

Public Document Pack

Cabinet

Tuesday, 20th October, 2015
at 4.30 pm

PLEASE NOTE TIME OF MEETING

Council Chamber - Civic Centre

This meeting is open to the public

Members

Councillor Simon Letts, Leader of the Council

Councillor Daniel Jeffery, Cabinet Member for
Education and Children's Social Care

Councillor Mark Chaloner, Cabinet Member for
Finance

Councillor Satvir Kaur, Cabinet Member for
Communities, Culture and Leisure

Councillor Jacqui Rayment, Cabinet Member for
Environment and Transport

Councillor Dave Shields, Cabinet Member for Health
and Adult Social Care

Councillor Warwick Payne, Cabinet Member for
Housing and Sustainability

Councillor Christopher Hammond, Cabinet Member
for Transformation

(QUORUM – 3)

Contacts

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BACKGROUND AND RELEVANT INFORMATION

The Role of the Executive

The Cabinet and individual Cabinet Members make executive decisions relating to services provided by the Council, except for those matters which are reserved for decision by the full Council and planning and licensing matters which are dealt with by specialist regulatory panels.

The Forward Plan

The Forward Plan is published on a monthly basis and provides details of all the key executive decisions to be made in the four month period following its publication. The Forward Plan is available on request or on the Southampton City Council website, www.southampton.gov.uk

Implementation of Decisions

Any Executive Decision may be “called-in” as part of the Council’s Overview and Scrutiny function for review and scrutiny. The relevant Overview and Scrutiny Panel may ask the Executive to reconsider a decision, but does not have the power to change the decision themselves.

Mobile Telephones – Please switch your mobile telephones to silent whilst in the meeting.

Use of Social Media

The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair’s opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council’s Standing Orders the person can be ordered to stop their activity, or to leave the meeting

Southampton City Council’s Priorities:

- Jobs for local people
- Prevention and early intervention
- Protecting vulnerable people
- Affordable housing
- Services for all
- City pride
- A sustainable Council

Executive Functions

The specific functions for which the Cabinet and individual Cabinet Members are responsible are contained in Part 3 of the Council’s Constitution. Copies of the Constitution are available on request or from the City Council website, www.southampton.gov.uk

Key Decisions

A Key Decision is an Executive Decision that is likely to have a significant:

- financial impact (£500,000 or more)
- impact on two or more wards
- impact on an identifiable community

Procedure / Public Representations

At the discretion of the Chair, members of the public may address the meeting on any report included on the agenda in which they have a relevant interest. Any member of the public wishing to address the meeting should advise the Democratic Support Officer (DSO) whose contact details are on the front sheet of the agenda.

Fire Procedure – In the event of a fire or other emergency, a continuous alarm will sound and you will be advised, by officers of the Council, of what action to take.

Smoking policy – The Council operates a no-smoking policy in all civic buildings.

Access – Access is available for disabled people. Please contact the Cabinet Administrator who will help to make any necessary arrangements.

Municipal Year Dates (Tuesdays)

2015	2016
16 June	19 January
14 July	9 February (Budget)
18 August	16 February
15 September	15 March
20 October	19 April
17 November	
15 December	

CONDUCT OF MEETING

TERMS OF REFERENCE

The terms of reference of the Cabinet, and its Executive Members, are set out in Part 3 of the Council's Constitution.

RULES OF PROCEDURE

The meeting is governed by the Executive Procedure Rules as set out in Part 4 of the Council's Constitution.

DISCLOSURE OF INTERESTS

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

DISCLOSABLE PECUNIARY INTERESTS

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

(i) Any employment, office, trade, profession or vocation carried on for profit or gain.

(ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

(iv) Any beneficial interest in land which is within the area of Southampton.

(v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

(vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.

(vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or

b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

Other Interests

A Member must regard himself or herself as having an, 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and

BUSINESS TO BE DISCUSSED

Only those items listed on the attached agenda may be considered at this meeting.

QUORUM

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the “rationality” or “taking leave of your senses” principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, ‘live now, pay later’ and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

1 APOLOGIES

To receive any apologies.

2 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

EXECUTIVE BUSINESS

3 STATEMENT FROM THE LEADER

4 RECORD OF THE PREVIOUS DECISION MAKING (Pages 1 - 4)

Record of the decision making held on 15th September, 2015, attached.

5 MATTERS REFERRED BY THE COUNCIL OR BY THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE FOR RECONSIDERATION (IF ANY)

There are no matters referred for reconsideration.

6 REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (IF ANY)

There are no items for consideration

7 EXECUTIVE APPOINTMENTS

To deal with any executive appointments, as required.

ITEMS FOR DECISION BY CABINET

8 HIGHWAYS ASSET MANAGEMENT PLAN □ (Pages 5 - 30)

Report of the Cabinet Member for Environment and Transport seeking approval for a revised Policy and Strategy for the management of Highways Assets, attached.

9 ETHELBURT AVENUE CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN □ (Pages 31 - 74)

Report of the Leader of the Council, in consultation with the Cabinet Member for

Environment and Transport seeking approval of the revised Conservation Area Appraisal and Management Plan, attached.

10 CHANGES TO EXISTING REVENUE AND CAPITAL BUDGETS (Pages 75 - 86)

Report of the Chief Financial Officer and Cabinet Member for Finance detailing proposed changes to existing Revenue and Capital Budgets to incorporate changes to this and future years' budgets.

ITEMS FOR DECISION BY CABINET MEMBER

11 STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (SACRE) – AMENDMENTS TO CONSTITUTION (Pages 87 - 100)

Report of the Interim Principal Officer for Education and Early Years, People outlining amendments to the Constitution of the Standing Advisory Council for Religious Education (SACRE) and seeking the approval of the Cabinet Member for Education and Children's Social Care to formally adopt the amended Constitution, attached.

Monday, 12 October 2015

Head of Legal and Democratic Services

EXECUTIVE DECISION MAKING

RECORD OF THE DECISION MAKING HELD ON 15 SEPTEMBER 2015

Present:

Councillor Letts	Leader of the Council
Councillor Jeffery	Cabinet Member for Education and Children's Social Care
Councillor Chaloner	Cabinet Member for Finance
Councillor Kaur	Cabinet Member for Communities, Culture and Leisure
Councillor Rayment	Cabinet Member for Environment and Transport
Councillor Shields	Cabinet Member for Health and Adult Social Care
Councillor Payne	Cabinet Member for Housing and Sustainability
Councillor Hammond	Cabinet Member for Transformation

11. MATTERS REFERRED BY THE COUNCIL OR BY THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE FOR RECONSIDERATION

Following the Call-in, Cabinet reconsidered the decision taken on 18th August, 2015 taking into account recommendations put forward by Overview and Scrutiny Management Committee held on 10th September, 2015, as follows:

The following recommendations from OSMC were addressed by Cabinet, at the meeting on 15th September:

- (i) that Cabinet commits to ensure flexibility within timescales for community led initiatives to be established within the six libraries should formal arrangements not be in place by 31 March 2016;

Some flexibility could be permitted, however the savings figure identified is based on the council ceasing to provide a service from these libraries by the 31st March 2016.

- (ii) that, to enable effective scrutiny, Cabinet clarifies the timetable and the process for the establishment of community led libraries;

The detailed timescale will be clarified once a decision has been taken. If a decision is taken on the 15th September, the timescale would be as follows:

Week beginning 21 st September 2015	Information Packs Available
7 th October	Question and Answer Session Also an opportunity to meet other organisations interested with a view to developing partnerships
19 th October	Deadline for Expressions of Interest
9 th November or	Organisations advised if they are to be given the

earlier	opportunity to progress to the next stage.
18 th January 2016	Deadline for Stage 2 documents to be submitted
8 th February 2016	Confirm successful organisations
19 th February 2016	Deadline for signing of lease and partnership agreement in order to begin shadow period
1 March 2016	Opportunity for community groups to shadow Library Service Staff
1 April 2016	Community Group Lease to commence

(iii) that Cabinet identifies the financial support the Housing Revenue Account would be able to provide in relation to the Library Service;

As previously advised, the HRA cannot support the core costs of the library service. HRA funding must be used only for the benefit of its tenants.

The concept of providing support to help people get online, is something that the HRA could support, given the importance of digital skills. This kind of activity also has the option of being supported by National Lottery funding in association with a community group. Housing officers will be pursuing this project.

(iv) that Cabinet provide details, including outcomes, of discussions that had taken place with other local authorities regarding sharing library services;

Officers have met with officers from Hampshire County Council, Portsmouth City Council and IOW on 8 occasions to examine opportunities for joint working, share progress on Library transformation projects and establish if any opportunities existed for integration. Whilst dialogue continues, no proposals for integration have yet been made, with projects continuing in different timelines.

It should be noted that integration with other authorities cannot provide any guarantee of maintaining service levels and delivery models. Both Hampshire and IOW for example are currently engaged in Community libraries, and service rationalisation.

(v) that, due to the change in location and increased usage since the consultation commenced, Cabinet review the position in relation to Millbrook Library;

Whilst the use has increased, this is not significant enough for the position in relation to Millbrook library to change. For the period from April to the end of July 2015 in the new location the Millbrook Library still has the lowest numbers of Issues, visitors and sessions of computer use.

(vi) that a confidential briefing be provided to Members ahead of Full Council on the Expressions of Interest received on the Library Service.

This is being provided, subject to discussion with the Leader and the Head of Legal and Democratic Services.

Cabinet confirmed their decision taken on 18th August, 2015.

12. EDUCATION & CHILDREN'S SOCIAL CARE CAPITAL PROGRAMME 2015/16 & 2016/17

DECISION MADE: (CAB 16/16 15374)

On consideration of the report of the Cabinet Member for Education and Children's Social Care Cabinet agreed to note the contents of this report and recommend to Council for approval.

NOTE: Councillor Payne declared a pecuniary interest and remained at the meeting.

13. EXPANSION OF SPRINGWELL SPECIAL SCHOOL

DECISION MADE: (CAB: 15/16 15376)

On consideration of the report of the Cabinet Member for Education and Children's Social Care, Cabinet agreed the following:

- (i) To add, in accordance with Financial Procedure Rules, a sum of £1.3M to the Education & Children's Social Care Capital Programme for phase 1 of the expansion of Springwell School funded from non-ringfenced Department of Education Basic Need capital grant.
- (ii) To agree for further work to continue so that detailed proposals and costings can be brought back to a future Cabinet meeting on the longer-term plan to create the further capacity required at Springwell School.

14. UPDATE ON THE CLOSURE OF WOODSIDE LODGE AND THE RESTRUCTURE OF DAY AND RESPITE SERVICES

DECISION MADE: (CAB 15/16 15249)

On consideration of the report of the Cabinet Member for Health and Adult Social Care Cabinet agreed to the following:

- (i) To note that in accordance with its decision of 16 December 2014, Woodside Lodge residential care home closed on 31 July 2015, as all of its previous residents had been supported to move to suitable alternative placements.
- (ii) To confirm the Cabinet decision made on 15 January 2015 to cease the provision of council-provided day services at St Denys and Freemantle Community Centres, along with all four satellite day services (Nutfield, Tools for Self Reliance, Stella Maris and Wooden Reflections), and agrees that these council-run services will close by 31 December 2015.
- (iii) To note that the Council will continue to provide day services from Woolston Community Centre and Sembal House to help meet the assessed needs of 122 individuals.
- (iv) That, taking into account the outcome of the assessments of individual needs and the availability of suitable alternatives, Cabinet agrees to postpone the implementation of its decision made on 15 January 2015 to close the replacement care (respite) service provided by the council at Kentish Road pending the outcome of a further review and the continued evaluation and development of suitable alternatives.
- (v) To request a report on the outcome of a further review, led by the Integrated Commissioning Unit, of how replacement care (respite) for individuals with a

learning disability can best be provided, to include an update on the evaluation and development of suitable alternatives to Kentish Road, by 31 March 2016.

- (vi) To confirm the commitment made by Cabinet not to close the replacement care (respite) service at Kentish Road until individuals have been supported to move to suitable alternatives and agrees that Kentish Road will not close until 30 September 2016 at the earliest.

15. *SALE OF PORTSMOUTH ROAD CAR PARK AND LOCAL HOUSING OFFICE
DECISION MADE: (CAB 15/16 15319)

On consideration of the report of the Leader, Cabinet agreed to the following:

- (i) To approve the sale of the Portsmouth Road car park and Local Housing Office as shown at Appendix 1;
- (ii) To delegate authority to Head of Property to agree the final price and other terms with the preferred bidder and in the event that the preferred bid is withdrawn or no longer remains best consideration to agree terms with an alternative purchaser and to continue such process as necessary, including re-marketing the property if necessary;
- (iii) To authorise Head of Property to take any further action necessary to give effect to this decision;
- (iv) To note the estimated value of the capital receipt from this disposal has already been built into the funding of the capital programme. Any receipt that differs from the estimate will need to be considered corporately as part of any future prioritisation of resources;
- (v) To note that any proceeds from this disposal will be allocated in line with the principles set out in the capital strategy. At the time of setting the capital programme consideration will be given to the allocation of up to 25% of any surplus from this disposal and related disposals in the area, to enable local priorities within the Woolston and Peartree wards to be undertaken.

Agenda Item 8

DECISION-MAKER:	CABINET		
SUBJECT:	HIGHWAYS ASSET MANAGEMENT PLAN		
DATE OF DECISION:	20 OCTOBER 2015		
REPORT OF:	CABINET MEMBER FOR ENVIRONMENT AND TRANSPORT		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	John Harvey	Tel: 023 8083 3927
	E-mail:	John.harvey@southampton.gov.uk	
Director	Name:	Mark Heath	Tel: 023 8083 2371
	E-mail:	mark.heath@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY	
None	
BRIEF SUMMARY	
This report sets out the proposed Policy and Strategy documents (Appendix 1 and 2) forming part of the revised Highways Asset Management Plan (HAMP) and seeks approval to these documents.	
RECOMMENDATIONS:	
(i)	to approve the Policy and Strategy documents (Appendix 1 and 2) forming part of the revised Highways Asset Management Plan; and
(ii)	to delegate authority to the Highways Manager following consultation with the relevant Cabinet Member to approve the individual asset group plans that will form the operational delivery elements of the revised Highway Asset Management Plan.
REASONS FOR REPORT RECOMMENDATIONS	
1.	To ensure that the Council adopts a methodology for maintaining highways assets that will ensure that they provide the longest and most cost effective service.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
2.	The existing Highways Asset Management Plan (HAMP) was approved in 2008 and predates the Highways Service Partnership (HSP). Government advice and industry practice has changed over the years and our existing document does not reflect current approach to whole life asset management. The existing document could be kept as our guidance, but to do so would seriously constrain our aspirations to increase our performance in this area and attract additional government grant.
DETAIL (Including consultation carried out)	
3.	The Highways Asset Management Plan (HAMP) is a document that sets out how the Council intends to manage its assets and ensure that they provide the longest and most cost effective service to the City.
4.	It is no longer acceptable to have a HAMP as a stand-alone document, but it

	needs to be linked to Council priorities.
5.	The proposed HAMP will provide a thread from Council priorities into the policy document. The strategy document sets out how the policy is to be delivered.
6.	The individual asset groups will each have their own delivery section. These will be developed in conjunction with the Council's key strategic partners; Capita, BBLP and SSE as appropriate. These will be living documents that will evolve throughout the life of the HAMP.
7.	The Government, through the Highways Maintenance Efficiency Programme (HMEP), has decided that 10% of the future annual maintenance allocation of the Local Transport Plan (LTP) will be issued through an Incentive Fund.
8.	In order to achieve the highest allocation through the fund, it will be necessary to have in place a comprehensive HAMP and be able to demonstrate that this document is at the heart of spending decisions and influences how we approach management of the assets.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
9.	The combined value of the Council's Highways assets, including bridges, is £4.1bn at today's prices.
10.	The adoption of a HAMP policy and strategy related to Council priorities will ensure that all funding decisions, revenue and capital are made to ensure that assets are maintained in the most cost effective and whole life manner.
11.	The adoption of the HAMP Policy and Strategy will assist the Council secure a bigger allocation through the DfT Incentive Fund self – assessment process.
<u>Property/Other</u>	
12.	None.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
13.	The Council is the Local highway Authority and has a duty to maintain all highways (except trunk roads and motorways) within the City.
<u>Other Legal Implications:</u>	
14.	The Council is responsible for ensuring that highways are safe and passable.
POLICY FRAMEWORK IMPLICATIONS	
15.	The HAMP will link the Council priorities and wider transportation priorities within the Local Transport Plan (LTP4), currently being written.
16.	The HAMP will be at the centre of all funding decisions around highways and will ensure that a comprehensive and transparent approach to the management of these assets is sustained.

