maximise delivery of housing first, in line with the most pressing need.
- A small element of the budget relating to **Coreys Mill Lane** additional parking have been brought forward from 2021/22 to fund the safety audit.

4.1.3 **Increases in Expenditure: Grants to Registered Providers** has been increased by £610K in order to mitigate the risk of repayment of 1.4.1 receipts to the government. This additional spend is within Executive delegated limits as funding is ring fenced and can only be used to increase social housing provision in Stevenage.

4.1.4 **Vehicles:** Following a mechanical failure that was uneconomical to repair to a commercial ride on mower a replacement was procured (£39K) to ensure the grass cut programme could be maintained.

4.1.5 **Reductions in Expenditure:** As part of the **Garage Site Assembly** programme it was identified that a number of garages needed to be purchased. However, officers have been able to negotiate garage “swaps” resulting in a saving of £40K in 2020/21.

4.1.6 **Other Updates:** The **Commercial Property** budgets in 2020/21 of £13.2 Million for Investment Property and £613K for Commercial Properties Refurbishment (MRC Programme) are being reviewed in the light of market conditions and possible changes to lending arrangements for PWLB funding. Consultation on proposed changes to PWLB lending criteria was extended to 31 July 2020 however there is no indication as to when the outcome will be published. In addition changes may be introduced that prohibit Council’s use of PWLB borrowing for investment property purchases, there may be other funding sources available, such as UK Municipal Bonds Agency. The General Fund Medium Term Financial Strategy presented to this Executive explores the options further, including the removal of the General Fund savings target budget.

4.1.7 A budget of £17K was approved for **IDOX Property Management Software**. Officers have are looking alternative software providers that would provide greater functionality to support the corporate landlord function. The additional cost is estimated at £28K but would provide a fit for purpose solution.

4.2 Capital Resources General Fund

4.2.1 Projected capital receipts from disposals for the current and future years have been reviewed. A reduction of £171,259 in the 2020/21 forecast reflects the

current land sale value for 2020/21 disposals. Forecast receipts have been adjusted accordingly and shown in table two:

Table two: 2020/21 Disposal Schedule (General Fund)	Q4 Working Budget	Q1 Revised Position	Variance
	£'s	£'s	£'s
Total 20/21 Capital Receipts Estimate	4,003,916	3,832,657	171,259
Total 21/22 Capital Receipts Estimate	4,790,000	4,790,000	0
Total 22/23 Capital Receipts Estimate	3,651,840	3,651,840	0
Total 23/24 Capital Receipts Estimate	23,556,500	23,556,500	0
Total 24/25 Capital Receipts Estimate	13,384,000	13,384,000	0
Major Capital Receipts Programme	49,386,256	49,214,997	(171,259)

Note: ()= increase receipts

4.2.2 The outcome of the locality review (reported to this Executive) may also have an impact on both future capital expenditure and capital receipts. These will be included in future capital strategy updates.

4.2.3 **Other capital resources:** As reported in the revised MTFs (June Executive) there is the possibility that no further New Homes Bonus (NHB) funding will be received beyond 2020/21. Included in the current capital strategy are four schemes financed by NHB grant in 2020/21 and beyond. Although funding is secured for 2020/21 should NHB grant be withdrawn there is potentially a funding shortfall of £1.2 Million (including the £250k contribution to the capital reserve).

Table three: NHB Funding Gap	2021/22	2022/23	2023/24	2024/25	Total
Capital:	£'s	£'s	£'s	£'s	£'s
Capital CNM Playground refurb	£243,000	£283,500	£220,000	£0	£746,500
Capital CNM bin replacement	£99,000	£79,000	£6,000	£0	£184,000
Capital Reserve Contribution	£250,000	£250,000	£250,000	£250,000	£1,000,000
Total	£592,000	£612,500	£476,000	£250,000	£1,930,500
Shortfall	£0	£439,415	£476,000	£250,000	£1,165,415

4.2.4 The current capital strategy includes the use of S106 monies that have been earmarked to support current and future capital schemes. An update on the balances available for 2020/21 onwards are set out in table four:

Table four: S106 Update				
Available for financing		2020/21 Forecast use	Budgeted in Future Years	remaining
	£'s	£'s	£'s	£'s
Affordable Housing	62,091	62,091	0	0
Children's Play space / open space	9,773	9,773	0	0
Community / Greenspace / Ecological Infrastructure	70,337	0	70,337	0
Parking / Transport	154,959	0		154,959
Gardening Club	4,575	0		4,575
Arboretum	25,420	0		25,420
Pedestrian Link	35,000	0		35,000
Household Surveys	15,989			15,989
Total	378,144	71,864	70,338	235,945

4.2.5 S106 monies are normally ring fenced to the immediate surroundings of the development site and cannot be used for the wider capital programme. In April 2020 the new Community Infrastructure Levy (CIL) was introduced. To date no monies have been received under this scheme but sums are expected later in the year. The levy can be used to fund a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities and will give greater flexibility to fund capital schemes.