KEY DECISION?	Yes	
WARDS/COMMUNITIES AFFECTED:	All	
<u>SUPPORTING DOCUMENTATION</u>		
Appendices		
1.	HAMP Policy	
2.	HAMP Strategy	
3.	Equality and Safety Impact Assessment	
Documents In Members' Rooms		
1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.		Yes
Privacy Impact Assessment		
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.		No
Other Background Documents		
Other Background documents available for inspection at:		
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)	
1.	None	

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Highway Infrastructure Asset Management Policy 2015 to 2017

Working in partnership



Policy - October 2015



Highway Infrastructure Asset Management Policy 2015 to 2017



Working in partnership

Document Control

Version	Approval	Date	Officer
1.0 Draft for Approval	Cabinet	15/10/15	JH



Southampton – City of opportunity where everyone thrives

Our city wide vision: prosperity for all.

“We want to build on Southampton’s unique sea city location with exceptional transport links, its strong position nationally for economic growth, excellent reputation for teaching and learning, strong business community, good regional specialist hospital, varied retail offer, night time economy, vibrant voluntary and student communities, and rich diversity and cultural mix.”

! Our highway infrastructure priorities

The role of Southampton’s highway infrastructure in creating a city of growth and opportunity where everyone thrives is important, and the council has agreed these priorities which explain how we will support its delivery.

	Prevention and early intervention	Services for all	City pride	A Sustainable Council
Focus	<ul style="list-style-type: none"> • Create safer highway infrastructure • Deliver right first time services and solutions • Stable investment for required service levels • Quality and reliable repairs and solutions 	<ul style="list-style-type: none"> • Services that reflect community need • Understand customer demands • Enabling Network Use • Support accessibility and mobility for all 	<ul style="list-style-type: none"> • Create quality places to live, work and relax • Enhance street scene • Improve neighbourhoods • Provide infrastructure to support investment 	<ul style="list-style-type: none"> • Maintain Highway Infrastructure value • Promote innovation & continual improvement • Collaborate to unlock key infrastructure • Reduce revenue costs
Outcomes	<ul style="list-style-type: none"> • Reduced accidents • Prompt repairs to defects • Improving overall condition of highways • Defined levels of service 	<ul style="list-style-type: none"> • Identified community priorities • Agile to respond • Customers well informed • Accessible highway network 	<ul style="list-style-type: none"> • Desirable locations • Well cared for areas • Well maintained highway infrastructure • Increased external investment 	<ul style="list-style-type: none"> • Maximise the return on our spend • Reduced maintenance demand • Capital investment based on “whole life” • Integrated service delivery
Measures	<ul style="list-style-type: none"> • Injury claims data • Response times • Road condition index • Number of defects repaired 	<ul style="list-style-type: none"> • People Panel engagement • Journey time reliability • Walking and cycling • Enquiry and complaint levels 	<ul style="list-style-type: none"> • Quality designs • Opinion survey data • Visitor numbers • New businesses starting 	<ul style="list-style-type: none"> • Integrated Forward Works and Annual Programmes • Funding & investment levels • Annual depreciation indexes (WGA)



Our highway infrastructure themes

These themes are specific to highway infrastructure service delivery and provide the focus for Southampton’s strategic service partnerships in the short, medium and longer term.

<p>Improved knowledge of the highway infrastructure asset</p>	<ul style="list-style-type: none"> • Collaborate and share information, insight and knowledge • Facilitate communications with stakeholders and customers • Enable effective and informed decisions including the management of risk
<p>Well managed infrastructure services</p>	<ul style="list-style-type: none"> • Provide capacity, resources, capabilities and skills to deliver the service • Deliver efficient, sustainable and effective infrastructure services • Deliver services to ensure a safe, attractive and accessible network
<p>Informed customers and stakeholders</p>	<ul style="list-style-type: none"> • Maintain and improve customer focus • Increase service performance levels and customer satisfaction • Deliver the highest standard of customer care, maintaining best value
<p>Enable Network Use</p>	<ul style="list-style-type: none"> • Active stewardship and operation of the highway infrastructure asset • Support and enable reliable journey times • Responsive to the needs of all user groups



Our highway infrastructure partners

Southampton City Council has a strategic partnering approach with a number of embedded contract partnerships to deliver flexibility across the scope of operational services with:

Capita - Strategic Services Partnership (including Customer Services, IT, Procurement, Structures)
Commenced October 2007. Extended a further 5 years to September 2022

Balfour Beatty Living Places – Highways Service Partnership
Commenced October 2010 for 10 years with option of a five year extension.

Balfour Beatty Living Places – Citywatch CCTV and Intelligent Transport Systems Partnership
Commenced 2012 for 10 years

SSE Enterprise Lighting - South Coast Street Lighting Partnership (Private Finance Initiative)
Commenced April 2010 for 25 years

We also work at a sub-regional level through the Partnership for Urban South Hampshire (PUSH) and the Solent Local Enterprise Partnership (Solent LEP).

Besides the PUSH and Solent LEP partnerships, Southampton Connect brings together the private, public and community and voluntary sectors to work together in tackling the key city challenges facing Southampton and improving the quality of life for all those who live, work and visit the city.

Southampton’s Highway Infrastructure partners will work closely with Southampton Connect and the key city partnerships to deliver the vision

Highway Infrastructure Asset Management Strategy 2015 to 2017



Agenda Item 8

Appendix 2

Working in partnership



Strategy - October 2015



CAPITA



Balfour Beatty

Highway Infrastructure Asset Management Strategy 2015 to 2017



Working in partnership

Document Control

Version	Approval	Date	Officer
1.0 Draft for Approval	Cabinet	15/10/15	JH



Highway Infrastructure Asset Management Strategy 2015 to 2017



Working in partnership

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Southampton HIAM Strategy 2015 to 2017 - v1.0 October 2015 (Draft for Approval)

1

Introduction

The importance of Highway Infrastructure to Southampton

Southampton's highway infrastructure provides an important and vital contribution in creating a city of economic growth and opportunity where everyone thrives. As well as meeting the needs of local communities and supporting the requirements of businesses, the local highway network supports a key national, regional and local transport hub. The location of Southampton at the centre of the Solent means that many trips within and across the Solent area pass through the city and its surrounding area. The City has a major international seaport, a key regional airport on its doorstep and is a major point of access to the Isle of Wight, all of which contribute to the economic health of the city. The local highway network is the most valuable publically owned asset managed by Southampton City Council. With a total replacement cost of £4.1 billion, the importance of effective and efficient management cannot be understated.

The benefits of an Asset Management approach

Asset Management is a strategic approach that seeks to optimise the value of highway infrastructure over its whole life. An effective Asset Management approach:

- facilitates better decision making by supporting engineering judgement with financial, economic and engineering analysis
- enables better understanding and management of the relationship between whole life cost and asset performance
- provides data and evidence for effective and sustainable investment and maintenance decisions

Effective long term planning and forecasting of asset performance can minimise and prevent expensive short-term repairs. Strategic asset processes ensure Southampton City Council are able to manage risk and maintain a highway environment that is safe and accessible for customers.

Asset Management Policy

The Southampton City Council Highway Infrastructure Asset Management Policy is a high level document which establishes the Council's commitment to Infrastructure Asset Management and demonstrates how this approach aligns with the Council Plan. The Policy is a stand-alone document and has been published alongside this strategy on the Council's website.

Asset Management Strategy

The Asset Management Strategy articulates the approach to efficient and effective Highway Infrastructure Asset Management and sets out how the Asset Management Policy will be delivered. It is informed by a highway asset management framework (the Highway Infrastructure Asset Management Plan), which establishes the activities and process that are necessary to develop, document, implement and continually improve highway asset management within Southampton. Aligned to the Council's objectives, this strategy seeks to follow the latest advice, including that arising from the Highway Maintenance Efficiency Programme (HMEP) led by the Department of Transport.

Southampton's City Wide Vision

The Council recognises that an asset management approach to the maintenance of the highway infrastructure will support the achievement of the Council's city wide vision: **prosperity for all**

"We want to build on Southampton's unique sea city location with exceptional transport links, its strong position nationally for economic growth, excellent reputation for teaching and learning, strong business community, good regional specialist hospital, varied retail offer, night time economy, vibrant voluntary and student communities, and rich diversity and cultural mix.

Service and Contract Delivery Approach

Southampton City Council has a strategic partnering approach with a number of embedded formal contractual partnerships to deliver flexibility across the scope of operational services with:

Capita - Strategic Services Partnership (including Customer Services, IT, Procurement, Structures)
Commenced October 2007. Extended a further 5 years to September 2022

Balfour Beatty Living Places – Highways Service Partnership
Commenced October 2010 for 10 years with option of a five year extension.

Balfour Beatty Living Places – Citywatch CCTV and Intelligent Transport Systems Partnership
Commenced 2012 for 10 years

SSE Enterprise Lighting - South Coast Street Lighting Partnership (Private Finance Initiative)
Commenced April 2010 for 25 years

The services delivered via these strategic contractual partnerships have established a series of service and contract delivery objectives. The relationship between these objectives is shown in Figure 1.

Strategic and Service Delivery Objectives (Fig. 1)

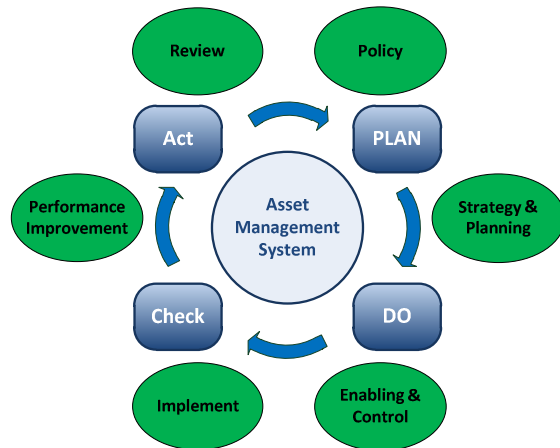
Our Highway Infrastructure Objectives	Prevention and early intervention	Services for all	City pride	A Sustainable Council
	<ul style="list-style-type: none"> • Create safer highway infrastructure • Deliver right first time services and solutions • Stable investment for required service levels • Quality and reliable repairs and solutions 	<ul style="list-style-type: none"> • Services that reflect community need • Understand customer demands • Enabling Network Use • Support accessibility and mobility for all 	<ul style="list-style-type: none"> • Create quality places to live, work and relax • Enhance street scene • Improve neighbourhoods • Provide infrastructure to support investment 	<ul style="list-style-type: none"> • Maintain Highway Infrastructure value • Promote innovation & continual improvement • Collaborate to unlock key infrastructure • Reduce revenue costs
Our Highway Infrastructure Themes	Improved knowledge of the highway infrastructure	Well managed infrastructure services	Informed customers and stakeholders	Enable Network Use
	<ul style="list-style-type: none"> • Share information, insight and knowledge • Communicate with stakeholders and customers • Enable effective and informed decisions • Manage risk 	<ul style="list-style-type: none"> • Capabilities and skills to deliver the service • Efficient, sustainable and effective services • Safe, attractive and accessible network 	<ul style="list-style-type: none"> • Maintain and improve customer focus • Increase service performance and customer satisfaction • High standard of customer care • Maintain best value 	<ul style="list-style-type: none"> • Active stewardship & operation of highway infrastructure asset • Support and enable reliable journey times • Respond to the needs of all user groups
Service Partnership Priorities	Safe	Serviceable	Affordable	Accessible
	Provide a safe highway network	Ensure the serviceability of the highway network	Ensure maintenance of the highway network remains affordable	Allow the highway network to remain accessible (for all users)

2 Asset Management Framework

Our strategic framework reflects the asset management cycle, enabling a flexible approach for different contract partners across all asset groups. The Plan Do Check Act cycle aligns with the ISO55000 Asset Management Standard and the 2013 HMEP Highway Infrastructure Asset Management Guidance Document. It supports the recommendations within and UK Roads Board Code of Practices (Well-maintained Highways, Well-lit Highways, Management of Highway Structures, and Management of Electronic Traffic Equipment).

The Asset Management Framework is shown in Fig. 3 and is summarised below:

Plan, Do, Check, Act Cycle (Fig. 2)



Context

The factors taken into consideration when determining the Council’s approach to Highway Infrastructure Asset Management includes National and Local Transport policy, local vision, the expectations of stakeholders, and legal / financial constraints.

Planning

The key activities that are undertaken by Southampton City Council and its partners as part of the asset management planning process include:

- **Policy** – sets out the commitment to highway infrastructure asset management.
- **Strategy** – sets out how the policy will be implemented within the Asset Management Framework. It provides context for levels of service, funding and decision making for the maintenance of asset groups in the short medium and longer term, and the commitment to continuous improvement.
- **Performance** – the levels of service to be provided by Southampton’s highway infrastructure services, and how performance will be measured and reported.
- **Data** – the approach to asset data and information collection and management, to enable effective decisions to be taken.
- **Lifecycle Planning** – the approach to the maintenance for each asset group, considering predicted future performance based on investment scenarios and funding levels, maintenance strategies and desired levels of service, enabling informed decisions to be taken.
- **Works Programmes** – the development of rolling forward and annual programmes of work for each asset group prioritising planned future works over time.