4.2.6 Prudential borrowing that is required to support the Capital programme will be a treasury management decision as to when the external borrowing is actually taken. While cash balances are high internal borrowing will be used.

4.2.7 As per para 4.1.3, grants to registered providers has been increased by £610K, financed by 1.4.1 receipts in order to mitigate the risk of repayment of receipts to the government.

4.2.8 Additional funding has been applied for as follows:

- Herts LEP received an overall funding package for Growth Deal 3 (GD3) with spend to be completed by end of 2020/21. As part of this package, loan and grant funding had been allocated for Stevenage projects, with a condition in place requiring government approval for new governance to oversee the delivery of GD3 projects. Following extensive engagement between Hertfordshire LEP, the government, the Council and other local partners, a new 'Stevenage Development Board' took effect at the end of March 2020 providing access to GD 3 funding. In addition to the delivery of the new Stevenage Bus Interchange, the Council and Hertfordshire LEP have been working on other projects that could use GD3 funding and would be eligible for funding in a limited timeframe. The Council is working on two project proposals, the first is for £2.11 Million to speed up acquisitions, asbestos removal, remediation etc. The second proposal, for £1.10 Million is in relation to a new Multi-Storey Car Park, to allow and enable the development of other land parcels. A report is on the Executive forward plan for November.
- A bid has also been submitted to the Ministry of Housing, Communities and Local Government (MHCLG). Stevenage has been selected to submit

proposals for a Town Deal from the Towns Fund. Government is bringing forward funding to 2020/21 to support projects that will make an immediate impact in towns. Stevenage has been offered a grant of £1.0 Million now to fund capital projects that can be delivered this financial year. The spending must be in line with the Towns Fund intervention framework, achieve good value for money and contribute to a project that can be delivered this financial year. The Council has submitted plans to utilise the funding for demolition works to key regeneration sites, expansion of the town square project realm works scope, and delivery of part of the north block co-work scheme which will deliver jobs this financial year.

4.3 2020/21 Housing Revenue Account Capital Programme

4.3.1 The HRA Business Plan is in the process of being refreshed, and the budget profiles for Housing Development have been revised to reflect the draft Business Plan figures. A report will be coming forward to Executive of what the Housing Development programme will look like for the next 5 years. There will be implications for rental income if new build housing is delayed, and new projections for this are being built into the 5 year HRA MTFs, however this reduction in income could be offset by reduced costs, including the financing costs of borrowing. Maintenance costs on the new units is also expected to be lower. The updated projection for 2020/21 Housing Revenue Account capital programme is £34.1 Million (as detailed in Appendix B), a decrease of £705K as summarised in the table five.

Table five: Changes to Housing Revenue Account Capital Budget			
Capital Programme Change to 2020/21 Working Budget & 2021/22 Projected Budget	Increase (Decrease) to 2020/21 Working Budget £'s	Increase (Decrease) to 2021/22 Projected Budget £'s	Reason
Approved Housing Development scheme re-profiling	(3,283,022)	(1,797,050)	Including Kenilworth and North Road
Re-profiling of pipeline development schemes	631,408	(9,161,956)	See below re OMA's
Other Housing Development changes	1,946,191	0	Includes Open Market Acquisitions part funded by grant ineligible for 1.4.1
Total Change in Working Budget and Projected Budgets	(705,423)	(10,959,006)	

Budget updates:

4.3.2 New Build (Housing Development) projected budgets have been updated to reflect the draft HRA Business Plan which is currently being revised.

- As per the table above, there has been a significant amount of re-phasing of budgets for the development sites, both approved schemes and those in the pipeline.
- An additional budget for Open Market Acquisitions has also been factored in. This will assist with bringing properties into the portfolio, and help to mitigate the re-phasing of new build properties. These will be grant funded so may not be eligible for use of 1.4.1 receipts due to the 30% cap towards contribution of costs.
- As per para 4.1.2, there are proposed changes to the joint General Fund/HRA Kenilworth Close development.

Other Updates:

4.3.3 The **Decent Homes programme** forms a large part of the ongoing investment programme of the HRA. The forecast for 2020/21 of the number of properties where works have been carried out to bring the property up to the decent homes standard (the standard by which each element i.e. kitchen, bathroom, electrics, windows, roof etc. whose condition is measured) is 2,392. The target for non-decent properties for Quarter one is 1,992 and the actual non-decent figure is 1,983 currently showing below target.