Enablers

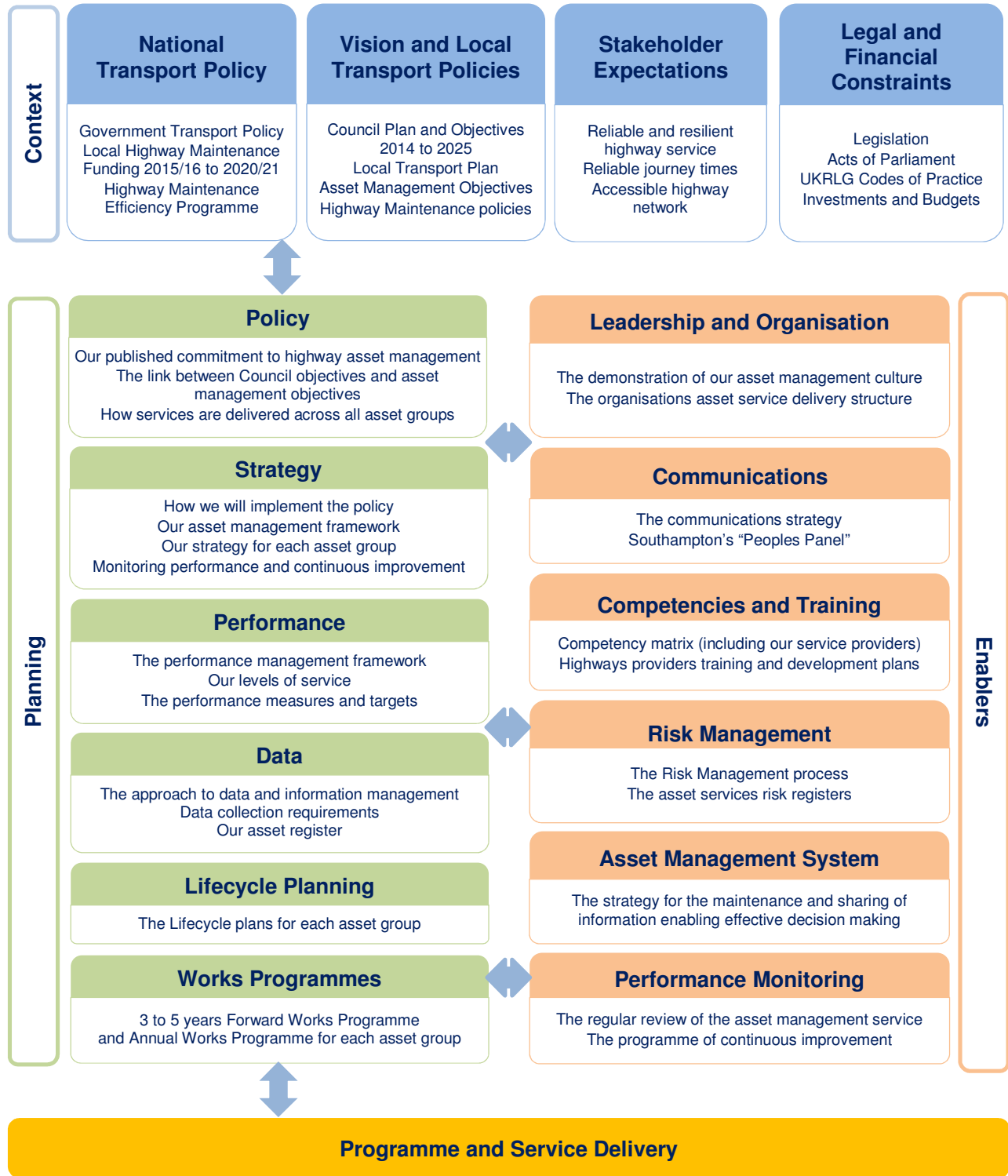
Activities that support the implementation of the Asset Management Framework enable:

- **Leadership and Organisation** – commitment to the adoption of an asset management culture.
- **Communications** – the means of effectively communicating and collaborating with stakeholders.
- **Competencies and Training** – the development of highways staff delivering the asset services.
- **Risk Management** – identifying, evaluating and managing risks.
- **Asset Management Systems** – the strategy for the use of asset systems to support the data and information required to enable asset management.
- **Performance Monitoring** – benchmarking progress, and establishing a culture of continuous improvement and innovation.

Programme and Service Delivery

The delivery of effective and efficient works programmes for individual asset groups.

Asset Management Framework (Fig. 3)



3 Highway Infrastructure Asset Groups

Highway Infrastructure Assets

This section summarises the existing highway infrastructure asset groups and their current condition. A summary of the maintenance approach for each asset type forms part of the Transport Asset Management Plan. It is important to understand the levels of service and future budgetary requirements from each asset group in order to successfully deliver a whole life asset management approach and strategy.

Summary of Highway Infrastructure Assets (Table 1)

Asset Group	Quantity	Condition & Maintenance
Carriageways (Urban)	587 km (4,141,224 sqm)	Approximately 6 % of the Principal and Non-Principal road network, and 18% of the Unclassified road network is identified as requiring maintenance
Footways and Cycleways (Urban)	942 km (1,928,879 sqm)	50% of the footway network is surveyed each year. Approximately 56% of the overall network in Southampton is identified as requiring maintenance
Structures	44 Road and footbridges 19 Steps and ramps 41 Subways 51 Retaining Walls	Regular and statutory inspections records maintenance needs for future maintenance funding considering the impact on the highway network as a whole.
Drainage	23,778 Highway Gullies 39 Culverts 22 Ditches 22 Surface Water Outfalls 24 monitored flooding hotspots	A cleansing programme of highway gullies with a targeted second cleansing is completed annually. Data from regular cleansing operations informs future drainage improvement schemes.
Street Lighting	23,348 Streetlights 608 Heritage Columns 466 Subway Units 98 Supply Feeder units 1,711 Illuminated Signs 10 Illuminated Bollards	The Street Lighting PFI has completed a 5 years of core investment from 2010 to 2015 replacing street lighting units and the majority of illuminated bollards with more efficient energy saving units. The PFI contract has now moved into a 20 year maintenance phase from April 2015.
Electronic Traffic Equipment	135 Signalised Junctions 92 Pedestrian Crossings 31 Traffic CCTV cameras 44 Variable Message Signs 330 Real Time Passenger Information Units	The traffic signals, Urban Traffic Control system and traffic camera monitoring services were outsourced in October 2012. Defects and faults are repaired on a reactive basis. Equipment is replaced as part of maintenance / improvement programmes.
Road Markings, Signs and Street Furniture	11.8 km Safety Fencing 24.7 km Pedestrian Barriers 8,832 Traffic Signs (Non-Illum.) 312 Grit Bins 19,061 Bollards, benches and Street Nameplates	Defects and faults are identified by the safety inspection regime and repaired on a reactive / programmed maintenance basis.

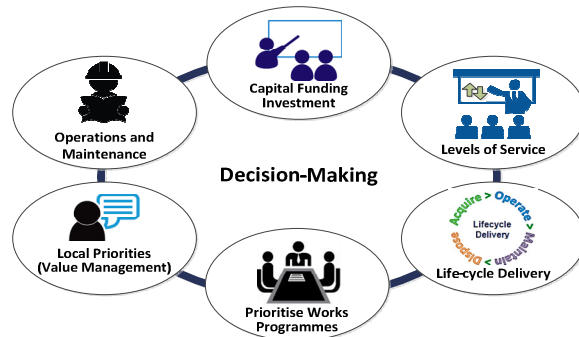
4 Asset Management Decision Making

Making effective decisions about when to maintain assets is reliant on acquiring appropriate knowledge and using it in a robust decision-making framework.

Capital Funding Investment

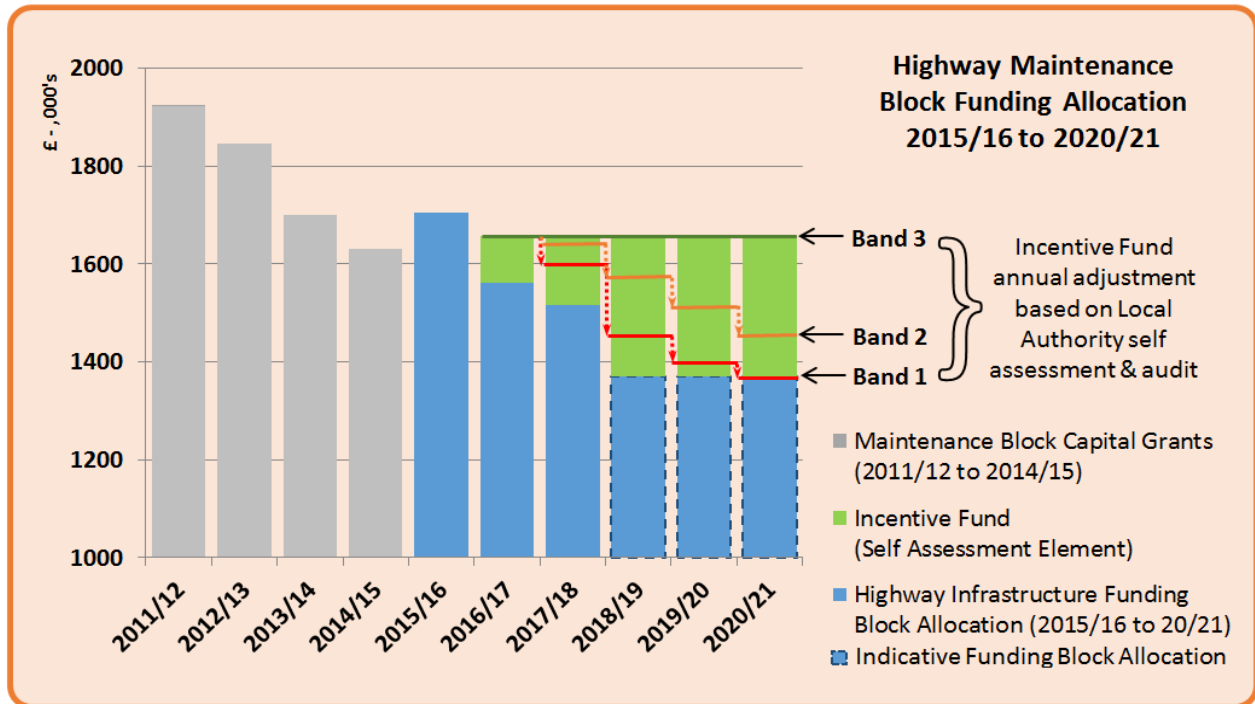
In 2014 the Government reviewed the Highways Maintenance Block 'needs' funding allocations for local authorities. Following consultation on highways maintenance funding the Department for Transport has allocated a proportion of the total funding to Roads, Bridges, Footways and Cycleways for the period 2015/16 to 2020/21 (Fig. 5) providing local authorities with forward visibility of highway infrastructure maintenance budgets. Southampton City Council operates a Street Lighting Private Finance Initiative which funds the maintenance of street lighting separately.

Decision Making (Fig. 4)



A total of £6 billion has been made available nationally between 2015/16 and 2020/21 for local highways maintenance capital funding. Of this, £578 million has been set aside for an Incentive Fund element to help reward local highway authorities who can demonstrate they are delivering value for money in carrying out cost effective highway maintenance. The Highways Maintenance Block Funding Allocation (2015/16 to 2020/21) for Southampton is £8.9 million. An additional £1.1 million is available over the 5 years to 2020/21 from the Incentive Fund.

DfT Block Funding Allocation (Fig. 5)



The Incentive Fund – Self Assessment

Southampton City Council are not competing with other authorities for this funding, but are demonstrating that efficiency measures are being pursued in order to receive the full amount of funding available from the Incentive Fund. The asset management maturity of the authority and therefore the value of the annual Incentive Fund element available for the City Council is assessed on the basis of a self-assessment questionnaire that focuses on:

- Asset Management
- Resilience
- Customer
- Benchmarking and efficiency
- Operational delivery

The cornerstones of the self-assessment include:

- Asset Management Policy and Strategy
- Communications Strategy
- Lifecycle Planning

Local authorities are expected to score well in these areas with a mandatory requirement to attain a minimum level of band 2 or band 3.

In July 2015, the initial Incentive Fund Self-Assessment for Southampton's Highway Infrastructure Services has assessed the Council as Band 1. Following the review of the Transport Asset Management Plan (TAMP), together with other planned service improvements, the Council anticipates that Band 2 will be achieved in 2016/17, with further progress towards Band 3 expected thereafter.

Levels of Service

Levels of Service define how assets should perform in clear and effective terms that can be reported against stakeholder's expectations. Measures of performance cover tangible strategic, tactical and operational issues, such as physical condition of assets, speed of response, availability, as well as intangible issues such as amenity value.

By consider the existing condition of assets, best practice, strategic objectives, the availability of resources, statutory duties associated with certain assets' minimum performance levels, and engaging with stakeholders about service priorities we are developing and reviewing Levels of Service to:

- Ensure adequate focus is given to what is really important to the customer
- Measure the effectiveness of our approach to transport asset management
- Link the costs with the benefits of the services offered
- Provide a service that meets statutory obligations
- Ensure operational activities support the achievement of strategic goals

Lifecycle Delivery

Decisions about the need for capital investment are based on the deterioration of the asset, optimum timing, choice of treatment, and overall need for replacement. Lifecycle analysis determines the timing of intervention thereby representing the lowest life cycle cost. It is recognised that developed Asset Management Plans that demonstrate optimised timing of treatment or replacement over the lifecycle of the asset provide best value. However the full lifecycle approach can be constrained by contractual or other factors to a shorter time frame, or external customer led influences, which require decisions to be risk based or by analysing local priorities and other value management criteria.

Maintenance strategies considering different treatment options over the whole life of the asset will be promoted. These support the long term management of assets and underpin funding strategies to deliver the minimum whole life cost.

Lifecycle “Value” will be achieved by considering both the capital investment, and routine maintenance decisions to maximise the value obtained from assets over their whole life.

Prioritising Works Programmes

The development of effective works programmes for individual asset groups is completed by:

- Identifying candidate schemes
- Prioritising works in each asset group / service area
- Select and optimise schemes for the Forward Programme
- Select schemes for the Annual Programme aligned to budget
- Delivery of individual schemes
- Monitoring of works to ensure they meet the approach to asset management

The **Forward Works Programme** provides robust and reliable information to identify the asset maintenance to be carried out within the next three to five years. The programme is used to support forward financial planning, and communicate planned maintenance to the elected members, local communities and the public.

The **Annual Works Programme** is developed and prepared from the Forward Programme each year during autumn for approval in March. It prioritises maintenance schemes based on available funding for delivery.

Local Priorities and Value Management

The initial criteria used to prioritise and optimise the annual programme will take account of the condition and serviceability of the asset, alongside safety issues and local transport priorities.

Social, economic and environmental benefits, local community or user demands, and political priorities are also factors used to differentiate between which schemes are prioritised for limited budgets. These “soft” influences are identified using Value Management criteria. Agreed annually with elected members, the criteria are communicated within the local Transport Asset Management Plan. The level of influence, or weighting, each criterion has within individual asset group programmes will be periodically reviewed with the stakeholders.

Operations and Maintenance

Pressure to reduce operational costs has increased in recent years and the need to demonstrate good value is a key objective for the Council. The principles that underpin maintenance decision making are a key element of the prioritisation assessment criteria. Operational and maintenance decision making is informed by a systematic inspection, assessment and recording regime. The provision of an assessment regime is reliant on the contractual arrangements with individual asset group service providers.

5

Asset Data and Information Management

Asset Information Strategy

Through the use of appropriate tools which support budget and lifecycle management planning, asset data, information and knowledge are key enablers to the delivery of an effective Asset Management approach.

Asset Data Quality Plans relevant to individual asset groups are used to set out the proactive approach to the collection, recording and management of data and information. These define the activities undertaken to ensure that the data and information meets Southampton City Councils asset management requirements and informs effective decision making.

The Asset Data Quality Plan provides clear definitions for:

- **Asset Information Standards are used to defines:**
 - the data and information required,
 - where it is stored and managed
 - why it is required,
 - how it is collected and measured
 - the format it is required in
 - who it is provided by
 - when it shall be provided
 - the retention requirements
- **Asset Information Systems** are the processes, applications and IT systems utilized to automate the Asset Management processes and enable consistent support for decision making.
- **Data and Information Management** provides confidence in data quality. The data and information management regime measures :
 - Accuracy
 - Completeness
 - Consistency
 - Validity
 - Timeliness
 - Uniqueness

Asset Data Storage and Management

Consistent and reliable asset information and data is essential for the City Council to make informed decisions and fulfil the service delivery requirements. There are a number of different asset management related systems in use across the Highways Service Partnership, Service Management and Street Lighting PFI Contracts including:

- Asset Registers – for Roads, Footways & Cycleways, Structures, Street Lighting, Traffic Signals etc.
- Pavement Management Systems, Structures and Bridge Management, Street Lighting databases
- Scheme / Maintenance, Lifecycle Planning and Visualised Asset Management Systems

Critical Assets

Knowledge of critical assets informs the decision processes. Understanding the consequence of an asset failure requires consideration of safety, economic and environmental impact as well as an understanding of the function the asset performs. Critical asset are those that are essential for supporting the social and business needs of local and / or national economy.