4.3.4 The HRA **Right to Buy** (RTB) receipts includes a one for one (1.4.1) balance of £10.0Million, available to fund 30% of the future new build schemes. There is a three year deadline to spend these receipts, and if not spent the receipt must be returned to government plus interest (calculated at 4% above base rate). The phasing of RTB funded build schemes is being reviewed as part of the refresh off the HRA Business Plan, and as per para 4.1.3 and 4.2.4, it is proposed to increase Registered Provider grants (supporting local social housing providers in return for nomination rights) so that 1.4.1 receipts can be utilised wherever possible.

4.3.5 The revised programme as outlined in Appendix B now forecasts that there is no need to return receipts in 2020/21 but this is heavily reliant on the timing of capital spend and identifying suitable Registered provider grants.

4.4 Capital Resources Housing Revenue Account

4.4.1 The HRA had one RTB sale in the first quarter (nine RTB sales in the same quarter last year). As at 13 August 2020, four more RTB sales had been completed bringing the total to five to date (16 RTB sales in total up to the same time last year). The forecast for the year was reduced from 35 to 24 as reported in the capital outturn report and is now forecast at 27 sales based on current expressions of interest.

4.4.2 A full update of capital resources available to the HRA will be included in the updated HRA Business Plan. This will include an update on the forecast value and timing of the capital receipts, with the Kenilworth receipt likely to be

pushed back from 2021/22 to 2022/23 or even later, as well as the other changes set out in paragraphs 4.3.1 and 4.3.2.

- 4.4.3 Prudential borrowing identified in the HRA capital programme will be a treasury management decision as to when external borrowing is actually taken.

5. IMPLICATIONS

5.1 Financial Implications

- 5.1.1 This report is financial in nature and consequently financial implications are included in the above.

5.2 Legal Implications

- 5.2.1 None identified at this time.

5.3 Equality and Diversity Implications

- 5.3.1 This report is of a technical nature reflecting the projected spend for the year for the General Fund and HRA capital programme. None of the budget changes reported will change any existing equalities and diversity policies and it is not expected that these budget changes will impact on any groups covered by statutory equalities duties.

- 5.3.2 Schemes contained within the capital programme will have an EQIA particularly those relating to housing schemes.

5.4 Risk Implications

- 5.4.1 The significant risks associated with the capital strategy are largely inherent within this report.
- 5.4.2 If the Housing & Investment team's procurement of HRA contracts is delayed it could lead to works not being completed to the current profile.
- 5.4.3 A significant risk exists that works deferred due to lack of funding become urgent in year, requiring completion on grounds of health and safety. A reasonable assessment has been made in the prioritisation process to try to keep this risk to a minimum, and these schemes are monitored by Assets and Capital Board.
- 5.4.4 There is a risk in achieving the level of qualifying HRA spend to fully utilise retained one for one receipts. Should qualifying schemes slip or new schemes fail to be developed the three year deadline for spending these receipts will not be met and will have to be returned to the Government plus interest (base rate plus 4%). Should the new schemes and/or purchases slip or fail to be delivered there is a risk that one for one receipts will have to be returned and interest payments made.

- 5.4.5 There are risks around achieving the level of disposals budgeted for. The estimated dates of receipts very much rely on a series of steps being successful at estimated dates. The level of receipts for the General Fund is a significant source of funding for its capital programme. The Council manages this risk by reviewing and updating the Strategy quarterly, including resources where a sale is likely to complete. This will enable action to be taken where a receipt looks doubtful.
- 5.4.6 There is considerable uncertainty about the potential for the Council to receive further government funding. The position regarding COVID losses and the cost of recovery is also uncertain at this time. The Council must have a Strategy in place to address the financial impacts due the likely level of losses and the increased certainty that income levels are going to be challenging to achieve for some time to come. This would have an impact on the Capital Programme as well as the Council's revenue budgets.
- 5.4.7 There is uncertainty regarding whether any further New Homes Bonus funding will be received beyond 2020/21, so alternative funding may need to be identified for the potential shortfall against the allocations forecast for the Play Area Improvement Programme and Litter Bins identified of £297K in 2022/23 and £226K in 2023/24.

5.5 Climate Change Implications

- 5.5.1 The Council's buildings across the town do not meet the climate change agenda in terms of energy efficiency or divestment of use of fossil fuels and in their current condition they would undermine the Council's attempt to be carbon zero by 2030.
- 5.5.2 However, there is an opportunity with the local asset review agenda to have design principles built into renewed assets in terms of energy efficiency and sustainable energy sources. This should be a core principle of any future designs arising from the local asset reviews. There would be a further benefit of reduced energy costs.
- 5.5.3 The climate change agenda is far wider than just the buildings the Council uses, the Council are also examining the vehicle fleet the Council uses and consideration will be given to reducing the carbon impact of the fleet moving forward.