Where critical assets and infrastructure are identified, adequate management of the assets, including appropriate investment proposals, are considered to ensure they are sufficiently resilient to cope with potential threats.

6

Performance Monitoring and Continuous Improvement

Southampton City Council is committed to the development of good practice and continuous improvement. Monitoring of the Council's service providers forms an integral part of individual contract conditions, with strategic monitoring, performance measures and targets, data and information audits, and compliance monitoring.

National Highways and Transport (NHT) Public Satisfaction Survey

The Council value being part of the NHT Survey and have found the resulting information extremely useful. The NHT surveys are key to ensuring the Council delivers high value services that local residents demand. Using the results we gauge and assess performance in those areas that Southampton residents see as most important.

Highway Infrastructure Asset Management Strategy Review

This strategy and the Highway Infrastructure Asset Management Policy, will be reviewed annually, updated and re-published as part of the annual Environment and Transport Capital Programme spend report in March.

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Equality and Safety Impact Assessment

Appendix 3

The **public sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with section 17 of the Crime and Disorder Act and will enable the council to better understand the potential impact of the budget proposals and consider mitigating action.

Name or Brief Description of Proposal	Highway Asset Management Plan A revised policy and strategy document that guides investment on highways assets in the City
Brief Service Profile (including number of customers)	Highways Services Responsible for the maintenance and improvement of the public highways in the City. Customers include residents, visitors, businesses, and all road users
Summary of Impact and Issues	The revised policy and strategy will ensure that future investment decisions are fully informed and are in line with latest industry practise and condition data
Potential Positive Impacts	<ul style="list-style-type: none"> • More effective use of resources • Improved asset condition • Safer network • More accessible network • Less congestion • Improved quality and service life of assets
Responsible Service Manager	John Harvey
Date	30 th September 2015

Approved by Senior Manager	<u>Paul Walker</u>
Signature	
Date	30 th September 2015

Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	The HAMP will ensure that future investment on highways assets recognise the needs of all road users	
Disability	The HAMP will ensure that future investment on highways assets recognise the needs of all road users	
Gender Reassignment	The HAMP will ensure that future investment on highways assets recognise the needs of all road users	
Marriage and Civil Partnership	The HAMP will ensure that future investment on highways assets recognise the needs of all road users	
Pregnancy and Maternity	The HAMP will ensure that future investment on highways assets recognise the needs of all road users	
Race	The HAMP will ensure that future investment on highways assets recognise the needs of all road users	
Religion or Belief	The HAMP will ensure that future investment on highways assets recognise the needs of all road users	
Sex	The HAMP will ensure that future investment on highways assets recognise the needs of all road users	
Sexual Orientation	The HAMP will ensure that future investment on highways assets recognise the needs of all road users	
Community Safety	The HAMP will ensure that future investment on highways assets recognise the needs of all road users	
Poverty	The HAMP will ensure that future investment on highways assets recognise the needs of all road users	
Other Significant Impacts		

Agenda Item 9

DECISION-MAKER:	CABINET		
SUBJECT:	ETHELBURT AVENUE CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN		
DATE OF DECISION:	20 OCTOBER 2015		
REPORT OF:	LEADER OF THE COUNCIL		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Kevin White	Tel: 023 8083 3192
	E-mail:	Kevin.white@southampton.gov.uk	
Director	Name:	Mark Heath	Tel: 023 8083 2371
	E-mail:	mark.heath@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY	
N/A	
BRIEF SUMMARY	
<p>The Ethelburt Avenue (Bassett Green Estate) Conservation Area Appraisal and Management Plan replaces the Design Guide, (published in 1993). The guidance and management policies have been made clearer, and the opportunity has been taken to update and amend the Article 4 Direction for the area.</p>	
<p>As part of the extensive consultation undertaken with local residents changes to the existing boundaries were considered. These changes have been rejected and the boundaries will remain as originally set out.</p>	
RECOMMENDATIONS:	
	(i) to approve the attached Conservation Area Appraisal and Management Plan; and
	(ii) to approve the revised Article 4 Direction, and instruct the Head of Legal and Democratic Services to make the Article 4 Direction by the Non-Immediate Direction procedure.
REASONS FOR REPORT RECOMMENDATIONS	
1.	To ensure that the Ethelburt Avenue (Bassett Green Estate) Conservation Area is covered by an up-to-date appraisal, and that residents have a clear set of guidelines and policies that will enable them to plan future changes in a manner consistent with the significance of the area.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
2.	Not to revise the existing guidance. This would have resulted in guidance that was over 20 years old being used for planning decisions within the conservation area.
DETAIL (Including consultation carried out)	
3.	The Ethelburt Avenue (Bassett Green Estate) Conservation Area was designed and built by Herbert Collins, one of the leading Garden City Movement architects. Construction started in the early 1920's and it was

	largely completed by the outbreak of WWII.
4.	Design Guidance for residents was produced in 1993. This needed to be updated to both reflect the changes in legislation and to provide clearer information regarding works that will require planning permission and works that are Permitted Development.
5.	An initial draft was produced by the Historic Environment Group Leader for consultation with the Resident's Association in early 2014. As a result of this initial consultation significant alterations were made to the first draft, and a series of meetings was held with the management committee of the association which led to further refinements.
6.	Formal consultation on a final draft was held between 5 March and 17 April 2015. As a result of this consultation further changes to the draft were made, resulting in the production of the document attached to this report (Appendix 1).
7.	The final document (Appendix 1) is in two main parts. The first section is an appraisal of the significance of the area and an analysis of the strengths, weaknesses, opportunities and threats. The second part is a series of policies that will guide development proposals, and provide clearer information to residents, planners and appeal inspectors about what sorts of changes would be supported. Appendices setting out the planning policy framework, the revised Article 4 Direction, and non-statutory guidance for owners are also included.
8.	The key concern expressed by residents during the consultation centred around changes to windows on front and side elevations. Many residents felt that the existing restrictions were too onerous, and they sought a relaxation in the policy to allow greater flexibility in allowing the replacement of windows with double glazed units to reduce heating costs and make homes more energy efficient. Note that while replacement of windows with double-glazing requires planning permission, the use of secondary glazing units does not.
9.	Windows have a major impact on the character and appearance of the conservation area. Herbert Collins used a variety of styles and materials, ranging from steel units to wood. Replacement of steel units can be expensive, and replacement of windows in similar materials on an ad hoc basis would be harmful to the appearance of the area. Therefore Policy 12 of the Management Plan has been amended to allow for joint applications from owners of adjacent properties to replace windows as part of a single contract. This will ensure that a constancy of style is maintained as well as reducing costs for owners, who will be able to make savings through bulk-buying.
10.	Proposals for extending the boundaries of the conservation area were examined as part of the consultation. These comprised the inclusion of Summerfield Gardens (built in the 1960s) and separately, to include the Market Buildings, designed by Collins, located between Stoneham Lane and Stoneham Way.
11.	The proposal to include Summerfield Gardens was rejected on the basis that significant changes to the houses had already taken place (such as the replacement of virtually all windows and doors with uPVC). It is felt that existing planning controls are sufficient to control development in the area, and that inclusion in the conservation area would achieve little of value.

12.	<p>Market Buildings is a Locally Listed Building, and is a prominent feature of the area, and the land adjacent contains the memorial gardens and plaque to Herbert Collins. While some changes have taken place, there is still enough of character and value to consider measures to protect its appearance. However, rather than include the building in the conservation area it has been considered more appropriate to serve a separate Article 4 Direction on the building to control development.</p>
13.	<p>The existing Article 4 Direction for the conservation area was approved in 1992, and does not reflect the changes in either legislation or guidance for the protection of conservation areas. It has therefore been re-drafted and updated (Appendix 2) and, subject to Cabinet approval the Head of Legal and Democratic Services will start the formal consultation to adopt the revised Direction by the Non-Immediate procedure (see paragraph 14 for details). The existing Article 4 Direction will remain in place until the revised Direction is approved.</p>
14.	<p><u>Article 4 Direction Procedures</u></p> <ol style="list-style-type: none"> 1. Article 4 Directions can be served by an immediate or non-immediate procedure. Use of the non-immediate procedure is proposed. Using this procedure, the article 4 comes into force on a future date specified by the local planning authority after a period of public consultation has been undertaken and representations received and considered. Use of an immediate procedure is not recommended as this gives only 6 months to consult on the removal of permitted development rights, and is therefore subject to legal and financial risks of compensation to property owners and is normally only used in emergency situations. 2. Public consultation includes a letter to every owner and occupier affected by the direction, site notices, a local press notice and notification of Hampshire County Council and Secretary of State for a period of 6 weeks. It must include details of the area to which the direction relates, a description of the development affected and name a place where the direction can be inspected. The consultation period is 21 days (date must be stated when to receive representations by). 3. <i>It is necessary to specify the date on which it is proposed that the directions will come into force, which must be at least 28 days but no longer than 2 years.</i> 4. There is no fee for the planning application that is required resulting from an article 4 direction. 5. Any representations received will be reported back to Cabinet to be taken into account in deciding if the article 4 directions should come into force. When confirmed a further local notification procedure is required. <p><i>In some circumstances and subject to a time limit the Council may be liable to pay compensation when a planning application is refused or granted subject to conditions resulting from an article 4 direction. The claim must relate to abortive expenditure or other loss or damage directly attributable to the withdrawal of the permitted development rights. A claim must be made within 12 months of the direction being made. However, Historic England guidance advises that compensation claims have been extremely rare.</i></p>

RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
15.	There are no Capital or Revenue implications.
<u>Property/Other</u>	
16.	There are no property or other implications.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
17.	Planning (Listed Buildings and Conservation Areas) Act 1990
<u>Other Legal Implications:</u>	
18.	Restrictions imposed on property ownership through listed building and conservation area legislation is a restriction on the right to use property in accordance with the European Convention on Human Rights / the Human Rights Act 1998, as amended. The protection of property rights enshrined in the Article 1 of the first protocol the Act is a limited right and may be subject to reasonable and proportionate restrictions imposed by the state which are deemed necessary to protect the wider public interest. These restrictions placed on property development and improvement included within an Article 4 Direction and listed building / conservation area legislation have been well tested by the courts and found to be necessary and proportionate in the context of the wider public need to prevent inappropriate development and preserve the historic character of certain areas. The proposals set out in this report are, accordingly, compliant with the Human Rights Act 1998, as amended, and permitted restrictions in that context.
POLICY FRAMEWORK IMPLICATIONS	
19.	The proposals are consistent with the policies contained in the adopted Local Plan.

KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	Swaythling

SUPPORTING DOCUMENTATION

Appendices

1.	Ethelburt Avenue Conservation Area Appraisal and Management Plan
2.	Direction for Ethelburt Avenue Conservation Area

Documents In Members' Rooms

1.	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	No
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Other Background Documents

Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1. None	

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Appraisal and Management Plan



Contents

Introduction

Conservation Area Appraisal

Location and setting

Why is it special?

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Doors, Porches and Canopies

The Curtilage

Decoration

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Appendix 1 - New Article 4 Direction

Appendix 2 - Summary of the relevant national and local planning policies

Appendix 3 - Non Statutory Guidance for Owners

Introduction

A Conservation Area is ‘an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance’. Southampton City Council designated the Ethelburt Avenue (Bassett Green Estate) as a Conservation Area in September 1988. This recognised that ‘the special quality of this early example of the Garden City Movement is derived from its residential character, architectural quality and its generous layout in terms of the ratio between open space and buildings.’

It is not the purpose of conservation area designation to prevent change, rather it is to manage changes within a framework that allows adaptations to be made that will ensure the viability of an area without detracting from it’s special character. This document provides that framework.

Planning applications for development in the Conservation Area are decided with regard to the need to preserve and to enhance it. In 1992 an Article 4 Direction removed some of the general permitted development rights and the following year Design Guidance for the Ethelburt Avenue (Bassett Green Estate) Conservation Area was published. All properties within the boundary are covered by the Article 4 with the exception of the infill development in Field Close and flats on the corner of Bassett Green Road and Stoneham Lane (shown in blue on the plan below). Southampton City Council as Local Planning Authority retains control over development affecting flats as they do not have the permitted development rights granted to development within the curtilage of a dwelling house.

This Appraisal, Management Plan and a revised Article 4 Direction have been produced to address changes that have taken place within the Conservation Area and the surrounding area since its designation, to reflect changes in the legislation, and to clarify the Article 4 Direction for residents and planners alike. Appendix 2 summarises the relevant national and local planning policies.

The aim of this document is therefore two-fold:



1. To identify the unique characteristics of the area in support of local planning policies to preserve and enhance the special character and appearance of the area.
2. To provide residents, Council officers and Members, appeal Inspectors and others with authoritative guidelines on the types of development and other changes that will preserve or enhance the area.

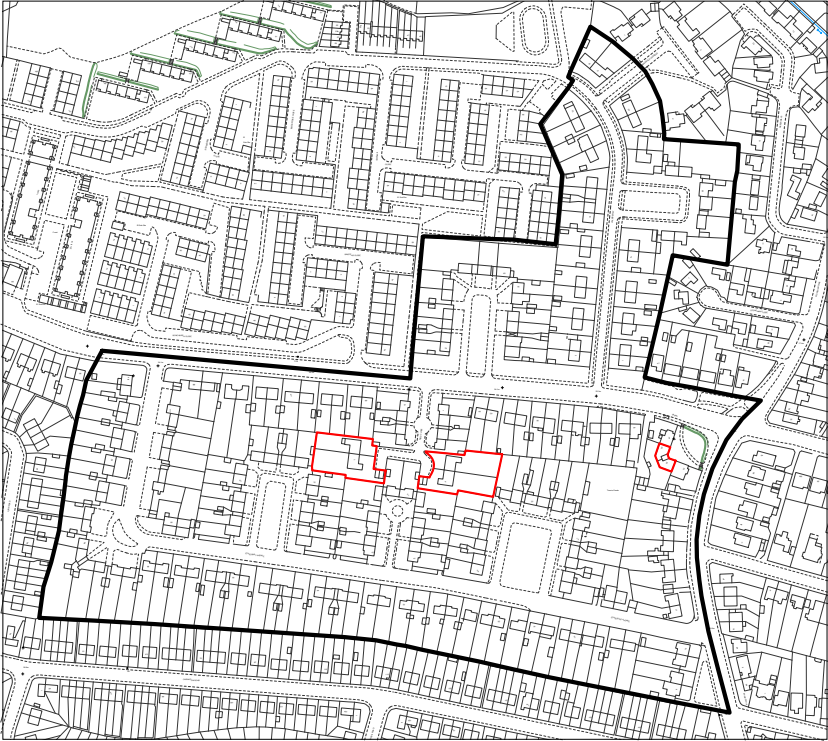
The document is in three parts:

1. The Appraisal assesses what makes the area special, analyses its character and identifies issues and opportunities.
2. The Management Plan contains guidance on specific features identified in the Appraisal as significant elements in the character of the Conservation Area.
3. Appendices, including the revised Article 4 Direction.

The Appraisal

Location and boundaries

-  Conservation Area boundary
-  Article 4 Exempt Buildings (Conservation Areas)



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Fig.1

The Ethelburt Avenue (Bassett Green Estate) Conservation Area, located in the north-east of the city is enclosed within the red area shown above. It comprises Ethelburt Avenue, parts of Stoneham Lane, Leaside Way and Bassett Green Road and Field Close.



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Fig.2

Boundary Changes

Proposals to extend the Conservation Area were discussed at the consultation stage. The extension of the area to include Summerfield Gardens were rejected on the grounds that special features such as windows, doors and roofs had already been extensively altered, and that protection against inappropriate development would be best achieved through application of existing policies.