BACKGROUND DOCUMENTS BD1 - Capital Strategy February 2020 (Council)
BD2 - Capital Strategy March 2020 (Executive)
BD3 – Capital Outturn July 2020 (Executive)

APPENDIX A - General Fund Capital Programme
B - HRA Capital Programme

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APPENDIX A - GENERAL FUND CAPITAL STRATEGY

Cost Centre	Scheme	2020/2021			2021/2022	2022/2023	2023/2024	2024/2025
		Working Budget	Q1 Revised Budget	Variance (Q4 v Q3)	Q1 Revised Budget	Q1 Revised Budget	Q1 Revised Budget	Q1 Revised Budget
		£	£	£	£	£	£	£
	General Fund - Schemes							
	Stevenage Direct Services	4,826,410	3,450,690	(1,375,720)	4,147,470	2,608,300	1,458,000	132,000
	Housing Development	4,221,299	4,462,014	240,715	3,893,104	11,706,054	8,422,910	0
	Finance and Estates	13,999,470	13,721,810	(277,660)	390,560	76,020	15,000	15,000
	Corporate Projects, Customer Services & Technology	943,039	943,039	0	273,400	104,220	104,220	104,220
	Housing and Investment	1,036,746	1,036,746	0	570,500	277,000	157,000	60,000
	Regeneration	10,931,853	10,931,853	0	0	2,474,000	13,384,000	13,384,000
	Communities and Neighbourhoods	487,428	460,428	(27,000)	353,361	255,000	60,000	20,000
	Planning and Regulatory	84,130	86,130	2,000	387,160	340,000	340,000	340,000
	Deferred Works Reserve	185,000	178,000	(7,000)	200,000	200,000	200,000	200,000
	Total Schemes	36,715,375	35,270,710	(1,444,665)	10,215,555	18,040,594	24,141,130	14,255,220
	General Fund - Resources							
BG902	Capital Receipts	5,827,130	4,766,510	(1,060,620)	4,253,698	3,467,502	18,549,658	13,384,000
BH901	New Build 1-4-1 Receipts - for RP Grants	669,935	1,280,000	610,065	0	0	0	0
BG461	Grants and other contributions	938,747	569,397	(369,350)	685,189	4,829,999	3,916,192	0
BG860	S106's	40,994	40,994	0	80,338	0	0	0
BG904	LEP	7,327,445	7,327,446	1	0	0	0	0
	RCCO	175,883	175,883	0	4,000	4,000	4,000	4,000
	Regeneration Asset Reserve	200,000	200,000	0	0	0	0	0
BG905	Previously ringfenced regeneration receipts	508,376	508,376	0	0	0	0	0
BG916	Capital Reserve (Revenue Savings)	1,814,000	1,563,340	(250,660)	1,458,560	1,240,609	1,070,000	488,187
BG903	Capital Reserve (Housing Receipts)	364,243	364,243	0	367,886	371,565	375,280	379,033
	New Homes Bonus	167,554	167,554	0	342,000	362,500	226,000	0
	Prudential Borrowing Approved	17,362,820	16,988,720	(374,100)	2,076,500	4,209,390	0	0
	Short Term borrowing and funded from private sale	1,318,247	1,318,247	(0)	947,384	3,555,029	0	0
	Total Resources (General Fund)	36,715,375	35,270,710	(1,444,665)	10,215,555	18,040,594	24,141,130	14,255,220
		(0)	0	0	0	0	0	0
	General Funds Receipts							
	Unallocated B/fwd	(3,644,483)	(3,644,483)	0	(2,119,891)	(1,337,946)	(574,900)	(2,026,713)
	In Year Receipts	(4,003,916)	(3,832,657)	171,259	(4,790,000)	(3,651,840)	(23,556,500)	(13,384,000)
	Used in Year	5,827,130	4,766,510	(1,060,620)	4,253,698	3,467,502	18,549,658	13,384,000
	Ring Fenced Receipts Used to Repay ST Borrowing	590,739	590,739	0	1,318,247	947,384	3,555,029	0
	General Fund Receipts Unallocated C/fwd	(1,230,530)	(2,119,891)	(889,361)	(1,337,946)	(574,900)	(2,026,713)	(2,026,713)
BG903 & BG916	Capital Reserve Resource							
	Unallocated B/fwd	(1,094,000)	(1,094,000)	(0)	(600,660)	(212,099)	(41,490)	(41,491)
	In Year Resource	(1,434,243)	(1,434,243)	0	(1,437,886)	(1,441,565)	(1,445,280)	(1,449,033)
	Used in Year	2,178,243	1,927,583	(250,660)	1,826,446	1,612,174	1,445,280	867,220
	Capital Reserve Unallocated C/fwd	(350,000)	(600,660)	(250,660)	(212,099)	(41,490)	(41,491)	(623,304)