The suggested that Market Buildings should be included were eventually rejected in favour of applying a separate Article 4 Direction removing Permitted Development Rights on the building.

Why is it special?

Built in the second quarter of the 20th century, this housing estate contains an oasis of order and calm amidst the outer northern suburbs of Southampton. It was designed by the architect and planner Herbert Collins (see picture below), following the finest Garden City traditions. The houses are mainly two-storeyed with low-pitched roofs, built in pairs and short terraces grouped around greens and along grass-bordered roads. They vary in style from vernacular, through Georgian cottage to 'Moderne' but have a coherent architectural vocabulary with carefully proportioned small-paned windows and distinctive front doors and surrounds. The layout and landscaping are generous and the design, materials and construction of the individual houses are all of the highest quality. They were sold on long leases with restrictive covenants controlling their future maintenance and alteration: as a result many houses retain much of their distinctive original character.



PI.1 Herbert Collins 1885-1975

Historic background

The land on which the Conservation Areas stands was part of North Stoneham Manor which was purchased by Sir Thomas Fleming in 1599. He was one of the judges that tried Guy Fawkes and became Lord Chief Justice. In the eighteenth century, the male line died out and inheritance passed through a female. Her great grandson Thomas Willis adopted the surname Willis Fleming. The Willis family were descended from the celebrated seventeenth century Oxford physician Dr Thomas Willis.

Late in the nineteenth century the area was still remote from the urban spread of Southampton. It comprised tenant farms, landed gentry living in great houses, such as North Stoneham House, South Stoneham House and The Grange (located on the open land by the Wide Lane, Mansbridge Road roundabout) and small rural settlements.

By 1908, urban development has spread from Southampton along Portswood Road and reached to the end of High Road at the railway arch (the last section of houses were demolished when the road was made a dual carriageway). A network of roads off Portswood Road for the Hampton Park Estate had been laid out, but as yet little house building had taken place. Willis and Phillimore roads had been created and developed. House building continued rapidly, especially after the First World War.

In 1920, the County Borough of Southampton was enlarged. The northern boundary had previously run along Burgess Street from Hill Lane to just after University Road and then ran just south of and parallel to Broadlands Road. The new northern boundary ran in the countryside along the line it has today. Under provisions of the Housing Act 1919 for housing of the working classes, Southampton Borough Council compulsorily purchased land on the north side of Burgess Road from John Willis Fleming. This became “The Flower Estate” and development was contemporary with the Collins houses in the Conservation Area.

Development of the conservation area

In 1925, William J Collins, Herbert’s father bought from John Willis Fleming most of the land that had comprised the South Camp of the Swaythling Remount Depot.



PI.2

Before the First World War, the part of the land purchased to the south of Bassett Green Road was allotments and prior to that was mostly arable land forming part of Burgess Street Farm. The Burgess Street Farm house was opposite what is now Langhorne Road. The land to the north of Bassett Green Road had been arable fields of Underwood Farm, with a very narrow strip of woodland beside Bassett Green Road. The Underwood Farm house was near the entrance to Greenways and was not demolished until 1938.

W.J. Collins offered ten acres to the nearby Swaythling Housing Society, who built about a hundred houses on the site in the late 1920s and early 1930s. Some of the houses were let but most were sold and provided much-needed income for the Society. W. J. Collins retained the freehold and the houses were sold on 999 year leases, subject to an annual ground rent. Communal areas and greens were leased to the Society, who are still responsible for their maintenance.

The first houses were built along the eastern boundary of the site in Stoneham Lane, where nos. 25-27 bear a plaque dated 1927. Herbert's partner in his practice, John G. Birkett, lived at number 23 from 1927 to 1938.



Pl.3

The corner of Stoneham Lane and Bassett Green Road is marked with a 'L' shaped block of two storey flats and houses, set back behind a group of trees on a small square green. Development continued up Bassett Green Road, including two pairs of houses with attic storeys.

The site at Bassett Green was relatively flat and treeless. A road, Ethelburt Avenue, was made into the site, running westwards from Stoneham Lane then turning through 90° to connect with Bassett Green Road. The name 'Ethelburt' was derived from a combination of 'Herbert' and his sister's name 'Ethel'. The road is unmade, with a rough gravel surface bordered by grass verges and trees, reminiscent of early Letchworth. Houses on the north side of Ethelburt Avenue are grouped to form three squares of varying sizes, each open to the south. The land acquired by W.J.Collins on the north side of Bassett Green Road extended up to and including the east block of today's Ventnor Court.

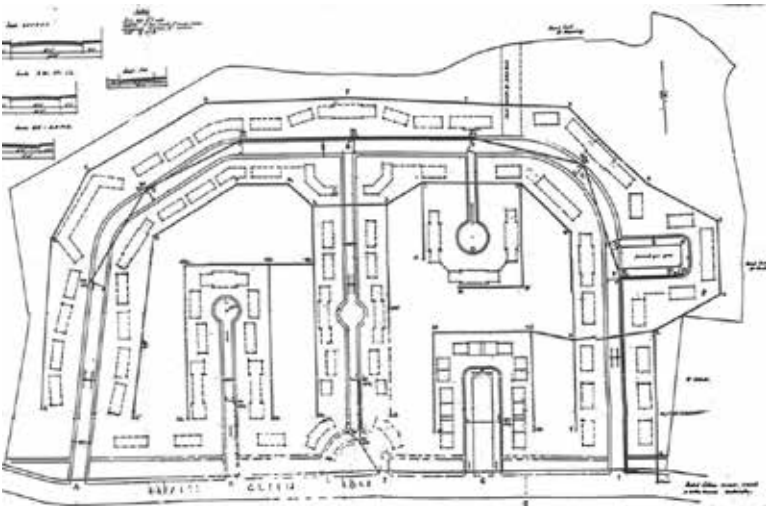


Fig.3

Figure 3 shows the intended development. On the north east corner of Leaside Way, there was to be a terrace, but this was changed to two pairs of semi-detached houses to provide an entrance for the future Summerfield Gardens. The last houses to be built were those in the square on Bassett Green Road, built in 1938. The houses on this part of the estate were built by Ralph Collins, Herbert's brother. After the war, the land that was still undeveloped was acquired by the Council for temporary housing, "prefabs". It was sold to the Council in September 1946. In 1960 the land for Summerfield Gardens was sold to the builder A.E.Tizzard.

In 1938 a brochure 'The Model Estate of Bassett Green' was issued for prospective purchasers. It was printed and illustrated by Martyn Collins, son of Ralph Collins, who later became an architect himself. The booklet outlined points to look for when inspecting the houses and included notes on their planning and design:

"The keynote of our policy is to keep the design as simple and direct as possible thereby not only producing a house which is conspicuous for its solid and sturdy appearance, but actually saving money which may be applied to the use of the best materials. We believe that many purchasers prefer this to the cheap showiness together with a somewhat rickety appearance which, alas! is the leading characteristic of most speculatively built houses."

Character analysis

A walk through the estate - The Houses

Although the houses are all similar in size and have certain features in common, they present a fascinating range of styles, all designed by Herbert Collins. The houses in Stoneham Lane are similar to houses in the Uplands Estate, in classic 'Collins' style: mellow dark red brick, handmade plain clay tiled roofs, small paned casement windows and well proportioned neo-Georgian doorcases. Working chronologically from the 'correct' Georgian-style houses in Stoneham Lane, there are the less assertively



neo-Georgian group (nos. 2 to 16 Ethelburt Avenue) with roughcast walls, half-glazed front doors and external shutters to some windows. Opposite, nos. 5 to 39 were built of red brick in three terraces around a formal green. A footpath between houses in the north-east corner leads to a small pavilion and two grass tennis courts. The south side of the Avenue continues with a series of rendered detached and semi-detached houses in a neo-vernacular cottage style, similar to early examples at Letchworth.

Pl.4

Further along the south side of Ethelburt Avenue are two terraces in a classical style: the projecting central section of one terrace is surmounted by a gable in the form of a massive triangular pediment.



Pl.5



In contrast, the houses in two small squares opposite are in a version of 1930s 'Moderne', with metal casement windows with horizontal glazing bars and curious front doors incorporating three wide horizontal glazed panels. These are dated 1933.

Pl.6

The houses on the outside of the 90° bend return to a neo-vernacular cottage style with steep-pitched roofs and dormer windows. Housing continues along the west side of Ethelburt Avenue to the junction with Bassett Green Road, with a series of modest semi-detached neo-Georgian pairs. Land on the east side remained vacant until after the Second World War where nos. 97 to 111 Ethelburt Avenue were built, with stuccoed walls, sliding sash windows, metal canopied porches and 'patera' ornaments supplied by Herbert's brother William.



Pl.7

The Bassett Green Estate also includes the houses in Bassett Green Road between Ethelburt Avenue and Stoneham Lane, Field Close and Leaside Way. Field Close, the small cul-de-sac on the south side of Bassett Green Road is contemporary and in the same style as the middle close in Ethelburt Avenue. The original features designed by Collins survive very well.

The first houses in Leaside Way, built in 1934, are simple flat-fronted semidetached pairs.



Pl.8

Half way along, on the east side, there is a square with unenclosed lawns in front of the houses. Many of the properties have wall plaques depicting animals, and No's 2-4 have a date plaque of 1934. They were the first Collins houses to be built with central heating and had a solid fuel boiler built under the quarter landing of the stairs. As a consequence, the stairs were built of concrete, with rubber treads and nosings.



Pl.9

The Roads

Today, an important part of the character of Ethelburt Avenue is the unmade gravel road. This is probably an historical accident. The original residents would have expected that the road would be made up by the Council and then adopted under the Private Street Works Act 1892. Today the unmade state is seen as part of its character. This comes at a cost. In dry weather traffic throws up a lot of dust and regular maintenance is required to fill the potholes. Teams of volunteers carry out repairs on three Saturdays per year. The avenue is poorly lit with swan-necked cast iron lamp standards, but this was somewhat improved in the 1990s by the Residents' Association having additional lamps installed.

Field Close is also a gravel road, but being a cul-de-sac has little traffic and rarely requires maintenance. It does not have the swan-necked cast iron light columns found elsewhere in the Conservation Area. Very recently a Victorian style lamp was installed.

The road around the square on the north side of Bassett Green Road is deceptive. The absence of kerbs and careful choice of surface dressing material retains the rural appearance but hides a bitumen macadam road of good specification.

Leaside Way which joins Bassett Green Road and continues north towards St George Catholic College, was made up in 1955 by the Council and then adopted. The footways and road are modern tarmac, and road humps have been inserted at various points, due to the proximity of the school. Swan-necked cast iron street lighting columns were installed as an enhancement after the road was made a conservation area. The road tends to be busy in term-time, with parents dropping children off from across the city.

Stoneham Lane is a busy link road connecting Portswood Road to Bassett Green Road. Bassett Green Road is one of the main routes across the city, connecting with the M3 at Chilworth. No original street lights remain.

Facing Materials

The residential properties within the Bassett Green Estate Conservation Area have a range of facing materials; natural brickwork, painted brickwork and render with both smooth and rough finishes.

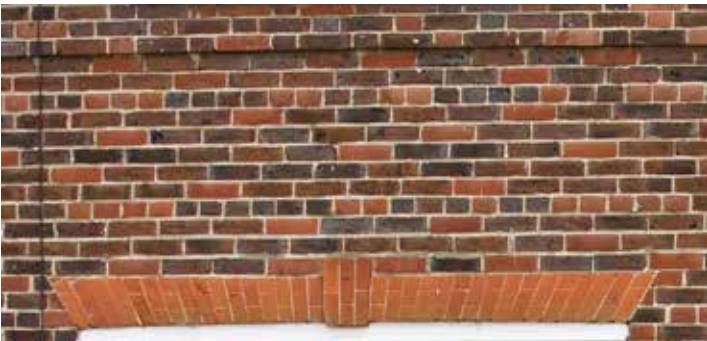
It is the subtle use of mellow red-multi bricks both in terms of their colour and brick detailing which contributes much to the aesthetic quality of houses designed by Herbert Collins. Examples of brick detailing within the Conservation Area include projecting string courses, basket weave string courses, herringbone panels, arches and quoins delineated with orange bricks. Tiles are also occasionally used for detailing wall tops and eaves. A distinctive feature is the use of English garden wall bonding where 5 brick courses are laid as stretchers between one of headers.



Pl.10 Projecting string course



Pl.11 Herring bone panel



Pl.12 English garden wall bonding

Roofs, Chimneys and Rainwater Goods

The shape and form of roofs are an important unifying element in the overall appearance, characterised by projecting eaves, and pitched roofs with hips, often terminating with hip irons. The dark red handmade tiles with their slightly irregular shapes contribute to the special character and texture of the roofs. There is a degree of variety between groups of houses through the use of different types of tile: plain, double- Roman and Bridgewater pantiles.

Common problems include decayed roofing felt, and broken and slipping tiles caused by the failure of the nibs or nails which secure the tiles to the battens.



Chimneys are an important and attractive element of the overall appearance of the properties in the area adding interest to the roofscape. The chimneys on Collins' houses are characterised by projecting string courses and low, unobtrusive terracotta chimney pots. Today many of the pots have been modified in some way, such as by fitting cowls.

Pl.13

The materials, colour and profile of gutters and downpipes are an important element of the overall appearance of houses. Original rainwater goods are usually black painted cast iron with gutters having either ogee or half-round sections, with circular downpipes. In the estate on the north side of Bassett Green Road, grey ogee-section enamelled steel gutters, downpipes and soil pipes were used. Where they have not been replaced, they have been painted black. Properties 99 to 111 Ethelburt Avenue originally had asbestos cement gutters and downpipes which have now been mainly replaced by plastic.

Windows

Windows are of the utmost importance in the overall design quality of the Collins Estates. Herbert Collins ensured that the original windows were both carefully proportioned in relation to the whole house and also in their sub-division into small individual panes. The earlier houses have timber sliding sashes or casement windows divided into small panes.

Note that there are two small opening windows at the top, in the centre. Their frames have been cleverly designed to be about the same thickness as the glazing bars, so that these small windows are hardly noticeable.



Pl.14

Many of the later houses have metal casement windows with horizontal glazing bars, set in timber surrounds, drawing influences from the modern movement of the 1920s and 1930s.



Pl.15

The Crittall steel windows in Leaside Way were very widely used on housing estates in the 1930s. Elsewhere, they have been almost entirely replaced by other styles of window.

The odd-numbered houses built after the Second World War at the top of Ethelburt Avenue have galvanised steel sash windows.



Pl.16

Bay windows are an important architectural feature of many of the houses within the Ethelburt Avenue Conservation Area



Pl.17



Pl.18

Some uPVC windows are present, on front elevations, but these almost entirely pre-date the Article 4 Direction. uPVC is more common on rear and side elevations. Rear elevations are not covered by the terms of the Article 4. In several properties in Ethelburt Avenue the Crittall steel window have been replaced with double glazed steel windows for which planning permission has been granted.

The majority of windows are now painted pure white, with others painted in shades ranging from rich cream to nearly white. Herbert Collins expected them to be painted off white (BS10B 15. An example of this colour can be seen on the street nameplates).

Doors and Canopies

The doors of Collins’ houses are a distinctive feature as they are normally 3 feet 5 inches wide, which is 5 inches wider than standard front entrance doors. This small difference gives a more imposing, generous and welcoming effect to the entrance.



PI.19



PI.20



PI.21



PI.22



PI.23



PI.24

Many of the doors are based on early Georgian designs with modern variations. They are all well proportioned with carefully detailed mouldings, frames and architraves. They are painted and have carefully designed ironmongery. The neo-vernacular cottages-style houses in Ethelburt Avenue have oak doors. These were originally untreated, but many are now varnished. Elsewhere, doors are painted in the same colour as the windows. There are currently only four exceptions. One house in Bassett Green Road has a green door and another a black door. Three pairs of semi detached houses have shutters which are painted green and two of these houses have green doors to match.

Loose timber joints and broken hinges can lead to distortion of the door and a lack of painting or varnishing can lead to water penetration and rot. The original doors are soundly constructed with good quality timber and can be repaired by a competent joiner.

Garages

Original garages normally have pitched tiled roofs to match the house, brick or dark stained weatherboard walls and side hung timber doors. The doors have vertical slats which give you distinctive vertical shadow lines.



Pl.25



Pl.26



Pl.27

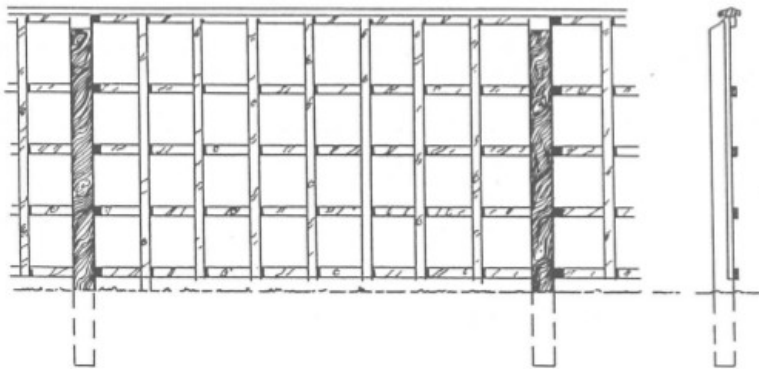
Boundaries and Front Gardens

Landscaped front gardens with and without boundary hedges are an important feature of the Bassett Green Estate. There are no front garden walls, except for some low retaining walls where the garden is at a higher level than the adjacent footway. This mixture of open and planted frontages reinforces the garden suburb character of the estate. In the squares on the estate, the open plan has been assured by the freeholder retaining ownership of the lawns in front of the houses. Leaside Way is an example of where the mature privet hedges have a modest and fairly uniform height of about 4 feet which greatly adds to the attraction of the road. This is also a feature of the privet hedges along part of the south side of Bassett Green Road but elsewhere the hedges have become overgrown. Front gates generally follow the original designs. While some properties have lost their front gardens to gravelled, tarmac or brick parking areas, many retain the original layout. There are a number of car ports, mainly but not all, constructed prior to the serving of the Article 4 Direction.

The front boundaries along Stoneham Lane, with low Purbeck stone retaining walls, were probably originally without hedges but more recently boundary hedges have been planted in order that residents facing Stoneham Lane are able to enjoy a degree of privacy.. No's 35-43 Stoneham Lane address the corner between Stoneham Lane and Bassett Green Road by providing a set-back comprising a raised green with some mature trees. The houses on the bend at the top of Ethelburt Avenue and 9-13 Stoneham Lane front small triangular greens.

Trellis-work

Rectangular sections of wooden trellis used as a rear boundary treatment is also a characteristic of the Estate, a typical section and elevation is shown below.



Trees

Mature trees both within private gardens and shared open spaces are an important element in the appearance of the Bassett Green Estate. Probably no trees predate the building of the estate, with the possible exception of the Monterey cypress (*Cupressus macrocarpa*) in Field Close. Another large mature tree is the silver birch on the green in Bassett Green Road. Early each May, the flowering cherries in Ethelburt Avenue are spectacular. Most of the original cherry trees have died and as this has occurred the Residents' Association and the Swaythling Housing Society has carried out new planting. When the estate was first built, old photographs show there was also a verge on the odd-numbered side of Ethelburt Avenue. Recently, part of this verge has been restored and planted with trees. As part of the Golden Jubilee VE Day celebrations, a grant was obtained from the City Council for new tree planting. This included a Himalayan birch on the green in Bassett Green Road and a Whitebeam on the green in Leaside Way. Later in the 1990s the City Council planted Cypress oak trees *Quercus robur* 'Fastigiata' in the verges of Leaside Way. A popular tree on the estate is the Scots pine which is found on the large green in Ethelburt Avenue, on the green at the corner of Stoneham Lane and Bassett Green Road and on Bassett Green Road on either side of the entrance to Field Close. Responsibility for maintenance of the trees varies. Along Leaside Way, it is the City Council. For the greens in Ethelburt Avenue and on the corner of Bassett Green Road and Stoneham Lane it is the Swaythling Housing Society. Elsewhere this is more uncertain, but the Residents' Association looks after trees in the communal areas in default of anyone else.

Community Involvement

The Herbert Collins Estates Residents' Association covers the Ethelburt Avenue (Bassett Green Estate) Conservation Area and Summerfield Gardens. Most residents are members. After a small group of members had an initial meeting with the Council's Historic Environment Team Leader, he produced a draft of this Appraisal and Management Plan and held a further meeting. This draft was placed on the Association's website, and members were invited, through the Newsletter, to comment. The comments received were added to the draft. Based on all comments received a revised draft was composed and another meeting held between the Association's Committee and the Historic Group Leader. He then returned a revised draft which was presented at the Association's AGM. This final document was then produced for ratification and approval by the Southampton City Council Cabinet on 20 October 2015.

Strengths Weaknesses, Opportunities and Threats

Strengths	Weaknesses
<p>Good community support.</p> <p>Retains most of the original character.</p> <p>Retains most of the traditional features.</p> <p>Strong Residents Association.</p> <p>Green spaces.</p> <p>Ethelburt Avenue is a tranquil area.</p> <p>General compliance with the Article 4.</p> <p>Current leaseholder committed to the conserving the character of the area</p>	<p>Traffic (especially on Bassett Green Road).</p> <p>Some pre-Article 4 alterations (eg uPVC windows).</p> <p>Loss of some front gardens to hard standing for parking (mainly in Bassett Green Road).</p> <p>Parking by non-residents especially in Ethelburt Avenue.</p> <p>Use of modern materials.</p> <p>Lack of maintenance (especially windows).</p> <p>Housing stock difficult to adapt to modern needs.</p>
Opportunities	Threats
<p>Give clarity to the Article 4 Direction.</p> <p>Produce clear policies for residents, planners and planning inspectors.</p> <p>Give clear practical guidance to residents on how to manage their properties to minimise degradation of character.</p> <p>The possibility of self-regulation by transfer of the leases from the present freeholder to the Residents' Association.</p> <p>Put all telephone cables underground.</p> <p>More trees on the verge in Bassett Green Road.</p> <p>Improve entrance into Ethelburt Avenue from Bassett Green Road.</p> <p>Raise the profile of the area with residents</p> <p>Include the Market Buildings within the Conservation Area.</p>	<p>Proliferation of minor alterations.</p> <p>The restrictions in the leases or restrictive covenants on the freeholds not being explained clearly enough to new residents.</p> <p>Pressures on Council resources may affect of enforcement of breaches and monitoring of works..</p> <p>Limited availability of traditional materials</p> <p>Some traditional skills being lost.</p> <p>Traffic and parking.</p> <p>Parking overspill from adjacent areas.</p> <p>Unregulated upgrading of houses.</p> <p>Microgeneration and solar water heating</p> <p>Satellite aerials.</p> <p>Danger that inflexible policies will cause a decline.</p> <p>Developments adjacent to the CA.</p>

Management Policies

These policies are intended to provide clear guidance on what will, and will not, be permissible. Each maintenance and improvement job should be assessed on its own merits. No two properties are exactly the same as Herbert Collins incorporated many subtle variations into house design and for this reason early contact with the City Council is recommended. Residents are also advised to check the covenants in the property lease or the transfer (if they own the freehold), and liaise with the freeholder as required.

Note that works that constitute like-for-like repairs or maintenance do not require planning permission. However, for the avoidance of doubt it is recommended that householders obtain written confirmation from the City Council before proceeding with works.

POLICY BGE 0

General

- 0.1 When determining a planning application, no account will be taken of development pre-dating the serving of the original Article 4 Direction that would now be deemed inappropriate. This is to secure improvement of the CA over time.
- 0.2 Any alteration to a property must be considered in the context of the group of properties to which it belongs. Failure to maintain uniformity in even small details will detract from the overall appearance of a group of houses which have been designed as a single harmonious development.
- 0.3 Development on any of the greens will not be permitted. These shall remain as open ornamental spaces.
- 0.4 Proposals to convert properties into houses in multiple occupation (HMOs) will be assessed against the criteria set out in Policy H4 of the Local Plan, and the Houses in Multiple Occupation Supplementary Planning Document (adopted in March 2012). The key criterion will be *'addressing the balance between the contribution the development could make to meeting housing demand, against the harm to the character and amenity of the area which might occur'*.

POLICY BGE 1

Alterations to roofs

- 1.1 Alterations to the front and side elevations of roofs requires planning permission and would generally not be permitted
- 1.2 Where roofs require major repairs existing tiles should be used where practical and any shortfall made up with new clay tiles which match the old in colour, texture, profile and dimensions. New tiles will be brighter and cleaner than the existing, and their location should be carefully considered. It may be appropriate to re-use old tiles on the front and side roof planes and new to the rear. Special 'bonnet' hip and ridge tiles will be required for complete roof renewal and should be bedded with a soft lime mortar. Note that the ridge tiles tilt upwards at the gable ends.
- 1.3 Solar and other renewable energy equipment will not be permitted on front or side elevations or on front or side roof-slopes. Solar panel and photovoltaic arrays may be permitted on rear elevations subject to the permission of the Freeholder.
- 1.4 Wind generation equipment will not be permitted.

POLICY BGE 2

Chimneys

- 2.1 Chimneys must be retained, and their removal and replacement with vent pipes will be resisted. If chimneys become damaged or structurally unsound they should be repaired or replaced on a like-for-like basis.

POLICY BGE 3

Soffits and facias

- 3.1 Marine plywood is acceptable for soffits. Original lath and plaster soffits must be repaired like for like. Facias should be treated timber.

POLICY BGE 4

Flashings

- 4.1 Flashings will normally be in lead. They protect junctions, for example between the roof and chimney stacks. Lead flashing is also used on door canopies, bay windows, parapet gutters and dormer windows. Lead may be treated with patination oil to prevent staining of roof tiles and bricks and to prolong performance. Where it is necessary to renew flashings this should be done to Lead Development Association requirements.
- 4.2 Given the increased prevalence of lead theft, it may be acceptable to use lead substitutes in vulnerable areas of a building. Consult the City Council's Conservation Officer before replacing lead with lead substitutes as this may require Planning Permission.

POLICY BGE 5

Rooflights and Dormers

- 5.1 The breaching of front and side roof planes with new rooflights and new dormers will be resisted. Rear elevations are not covered by the Article 4 Direction, but on rear roof slopes the installation of rooflights flush with the plane of the roof and with dark surrounds and glass sub-divided with a central glazing bar is suggested. Some properties have a small number of glass tiles on the rear roof slope and these may admit adequate light to the loft.

POLICY BGE 6

Rainwater Goods

- 6.1 Cast iron gutters, downpipes and hoppers are important features and must be retained. Where rainwater gutters are damaged, the replacement of individual sections of cast iron is preferred over wholesale replacement.
- 6.2 When wholesale renewal of gutters is necessary, cast iron is preferred but acceptable alternatives are aluminium. It is important to retain the original size and profile. Owners of properties that are semidetached or form part of a terrace should pay particular attention to matching the adjoining properties, in particular matching colour. It will rarely be necessary to install new downpipes

- 6.3 In those parts of the Conservation Area where 3 inch x 4 inch rectangular downpipes were used, in the unlikely event that replacement is necessary, the new downpipes must match the original.
- 6.4 Where wooden plates were originally used to secure downpipes, this method of fixing should continue, if downpipes require renewing.

POLICY BGE 7

Satellite antennae and television aerials.

- 7.1 Satellite dishes should, where possible, be located within the roofspace.
- 7.2 Satellite dishes should be mounted unobtrusively on rear elevations or in rear gardens. Satellite Dishes on front elevations will not be allowed..

POLICY BGE 8

Security Systems

- 8.1 Externally fitted bell boxes should be placed directly under the eaves and ideally have an off-white finish to reduce the visual impact

POLICY BGE 9

Facing Materials

- 9.1 The painting, rendering or cladding of natural brickwork will not be permitted.
- 9.2 Where additional bricks need to be introduced for repair or new build (whether reclaimed or new), they must be a good match with the original.

Sourcing bricks for repairs or replacement has become increasingly difficult. While good matches can still be found in reclamation yards, there are specialist brick manufacturers who are able to reproduce historic bricks with reasonable accuracy. If colour matching is difficult, it may be possible to use specialist contractors to stain the bricks to match.

- 9.3 Suitable pointing profiles must be used for repair or new build.

POLICY BGE 10

Mortar and Rendering

- 10.1 Normally only open joints require repointing and unnecessary and careless raking out can cause considerable damage to brick arisses. Particular care is required when repointing brick arches over windows.



The diagram shows profiles suitable for pointing or new build. Sometimes Herbert Collins specified that pointing should be struck with a pebble and new pointing should be slightly recessed as shown above.



PI.28

An example of repointing which has been done with the wrong mortar and the wrong profile. The condition of the mortar of the adjoining property suggests the repointing was not necessary at all.

- 10.2 Mortar must be used in accordance with recommended lime based mixes. The use of Portland cement in the mixture is not acceptable, nor is the use of Portland cement, sand mortar in view of its hard and inflexible qualities. The mortar must be weaker than the brick, so that if settling or movement occurs the mortar is sacrificed rather than the brick fracturing. Portland cement makes the interface between brick and mortar less permeable to water. This retards the drying out of the brick, and spalling may then be produced by frost. Modern bricks may be harder and may not suffer from this problem.

Advice on appropriate lime mortar mixes can be obtained from The Lime Centre (www.thelimecentre.co.uk).

- 10.3 If contemplating major repointing work, the City Council's Conservation Officer should be contacted before starting. Before starting. A sample panel in an inconspicuous position must be prepared to ensure that it is a good match to the original.

Rendering

- 10.4 On the Bassett Green Estate a number of properties have a rendered finish. If the rendering is cracked or weathered it should be cleaned and repaired with a new cement/lime/sand mix. Rendered surfaces are generally 'off white' cream or buff and the original colours should be continued when re-decoration is undertaken. The original roughcast texture must also be replicated.

POLICY BGE 11

Extensions

- 11.1 The Article 4 Direction for the conservation area does not include the rear of properties. Residents have Permitted Development rights for extensions provided that they protrude no more than 4 metres from the rear wall of the original dwelling house (in the case of detached houses), or 3 metres (in the case of all other dwellings). Extensions which are larger than stated above will require Planning Permission. It is important to look at the details of the regulations, as this Permitted Development is not unqualified and in particular there is a condition that "the materials used in any exterior work (other than materials used in the construction of a conservatory) shall be of similar appearance to those used in the construction of the exterior of the existing dwellinghouse",
- 11.2 Where Planning Permission is required, proposals for extensions within the Conservation Area will be assessed on their own merits taking into account the impact on neighbouring properties and the context of the Estate as a whole. Residents are also advised to check whether an application is required under the Building Regulations.

- 11.3 Extensions that affect pairs of semi-detached dwellings or short terraces must not result in the properties becoming visually unbalanced and they must ensure that the available curtilage for planting/landscaping, is not detrimentally reduced.
- 11.4 Where Planning Permission is required the most acceptable solution in design terms should visually reflect the characteristics of the original building. Facing and roofing materials and fenestration must match that existing. French windows should be retained where present on the original property, and not replaced by modern patio doors.