APPENDIX A - GENERAL FUND CAPITAL STRATEGY

Cost Centre	Scheme	2020/2021			2021/2022	2022/2023	2023/2024	2024/2025
		Working Budget	Q1 Revised Budget	Variance (Q4 v Q3)	Q1 Revised Budget	Q1 Revised Budget	Q1 Revised Budget	Q1 Revised Budget
		£	£	£	£	£	£	£
	Stevenage Direct Services							
	Parks & Open Spaces							
KC218	Hertford Road Play Area (S106 Funded)	25,000	25,000	0				
KE911	Play Area Improvement Programme	42,030	42,030	0	243,000	283,500	220,000	
KE097	Litter bins	0	0	0	103,000	83,000	10,000	4,000
KE329	Play Areas Fixed Play	30,810	30,810	0		10,000		
KE494	Green Space Access Infrastructure				148,000	153,000	128,000	128,000
	Other							
KG002	Garages	3,582,370	2,160,300	(1,422,070)	3,374,470	1,952,400	375,000	
KE495	Cavendish Depot - Renovation/Yard Drainage	90,000	90,000	0				
KS263	Waste and Recycling System	82,700	82,700	0				
KE519	FVP Dam Works	25,000	32,000	7,000				
KE520	Welfare improvements at out based hubs	10,000	10,000	0				
	Vehicles, Plant, Equipment							
KE349	Waste Receptacles	15,000	15,000	0				
KE497	Trade Waste Containers	20,000	20,000	0	20,000	20,000	20,000	
Various	Vehicle/Plant replacement Programme	903,500	942,850	39,350	249,000	116,400	705,000	
	Total Stevenage Direct Services	4,826,410	3,450,690	(1,375,720)	4,147,470	2,608,300	1,458,000	132,000
	Housing Development Scheme (Joint GF/HRA)							
KG030	Grants To Registered Providers contingency	669,935	1,280,000	610,065				
KG032	Building Conversion into New Homes - Ditchmore Lane	37,593	37,593	0				
Various	Housing Development Schemes (Joint GF/HRA)	1,229,401	860,051	(369,350)	3,893,104	9,199,064	8,422,910	
KG038	Wholly Owned Housing Development Company (WOC)	2,284,370	2,284,370	0		2,506,990		
	Total Housing Development (including grants to Registered Providers)	4,221,299	4,462,014	240,715	3,893,104	11,706,054	8,422,910	0
	Finance & Estates							
KG025	Garage Site Assembly	85,000	45,000	(40,000)				
KR912	Investment Property	13,244,050	13,244,050	0				
KR914	IDOX Property Management Software	17,200	17,200	0				
KR916	Commercial Properties Refurbishment (MRC Programme)	613,220	375,560	(237,660)	375,560	61,020		
KR150	Works to improve vacant premises prior to re-letting	40,000	40,000	0	15,000	15,000	15,000	15,000
	Total Finance & Estates	13,999,470	13,721,810	(277,660)	390,560	76,020	15,000	15,000