POLICY BGE 12

Windows

Secondary Glazing and Draught Stripping.

- 12.1 Secondary glazing is preferred to replacing original windows with double-glazed units. The thermal and soundproofing qualities of the existing windows can be improved without unduly affecting their appearance by weather stripping and internally installing secondary glazing. The use of proprietary sealants and secondary glazing behind existing windows has the advantage of improving performance while leaving the original windows intact. Installation of secondary glazing and / or the installation of weather stripping does not require Planning Permission. Note that uPVC windows in front elevations will not be permitted.

Wooden Windows

- 12.2 In cases where wooden windows are beyond economic repair, replacements must have the same appearance as the original in terms of size, colour, glazing pattern, materials and position and profile of glazing bars. The original style of ironmongery should be retained. Double glazing may be acceptable if it meets these conditions. A triangular beading to retain the glazing units is suggested.



Pl.29

Note that the replacement window on the right, fails to correctly reproduce the frame size of the small light in an original window on the left. This will not be permitted.

Wooden window frames require some maintenance including painting, putty renewal and the removal and replacement of rotted sections.

It is recommended that advice be sought from a qualified carpenter/joiner if the overhaul or replacement of wooden window frames is being considered. There are firms in the region that specialise in the overhaul of traditional windows.

The frames of the small opening windows were cleverly designed to be about the same thickness as the glazing bars, so that these small windows are hardly noticeable. It is important that this feature is reproduced in any replacement window.

Metal Windows

- 12.3 As with wooden windows, it will be a requirement that replacement metal windows match the originals in terms of size, colour, glazing pattern and profile of glazing bars.

When maintaining metal windows flaking paint and rust should be removed, bare metal wiped with a cleaning solvent and treated with a rust inhibiting primer and finished with at least two top coats of a quality paint compatible with the primer used. Replacements for the metal windows are available from a number of manufacturers. Modern replacements are available in galvanised steel and aluminium.



Pl.30

This bay window is an example of modern double-glazed replacement steel windows.

It has not proved possible to find a modern replacement for the galvanised steel sash windows used on the odd-numbered houses at the top of Ethelburt Avenue. If they are beyond repair they can be replaced with a similar metal window. It is usually not possible to carry out repairs on site, so they would need to be removed and renovated at the workshop. Where it is clear that groups of houses (for example in Leaside Way) all have similar issues with the condition of the metal windows the Council will look sympathetically at joint applications from owners for the replacement of the windows in a standardised style that matches the form, appearance and profiles of the existing windows. This would mitigate the harm caused to the character and appearance of the conservation area, and should enable home owners to negotiate discounts from manufacturers.

Bay Windows

- 12.4 Bay windows are an important architectural feature of many of the houses within the Ethelburt Avenue Conservation Area and shall be retained. The roofs of the bays are lead covered and replacement to the Lead Development Association's recommended standards is advised as is their treatment with antipatination paint. See also Policy BG4.

Shutters

- 12.5 Removal of shutters on the front elevation requires planning permission, and will be resisted.

POLICY BGE 13

- 13.1 Original front doors should be left intact and the use of hardwood replacements is considered inappropriate. uPVC front doors will not be permitted.

13.3 Where possible, original iron, chrome or Bakelite fittings and the distinctive Collins' number plates should be retained and if missing replaced. Chrome fittings can be re-chromed and Bakelite cleaned using metal polish. Over elaborate lacquered brass ironmongery is inappropriate and will be discouraged.

13.4 Enclosing front doors with a porch will not be permitted.

POLICY BGE 14

Garages

14.1 Original garages normally have pitched tiled roofs, brick or dark stained weatherboard walls and side hung timber doors. The doors have vertical slats which give distinctive vertical shadow lines. New garages will require planning permission and designs should closely reflect those of originals. The siting of garages will be assessed on their merits but as a general rule they should be unobtrusively positioned behind the building line.

POLICY BGE 15

The curtilage

Hardstanding

15.1 The introduction of additional hard surfaces and associated loss of planting will require Planning Permission and will be resisted.

Pl.31



Boundaries

15.2 The enclosure of front gardens with new walls and fences requires planning permission and will be resisted.

Fig.6



Gates

- 15.4 Gates within the Estate include wrought iron and wooden wicket and field gates. These should be retained and if replacement is necessary the original copied. Wooden gates are stained and should not be painted.
- 15.5 Wrought iron gates leading to the rears of houses are of simple and distinctive Collins' designs. Replacements should be replicas of the original designs.

POLICY BGE 16

Trees

- 16.1 You must give six weeks notice before carrying out work to trees in a Conservation Area. This gives the Local Planning Authority an opportunity to consider whether a Tree Preservation Order should be made to protect the tree. This applies to any tree having a diameter of more than 75mm measured at a point 1.5 metres above the ground.

Notice is not required for the pruning, in accordance with good horticultural practice, of any tree cultivated for the production of fruit.

Tree officers are happy to discuss tree management and best practice during any site visit following a notification for tree works in a Conservation Area.

DECORATION

- 17.1 Maintenance of decoration will not require planning permission provided it is like-for-like. Many windows, doors and door frames were painted off white (BS 10B 15 [this is the colour used on the street nameplates], or BS 08B 15) giving a more mellow appearance than white paint.
- 17.2 External wall surfaces should only be painted where this was originally intended and colours should be as close to the original as possible, normally buff or cream.
- 17.3 Weatherboarding, trellis-work, oak gates and posts require no treatment but may be protected with a colourless preservative.
- 17.4 Original colours for shutters, rear doors and garage doors include off white or green such as BS 14C 39 [this is the colour used on the street nameplates], BS 12C 39 and 'Collins Green', a pale green with a hint of blue (no BS number).
- 17.5 To retain the original appearance, rainwater goods and other external pipework and ironwork should be painted black. The application of bituminous paint will help to prolong their life. Note that some rainwater goods in the northern part of the estate were originally unpainted grey enamelled steel.

Appendix 1

Article 4 Direction

FIRST SCHEDULE

DEVELOPMENT FOR WHICH PLANNING PERMISSION WILL NOW BE REQUIRED

- a) The enlargement, improvement or other alteration of a dwellinghouse where any part of the enlargement, improvement or other alteration is on the front or side elevation, being development comprised within Class A of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- b) The enlargement of a dwellinghouse consisting of an addition or alteration to its roof where any part of the enlargement is on the front or side elevation, being development comprised within Class B of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- c) Any other alteration to the roof of a dwellinghouse where any part of the alteration is on the front or side elevation, being development comprised within Class C of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- d) The erection or construction of a porch outside any external door of a dwelling house, being development comprised within Class D of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- e) The provision, within the curtilage of a dwelling house of a building, enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwelling house as such or improvement or other alteration of such a building or enclosure being development comprised within Class E of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- f) The provision within the curtilage of a dwelling house of a hard surface for any purpose incidental to the enjoyment of the dwelling house as such; or the replacement in whole or in part of such a surface, being development comprised within Class F of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- g) The installation, alteration or replacement of a chimney, flue or soil and vent pipe on a dwellinghouse, being development comprised within Class G of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- h) The installation, alteration or replacement of a microwave antenna on a dwellinghouse or within the curtilage of a dwellinghouse where the microwave antenna is on the front or side elevation, being development comprised within Class H of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- i) The erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure where the gate, fence, wall or other means of enclosure erected or constructed adjacent to a highway used by vehicular traffic, waterway or public open space, being development comprised within Class A of Part 2 of Schedule 2 to the Order and not being development comprised within any other class;
- j) The painting of the exterior of any building or work where the exterior is on the front or side elevation, being development comprised within Class C of Part 2 of Schedule 2 to the Order and not being development comprised within any other class;
- k) Any building operation consisting of the demolition of the whole or any part of any gate, fence, wall or other means of enclosure where the gate, fence, wall or other means of enclosure is on the front or side elevation, being development comprised within Class B of Part 31 of Schedule 2 to the Order and not being development comprised within any other class;

**SECOND SCHEDULE
LAND TO WHICH THIS DIRECTION RELATES**

- i. All those properties in Ethelburt Avenue
- ii. Numbers 9-33 inc Stoneham Lane
- iii. Numbers 42-88 (evens) and 51-79 (odds) inc Bassett Green Road
- iv. Numbers 1-4 and 9-12 inc Field Close
- v. Numbers 1-43 (odds) and 2-32 (evens) inc Leaside Way

Appendix 2

Summary of the relevant national and local planning policies National planning policy framework, March 2012

Conserving and enhancing the historic environment

126. Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. In doing so, they should recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance. In developing this strategy, local planning authorities should take into account:

- the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;
- the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;
- the desirability of new development making a positive contribution to local character and distinctiveness; and
- opportunities to draw on the contribution made by the historic environment to the character of a place.

127. When considering the designation of conservation areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest.

City Of Southampton Local Plan Review – Adopted Version (March 2006) Policies that remain in operation from 20th January 2010

Sustainable Development Principles

SDP 7 Context

Development which would cause material harm to the character and/or appearance of an area will not be permitted.

Proposals should:

- (i) be compatible with existing landforms and natural features that contribute to the quality of the local environment;
- (ii) retain, and where possible enhance, important existing urban spaces, townscape, parkland, natural or historical features;
- (iii) respect the existing layout of buildings within the streetscape;
- (iv) respect the scale, density and proportion of existing buildings;
- (v) integrate into the local community.

SDP 9 Scale, Massing and Appearance

Planning permission will only be granted where the building design is of a high quality.

Proposals should respect their surroundings in terms of:

- (i) scale, massing and visual impact;
- (ii) the impact on the skyline;
- (iii) the quality and use of materials;
- (iv) the quality and use of architectural detailing;
- (v) the impact on surrounding land uses and local amenity

Appendix 3

Non Statutory Guidance for Owners

Roofs

Common problems with roofs include decayed roofing felt, and broken and slipped tiles caused by the failure of nibs or nails with secure the tiles to the battens.

Access to the roof while works are underway presents an opportunity to check the structure of the roof and the condition of rainwater goods, soffits, fascias and other usually inaccessible parts of the house.

Rainwater Goods

Cast iron gutters, downpipes and hoppers require regular maintenance and repainting. The replacement of individual sections of cast iron is suggested where possible, although painted aluminium is an acceptable alternative.

The use of black painted wooden plates to support downpipes enable easier access to the rear of the pipe for maintenance and is a technically superior method of securing downpipes to the property.

Doors

Loose timber joints and broken hinges can lead to distortion of the door and a lack of painting or varnishing can lead to water penetration and rot. The original doors are soundly constructed with good quality timber and can be repaired by a competent joiner. Over-elaborate lacquered brass ironmongery should be avoided.

Boundaries.

Landscaped front gardens with and without boundary hedges are an important feature of the Bassett Green Estate. This mixture of open and planted frontages reinforces the garden suburb character of the estate. Sections of dying or diseased hedges should be grubbed out and replaced with original species.

Historic Environment

HE 1 New Development in Conservation Areas

Where development is proposed in a conservation area, adjacent to it, and affecting its setting or views into and out of the area, such development:

- (i) must preserve or enhance the character and appearance of the conservation area, having regard to the Conservation Area Character Appraisal where available;
- (ii) must be accompanied by a design statement as set out by the city council's Development Design Guide for the City;
- (iii) must be of sufficient detail to enable a full assessment of the proposal to be made.

HE 2 Demolition in Conservation Areas

Consent will be refused for the demolition of an unlisted building in a conservation area unless:

- (i) the building does not make a positive contribution to the area's character or appearance as assessed against the area character appraisal where available; or
- (ii) the condition of the building and the cost of repairing and maintaining it outweigh its importance, and every possible effort has been made, without success to continue the existing use or to find a suitable alternative use.

Applications for consent to demolish should be accompanied by an associated planning application for the comprehensive redevelopment of the site.

Southampton City Council, Core Strategy – Adopted Version Jan 2010

Policy CS 14 – Historic Environment

The Council will safeguard from inappropriate development and, where appropriate, enhance important historical assets and their settings and the character of areas of acknowledged importance including listed buildings, conservation areas, sites of archaeological importance and their setting and parks and gardens of special historic interest. The Council will promote the retention of buildings and structures of local architectural or historical importance identified on the Local List.

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TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 2015 AS AMENDED

DIRECTION MADE UNDER ARTICLE 4(1) TO WHICH ARTICLE 5 APPLIES

Ethelburt Avenue (Conservation Area)

WHEREAS Southampton City Council, being the appropriate local planning authority within the meaning of article 4 of the Town and Country Planning (General Permitted Development) Order 2015 (“the Order”), is satisfied that it is expedient that development of the descriptions set out in the First Schedule below should not be carried out on the land set out in the Second Schedule below, **edged and filled in red on the attached plan**, unless planning permission is granted on an application made under Part III of the Town and Country Planning Act 1990 as amended,

NOW THEREFORE the said Council in pursuance of the power conferred on them by article 4(1) of the Town and Country Planning (General Permitted Development) Order 2015 hereby direct that the permission granted by article 3 of the said Order shall not apply to development on the said land of the descriptions set out in the Schedules below:

FIRST SCHEDULE

DEVELOPMENT FOR WHICH PLANNING PERMISSION WILL NOW BE REQUIRED

- a) The enlargement, improvement or other alteration of a dwellinghouse where any part of the enlargement, improvement or other alteration is on the front or side elevation, being development comprised within Class A of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- b) The enlargement of a dwellinghouse consisting of an addition or alteration to its roof where any part of the enlargement is on the front or side elevation, being development comprised within Class B of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- c) Any other alteration to the roof of a dwellinghouse where any part of the alteration is on the front or side elevation, being development comprised within Class C of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- d) The erection or construction of a porch outside any external door of a dwelling house, being development comprised within Class D of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- e) The provision, within the curtilage of a dwelling house of a building, enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwelling house as such or improvement or other alteration of such a building or enclosure being development comprised within Class E of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- f) The provision within the curtilage of a dwelling house of a hard surface for any purpose incidental to the enjoyment of the dwelling house as such; or the replacement in whole or in part of such a surface, being development comprised within Class F of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- g) The installation, alteration or replacement of a chimney, flue or soil and vent pipe on a dwellinghouse, being development comprised within Class G of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;
- h) The installation, alteration or replacement of a microwave antenna on a dwellinghouse or within the curtilage of a dwellinghouse where the microwave antenna is on the front or side elevation, being development comprised within Class H of Part 1 of Schedule 2 to the Order and not being development comprised within any other class;

- i) The erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure where the gate, fence, wall or other means of enclosure erected or constructed adjacent to a highway used by vehicular traffic, waterway or public open space, being development comprised within Class A of Part 2 of Schedule 2 to the Order and not being development comprised within any other class;
- j) The painting of the exterior of any building or work where the exterior is on the front or side elevation, being development comprised within Class C of Part 2 of Schedule 2 to the Order and not being development comprised within any other class;
- k) Any building operation consisting of the demolition of the whole or any part of any gate, fence, wall or other means of enclosure where the gate, fence, wall or other means of enclosure is on the front or side elevation, being development comprised within Class B of Part 31 of Schedule 2 to the Order and not being development comprised within any other class;