APPENDIX A - GENERAL FUND CAPITAL STRATEGY

Cost Centre	Scheme	2020/2021			2021/2022	2022/2023	2023/2024	2024/2025
		Working Budget	Q1 Revised Budget	Variance (Q4 v Q3)	Q1 Revised Budget	Q1 Revised Budget	Q1 Revised Budget	Q1 Revised Budget
		£	£	£	£	£	£	£
	Corporate Projects, Customer Services & Technology							
	IT General							
KS268	Infrastructure Investment	775,556	775,556	0	271,720	104,220	104,220	104,220
	Total IT General	775,556	775,556	0	271,720	104,220	104,220	104,220
	Connected to Our Customer (CTOC)							
KS271	Corporate Website - Redesign	64,627	64,627	0	680			
KS274	New CRM Technology	102,856	102,856	0	1,000			
	Total CTOC	167,483	167,483	0	1,680	0	0	0
	Total Corporate Projects, Customer Services & Technology	943,039	943,039	0	273,400	104,220	104,220	104,220
	Housing and Investment							
KE902	Community Centres General		9,990	9,990				
KE488	Springfield House - Boundary Wall	2,166	2,700	534				
KE528	Community Centres: 2019/20 Backlog H&S Works	12,850	12,850	0				
KE529	Community Centres Urgent and H&S Works	21,000	21,000	0	33,500	60,000		
KE525	Community Centres: Planned Preventative Works: to replace boiler at Bedwell CC	100,000	100,000	0				
	Park Pavilions							
KE907	Park Pavilions General	18,500	0	(18,500)				
KE475	Chells - Decommission Shower & Provide Hot Water To Changing Rooms	9,380	0	(9,380)				
	Depots							
KE526	Depots: Urgent and H&S Works	290,000	290,000	0				
KE527	Depots: Planned Preventative Works (incl £500k reroof)	30,000	30,000	0	475,000	25,000		
	Other							
Growth	MSCP: Urgent and H&S Works					20,000		
	Council Offices							
KR141	Corporate Buildings - Essential Health & Safety Electrical Works	16,860	10,730	(6,130)				
KR149	Daneshill House - Test & Risk Assessment Remedial Works	15,000	53,486	38,486				
KR151	Daneshill: 2019/20 Backlog Urgent and H&S Works	15,000	0	(15,000)	18,000		65,000	
KR151	Daneshill: Urgent and H&S Works	45,000	45,000	0				
	Operational Buildings							
KE503	Indoor Market - Urgent Health & Safety Works	13,900	13,900	0				
KR917	BTC - Roof Replacement Preliminary Works	11,090	11,090	0				
KR152	BTC 2019/20 Backlog H&S Works	30,000	30,000	0				
KR153	BTC Urgent and H&S Works	100,000	100,000	0	38,000			
KR154	BTC Planned Preventative Works	256,000	256,000	0	6,000	172,000	92,000	60,000
	Town Centre							
KR138	Town Square Assets - Condition Survey	2,000	2,000	0				
KE504	Station Ramp	48,000	48,000	0				
	Total Housing and Investment	1,036,746	1,036,746	0	570,500	277,000	157,000	60,000

APPENDIX A - GENERAL FUND CAPITAL STRATEGY

Cost Centre	Scheme	2020/2021			2021/2022	2022/2023	2023/2024	2024/2025
		Working Budget	Q1 Revised Budget	Variance (Q4 v Q3)	Q1 Revised Budget	Q1 Revised Budget	Q1 Revised Budget	Q1 Revised Budget
		£	£	£	£	£	£	£
	Regeneration							
Various	Land Assembly (GD1)	739,126	739,126	0				
KE439	Town Square Improvements (GD1)	3,106,752	3,106,752	0				
KE466	Bus Interchange (GD3)	5,985,975	5,985,975	0				
KE506	Public Sector Hub	1,100,000	1,100,000	0		2,474,000	13,384,000	13,384,000
	Total Regeneration	10,931,853	10,931,853	0	0	2,474,000	13,384,000	13,384,000
	Community & Neighbourhoods							
KC900	Arts and Leisure Centre - Pipework	100,630	100,630	0				
KC202	Fairlands Valley Park - Aqua				11,361			
KC224	Leisure Stock Condition				20,000			
KC229	Bandley Hill Play Centre - Fencing Replacement	8,000	8,000	0				
KC230	Pin Green Play Centre Equipment	35,000	35,000	0				
KE224	CCTV - Replacement Cameras	13,298	13,298	0	5,000	5,000	5,000	5,000
KE507	Cycleways Installations (subject to £100k Arts Council grant bid)				10,000			
				0				
KC232	SALC and the Swim Centre Urgent and H&S Works	200,000	200,000		280,000	100,000		
GROWTH	Stevenage Arts & Leisure Estimated 20 electrical distribution boards						30,000	
KC231	SALC, Swim Centre, and Fairlands Valley Sailing Centre 2019/20 Backlog H&S Works	73,500	73,500	0				
KC233	Stevenage Arts & Leisure Water leak	30,000	30,000	0				
KC234	Fairlands Valley Park Sailing Centre - Boathouse	12,000	0	(12,000)	12,000			
GROWTH	Stevenage Swimming Centre Pool circulation pumps							15,000
GROWTH	Stevenage Swimming Centre Electrical distribution boards						25,000	
GROWTH	SLL Leisure management - end of contract capital provision					150,000		
KC235	Boat house as essential H&S works for dry rot	15,000	0	(15,000)	15,000			
	Total Community & Neighbourhoods	487,428	460,428	(27,000)	353,361	255,000	60,000	20,000

APPENDIX A - GENERAL FUND CAPITAL STRATEGY

Cost Centre	Scheme	2020/2021			2021/2022	2022/2023	2023/2024	2024/2025
		Working Budget	Q1 Revised Budget	Variance (Q4 v Q3)	Q1 Revised Budget	Q1 Revised Budget	Q1 Revised Budget	Q1 Revised Budget
		£	£	£	£	£	£	£
	Planning & Regulatory							
KE119	Off Street Car Parks (Multi Storey Car Parks)				250,000	250,000	250,000	250,000
KE508	Multi-storey Car Park - New Entrances/Resurfacing	1,450	1,450	0				
KE530	Car Park Equipment - Digitalisation	20,000	20,000	0				
KE516	Town Centre Ramps Improvements	27,000	27,000	0				
KE201	Hard standings				50,000	50,000	50,000	50,000
KE100	Residential Parking				23,160			
KE470	Electric Car Charging Points	15,000	15,000	0				
KE217	Parking Restrictions	10,000	10,000	0	25,000	25,000	25,000	25,000
KE443	Parking Enforcement - Old Town Permit Parking Area Implementation	10,680	10,680	0	0			
KE444	Coreys Mill Lane - Additional Parking Capacity	0	2,000	2,000	24,000			
KE531	Workplace Travel Plan	0	0	0	15,000	15,000	15,000	15,000
	Total Planning & Regulatory	84,130	86,130	2,000	387,160	340,000	340,000	340,000
KR911	Deferred Works Reserve	185,000	178,000	(7,000)	200,000	200,000	200,000	200,000

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Cost Centre	Scheme	2020/2021			2021/2022	2022/2023	2023/2024	2024/2025
		Working Budget £	Q1 Revised Budget £	Variance (Working Budget v Q3) £	Q1 Revised Budget £	Q1 Revised Budget £	Q1 Revised Budget £	Q1 Revised Budget £
	SUMMARY							
	Capital Programme Excluding New Build	22,920,667	22,920,667		18,633,070	17,655,150	16,238,210	19,215,640
	Special Projects & Equipment	149,495	149,495					
	New Build (Housing Development)	10,621,484	9,916,060	(705,424)	30,518,150	38,219,770	20,024,080	13,589,310
	IT Including Digital Agenda	1,071,239	1,071,240	0	135,180	51,330	51,330	51,330
	TOTAL HRA CAPITAL PROGRAMME	34,762,885	34,057,462	(705,424)	49,286,400	55,926,250	36,313,620	32,856,280
	HRA USE OF RESOURCES							
BH930	MRR (Self Financing Depreciation)	7,522,368	4,247,233	(3,275,136)	11,476,776	14,736,793	20,882,388	19,803,207
	Land Receipts	400,000	400,000			4,250,000		
BH902	Unpooled Receipts							
BH901	New Build Receipts	2,976,932	1,843,827	(1,133,105)	8,944,878	6,334,371	3,901,990	3,967,734
BH903	Debt Provision Receipts	590,617	590,617		898,217	936,391	975,881	1,058,398
BH905	Section 20 Contribution	3,173,114	3,173,114		1,364,190	1,381,733	73,361	76,069
	Borrowing	20,099,853	23,802,670	3,702,817	26,602,339	15,640,000	10,480,000	4,871,107
	S106					493,048		
	Developer Contributions (Kenilworth)					1,616,204		
	Revenue Contribution to Capital							3,079,765
	TOTAL HRA RESOURCES FOR CAPITAL	34,762,884	34,057,461	(705,424)	49,286,400	45,388,540	36,313,620	32,856,280
						(10,537,710)		
	Major Repair Reserve Bought Forward (BH930)	(4,373,617)	(4,373,617)		(12,612,808)	(13,979,292)	(12,396,680)	(5,320,443)
	Depreciation (increasing MRR)	(12,486,424)	(12,486,424)		(12,843,261)	(13,154,181)	(13,806,151)	(14,482,764)
	MRR Used (decreasing MRR)	7,522,368	4,247,233	(3,275,136)	11,476,776	14,736,793	20,882,388	19,803,207
	Major Repair Reserve Carried Forward	(9,337,672)	(12,612,808)	(3,275,136)	(13,979,292)	(12,396,680)	(5,320,443)	0
	Total RTB Receipts Bought Forward	(9,431,466)	(10,042,424)	(610,957)	(8,338,752)	(2,965,380)	(364,758)	(364,758)
	Total RTB Receipts Received	(4,276,382)	(2,010,772)	2,265,610	(4,469,724)	(4,670,139)	(4,877,871)	(5,275,185)
	Total RTB Receipts Used by General Fund (RP)		1,280,000	1,280,000				
	Receipts used for Registered Providers							
	Repayment of One for One Receipts & Interest	364,758		(364,758)				
	Debt Provision Receipts Used for Provision of Interest on Repaid One for One Receipts							
	Total RTB Receipts Used by HRA & General Fund (for RP)	8,164,551	2,434,444	(5,730,107)	9,843,095	7,270,762	4,877,871	5,026,132
	Total RTB Receipts Carried Forward	(5,178,539)	(8,338,752)	(3,160,213)	(2,965,380)	(364,758)	(364,758)	(613,811)

Cost Centre	Scheme	2020/2021			2021/2022	2022/2023	2023/2024	2024/2025
		Working Budget £	Q1 Revised Budget £	Variance (Working Budget v Q3) £	Q1 Revised Budget £	Q1 Revised Budget £	Q1 Revised Budget £	Q1 Revised Budget £
	CAPITAL PROGRAMME EXCL. NEW BUILD							
	Planned Investment including Decent Homes							
KH157	Decent Homes - Redecs				20,000	20,000	20,000	
Various1	Decent Homes - Internal/External Works	2,410,690	2,410,690		1,802,910	1,779,870	14,403,740	
Various4	Decent Homes - Flat Blocks	12,834,650	12,834,650		12,852,780	11,780,400		
KH300	MRC Miscellaneous							
KH205	Communal Heating	1,881,563	1,881,563		1,316,820			
KH092	Lift Installation - Inspection & Remedial Works	741,549	741,549		265,390			
KH287	Temporary Lift Provision - Flat Blocks				450,000			
KH291	Sprinkler Systems - Flat Blocks	1,921,635	1,921,635					
KH294	High Rises - Preliminary Works	190,000	190,000					
	Health & Safety							
KH085	Fire Safety	80,410	80,410		80,410	79,380		
KH112	Asbestos Management	375,250	375,250		375,250	370,460		
KH114	Subsidence	101,290	101,290		101,290	100,000		
KH144	Contingent Major Repairs	549,670	549,670		435,560	440,000		
KH122								
	Estate & Communal Area							
KH223	Asset Review - Challenging Assets	569,230	569,230		607,770	600,000		
KH224	Asset Review - Sheltered (non RED)	630,130	630,130					
	Other HRA Schemes							
KH174	Energy Efficiency Pilot Projects	24,600	24,600		15,190	15,000		
KH094	Disabled Adaptations	610,000	610,000		585,320	599,950		
	New Business Plan expenditure				(275,620)	1,870,090	1,814,470	
	TOTAL CAPITAL PROGRAMME EXCL. NEW BUILD	22,920,667	22,920,667		18,633,070	17,655,150	16,238,210	
			(342,523)					
	SPECIAL PROJECTS & EQUIPMENT							
	HRA Equipment							
KH015	Capital Equipment (including Supported Housing Equipments)	24,495	24,495					
KH278	Vans for RVS	125,000	125,000					
	Sub Total Special Projects & Equipment	149,495	149,495					

Cost Centre	Scheme	2020/2021			2021/2022	2022/2023	2023/2024	2024/2025
		Working Budget £	Q1 Revised Budget £	Variance (Working Budget v Q3) £	Q1 Revised Budget £	Q1 Revised Budget £	Q1 Revised Budget £	Q1 Revised Budget £
	CAPITAL PROGRAMME NEW BUILD							
	New Build Programme - eligible for 1-4-1	9,923,107	6,146,090	(3,777,017)	29,816,260	26,073,400	18,268,990	13,225,780
	New Build Programme - ineligible	698,377	3,769,970	3,071,593	701,890	12,146,370	1,755,090	363,530
	Build for sale							
	TOTAL CAPITAL PROGRAMME NEW BUILD	10,621,484	9,916,060	(705,424)	30,518,150	38,219,770	20,024,080	13,589,310
	INFORMATION TECHNOLOGY							
	IT General (IT)							
KH251	Harmonising Infrastructure Technology (for shared service)							
KH268	Infrastructure Investment	404,545	404,550	4	133,830	51,330	51,330	51,330
	Total General IT	404,545	404,550	4	133,830	51,330	51,330	51,330
	HRA							
KH218	ICT Programme (Business Plan)	109,530	109,530	(0)				
	Total Other HRA	109,530	109,530	(0)				
	Connected To Our Customers (CTOC)							
KH271	Corporate Website - Redesign	33,293	33,290	(3)	350			
KH288	New CRM Technology	332,418	332,420	2	1,000			
	Total CTOC	365,711	365,710	(1)	1,350			
	Housing All Under One Roof programme (HAUOR)							
KH283	Housing Improvements	100,985	100,980	(5)				
KH260	On-Line Housing Application Form	42,907	42,910	3				
KH286	Repairs End to End (Northgate consultancy/Integra integration)	47,561	47,560	(1)				
KH293	Online Tenants Self-Service							
	Total HAUOR	191,452	191,450	(3)				
	TOTAL ICT INCLUDING DIGITAL AGENDA	1,071,239	1,071,240	0	135,180	51,330	51,330	51,330

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