SECOND SCHEDULE

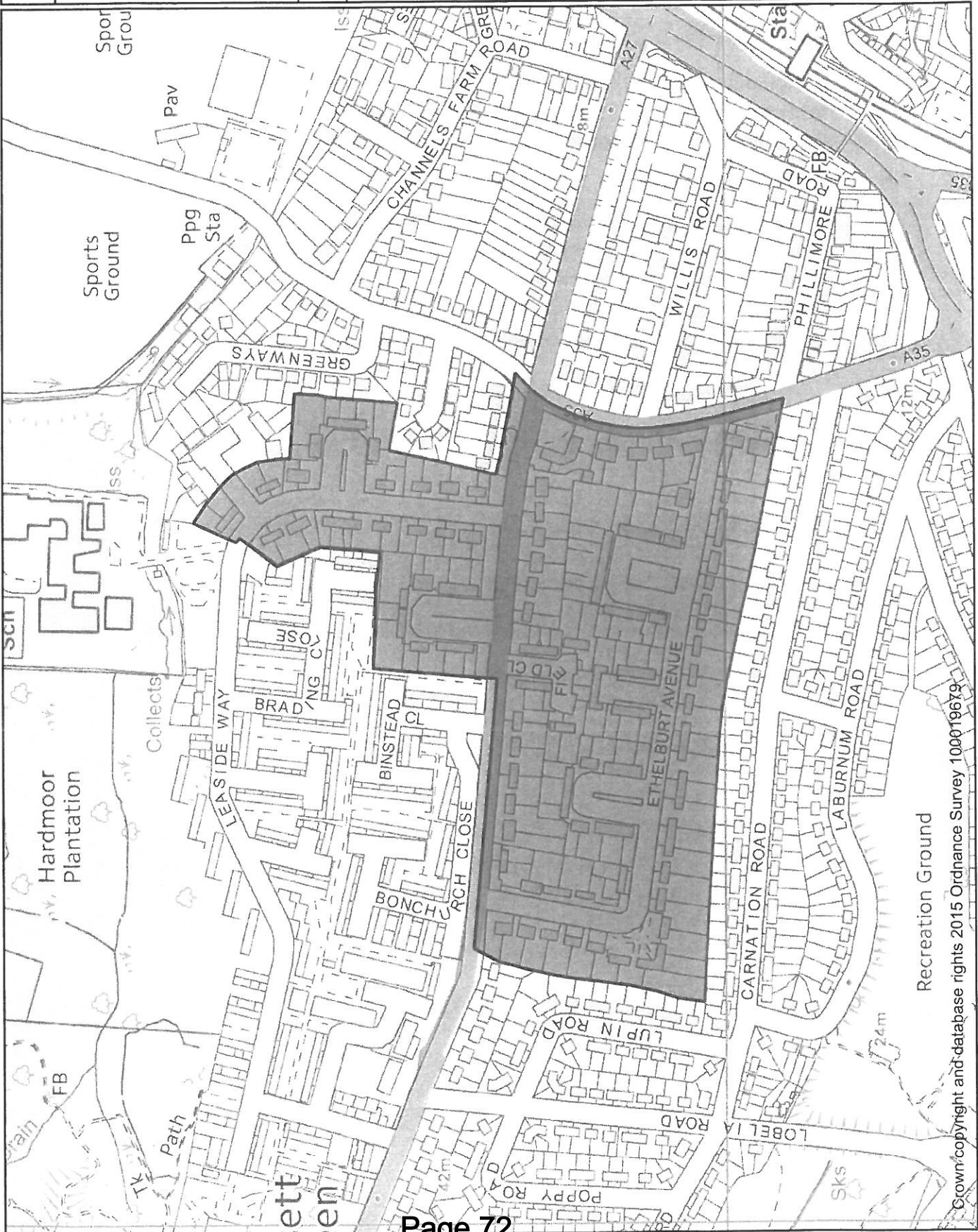
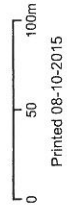
LAND TO WHICH THIS DIRECTION RELATES

- i. All those properties in Ethelburt Avenue
- ii. Numbers 9-33 Inc Stoneham Lane
- iii. Numbers 42-88 (evens) and 51-79 (odds) inc Bassett Green Road
- iv. Numbers 1-4 and 9-12 inc Field Close
- v. Numbers 1-43 (odds) and 2-32 (evens) inc Leaside Way

Bassett Green Estate

Extent of Conservation Area.

Conservation Areas



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Made under the Common Seal of Southampton
City Council this xx day of xxx 2015

The Common Seal of the Council was affixed to
this Direction in the presence of

.....

Authorised Signatory

DECISION-MAKER:	CABINET COUNCIL		
SUBJECT:	CHANGES TO EXISTING REVENUE AND CAPITAL BUDGETS		
DATE OF DECISION:	20 OCTOBER 2015 18 NOVEMBER 2015		
REPORT OF:	CABINET MEMBER FOR FINANCE		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Mel Creighton	Tel: 023 8083 4897
	E-mail:	mel.creighton@southampton.gov.uk	
CFO:	Name:	Andrew Lowe	Tel: 023 8083 2049
	E-mail:	Andrew.Lowe@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
None			

BRIEF SUMMARY:

The purpose of this report is to set out further savings in advance of the budget setting for 2016/17 and to outline the main issues to be addressed in considering the Cabinet's recommendations to Council on 18 November 2015.

This follows the report to Cabinet on 18 August 2015 opening consultation on a further £10.3M of savings proposals in 2015/16 and £9.4M savings proposals for 2016/17. The report recommends approval of these savings following the consultation period.

RECOMMENDATIONS:

Cabinet Recommends Full Council to:

- (i) To note the current 2015/16 General Fund revenue position as detailed in paragraph 11.
- (ii) To note the Medium Term Financial Forecast will be further updated for the November budget report to Cabinet.
- (iii) To approve the savings proposals, as set out in Appendix 1 to this report and paragraph 16 to 23.
- (iv) To approve the use of reserves in 2015/16 to manage any potential shortfall in capital receipts resulting from timing delays of actual receipt as a result of complex land disposals as detailed in paragraph 22.
- (v) To note the remaining budget shortfall for 2016/17 to 2019/20 as set out in paragraphs 24 to 26.
- (vi) Delegate authority to the Chief Financial Officer to action all budget changes arising from the approved efficiencies, income and service reductions and incorporate any other approved amendments into the

General Fund Estimates.

- (vii) Delegate authority to the Chief Financial Officer (CFO) following consultation with the Cabinet Member for Finance to do anything necessary to give effect to the recommendations in this report.

COUNCIL

It is recommended that Council:

- (i) To note the current 2015/16 General Fund revenue position as detailed in paragraph 11.
- (ii) To note the Medium Term Financial Forecast will be further updated for the November budget report to Cabinet.
- (iii) Approve the savings proposals, as set out in Appendix 1 to this report and paragraph 16 to 23.
- (iv) Approve the use of reserves in 2015/16 to manage any potential shortfall in capital receipts resulting from timing delays of actual receipt as a result of complex land disposals as detailed in paragraph 22.
- (v) Note the remaining budget shortfall for 2016/17 to 2019/20 as set out in paragraphs 24 to 26.
- (vi) Delegate authority to the Chief Financial Officer to action all budget changes arising from the approved efficiencies, income and service reductions and incorporate any other approved amendments into the General Fund Estimates.
- (vii) Delegate authority to the Chief Financial Officer (CFO) following consultation with the Cabinet Member for Finance to do anything necessary to give effect to the recommendations in this report.

REASONS FOR REPORT RECOMMENDATIONS:

1. The recommendations have been put forward to ensure that savings proposals are advanced and policy changes are implemented as early as possible as part of the budget process for 2016/17.
2. The current medium term financial forecast highlights the challenges facing the Authority. This combined with potential impact of reductions in future spending levels for Local Government make it imperative that proposals for 2016/17 onwards are developed and savings achieved as early as possible.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:

3. The Executive could choose to only progress savings as part of the annual budget process through the November budget report leading to the setting of the Council Tax in February 2016. However, recognising the importance of seeking to effect change at the earliest opportunity, and to deliver savings in a timely fashion, the Executive put forward a range of savings proposals for early consultation in August 2015.

The intention being to allow some of the proposals to be implemented in the current financial year and thus deliver in year savings which can contribute to the overall forecast adverse position for 2015/16, and the budget gap for 2016/17 onwards, allowing time to fully consult on other

proposals which the Executive wish to implement from April 2016 onwards. Alternative options may be presented to Cabinet at the meeting in November at which a decision on a number of the proposals will be taken after the end of the consultation process.

DETAIL (Including consultation carried out):

CONSULTATION

4. The proposals put forward were subject to consultation with the Council's Management Team and relevant Cabinet Members.
5. Consultation has been undertaken with trades unions and staff affected by the proposals in line with the agreed HR policies.
6. Full consultation was undertaken with any people or organisations affected by the proposals to ensure all options have been considered.

EQUALITY IMPACT ASSESSMENT

7. The Equality Duty is a duty on public bodies which came into force on 5 April 2011 and requires the Council to show that it has 'had regard' to the impact of its decisions on its equality duties and the need to advance equality of opportunity between people who have protected characteristics and those who do not.
8. While the Equality Duty does not impose a legal requirement to conduct an Equality Impact Assessment (EIA), it does require public bodies to show how they considered the Equality Duty and that they have been consciously thinking about the aims of the Equality Duty as part of the process of decision-making. To comply with these requirements as well as the Community Safety legislation, the Council has used its existing Impact Assessment framework so that it can ensure the use of a consistent, council wide mechanism to evidence how decision making took into account equality and safety considerations.
9. Individual EIAs have been completed by Directors and Senior Managers for those proposals contained in Appendix 1 that they identified require such an assessment, as they could have an adverse impact on a particular group or individuals. The individual EIAs will be published on the Council's website. For proposals that relate to contractual or commissioning arrangements, further work will be undertaken to assess the impact.

HR POLICY CHANGES

10. Details of proposed HR Policy Changes were included in the August Cabinet report, setting out the proposed consultation on changes to the Organisational Change Policy and the Redeployment Policy. The changes intend to align the redeployment period to the contractual notice period, with the maximum redeployment period therefore being 3 months (depending on grade and length of service). Consultation has not yet been concluded and the results will be reported to Cabinet in due course

2015/16 SPENDING PRESSURES

11. The Corporate Revenue Financial Monitoring for the Period to the end of 30 June 2015 gave details of the 2015/16 forecast outturn position. The report detailed an overspend position for the year of £9.43M. The latest position at the end of August 2015 now shows a reduced forecast overspend position for the year of £3.77M, a reduction of £5.66M. This reduction is primarily due to release of the risk fund provision of £4.94M; one off income of £0.56M from the successful legal settlement of a contractual dispute; and a review of investment and borrowing activity releasing a further sum of £0.5M. A full update of the position to the end of September 2015 will be presented to Cabinet in November 2015.

MEDIUM TERM FINANCIAL STRATEGY (MTFS) AND BUDGET SAVINGS REQUIREMENT 2016/17 to 2020/21

12. The Medium Term Financial Strategy agreed at Council on the 11 February 2015 set out a £90M savings target for the period 2016/17 to 2019/20. The profile of the target is set out in the following table:

13. **TABLE 1 NET SAVINGS REQUIREMENT**

	2016/17	2017/18	2019/20	2020/21
	£M	£M	£M	£M
Expenditure	198.9	210.2	220.9	231.7
Funding Available	(159.8)	(149.6)	(143.2)	(141.6)
Net Saving Requirement	39.1	60.7	77.7	90.1
Annual Saving Requirement	39.1	21.6	17.0	12.4

14. The report to Cabinet on the 18 August 2015 detailed the items set out in the Budget Speech on 8 July 2015 by the Chancellor that may affect the MTFS model going forward. It highlighted the challenges facing the Authority and identified an updated roll forward gap for 2016/17 to 2018/19 before taking into account any further revenue developments, pressures or savings.

Medium Term Financial Strategy Model Update

15. A full update of the MTFS Model will be included in the November report.

OPTIONS FOR SAVINGS

16. The scale of both the in-year and future financial challenge facing the Council combined with the potential impact of an ongoing difficult economic position make it imperative that proposals for 2016/17 onwards are developed and savings achieved as early as possible.
17. The report to Cabinet 18 August 2015 set out draft proposals for consultation. Appendix 1 sets out the Executive’s recommendations for efficiencies, income and service reductions in detail.
18. Where possible these will be implemented as soon as practicable in the current financial year. The proposals include savings of £10.3M in 2015/16. It was expected that this sum would not be used to address the 2016/17 gap due to the adverse variance being reported in the monitoring report for the period ending June 2015, as detailed in paragraph 11. This position will be reviewed as part of the November budget report and the review of the MTFS

Model.

19. The proposed 2016/17 saving is £9.4M, £3.9M of which is a recurrent saving, leaving £5.5M as non-recurrent savings, which by their nature will add to the budget gap in 2017/18.
20. Where possible the intention is to take steps during 2015/16 to implement the savings so that they become fully delivered from 1 April 2016.
21. Approval is now sought to implement all of the savings detailed in Appendix 1.
22. It should be noted that one of the proposals, to utilise capital receipts to repay debt enabling a Minimum Revenue Provision (MRP) holiday, is currently being reviewed in light of the level of actual capital receipts now expected to be received in 2015/16. Whilst there are several significant land disposals currently being actioned it is now expected that the receipt for these disposals will now be received in 2016/17 due to the complexity of the disposals.
23. The current MRP Policy was approved at Council on 15 July 2015 as part of the report entitled Review of Prudential Limits and Treasury Management Outturn 2014/15. This policy delegates authority to the Chief Financial Officer to determine the use of capital receipts as well as the most prudent amount of MRP set aside. Following on from this how any shortfall in receipts will be dealt with will form part of this remit and will be reported within the quarterly budget monitoring reports as we progress towards the close of the financial year, with the final position reported in the Councils Revenue Outturn Report

REMAINING BUDGET GAP

24. Table 2 sets the remaining gap should the savings contained within Appendix 1 be recommended to proceed.

TABLE 2 REMAINING BUDGET GAP

	2016/17	2017/18	2018/19	2019/20
	£M	£M	£M	£M
Net Savings Requirement	39.1	60.7	77.7	90.1
Savings as per Appendix 2	(9.4)	(3.9)	(5.9)	(5.9)
Remaining Budget Gap	29.7	56.8	71.8	84.2
Annual Remaining Budget Gap	29.7	27.1	15.0	12.4

26. Further work is ongoing to identify additional savings to close the remaining budget shortfall for 2016/17, and these will be brought forward to Cabinet in November for consideration and agreement to proceed to consultation, with final approval being sought by Cabinet and Council in February 2016. Included within the November report will be an update on the overall financial position and the identification of any remaining budget gap for 2016/17.
27. In addition, an exercise is being undertaken to review all council services against a priorities and outcomes matrix (Outcomes Based Budgeting) to identify those services where further efficiencies and reductions may achieve further savings to address the remaining budget gap

STAFFING IMPLICATIONS

28. It is inevitable that when the Council is faced with such a significant funding shortfall, that the savings proposals put forward by the Council will have an impact on staff cost and staff numbers.
29. Aware of this fact, the Council has continued to have in place a carefully planned approach to recruitment, ensuring that vacant posts have only been recruited to where absolutely necessary.
30. At this stage, based on the savings proposals contained in this report, 4.33 FTE posts are potentially affected of which 1.33 are currently vacant and 3.00 are in post and would be at risk of redundancy.
31. It is anticipated that further proposals that will have an impact on staffing will be brought forward in the November budget report.
32. Through the consultation process the Executive are keen to explore all avenues with the Trade Unions and staff to minimise the level of the proposed potential staffing redundancies. The City Council has an excellent past record of using its redeployment policies to minimise any compulsory redundancies arising out of the budget proposals.

Property/Other:

33. None.

LEGAL IMPLICATIONS:

Statutory power to undertake proposals in the report:

34. Local Government Acts 1972, 2000 and 2003 and Local Government Finance Act 1992.

Capital/Revenue:

35. The revenue and capital implications are as set out in the report.

Other Legal Implications:

36. Not applicable.

POLICY FRAMEWORK IMPLICATIONS:

37. This report proposes variations to the budget that was approved by Council on 11 February 2015.

KEY DECISION? Yes/No

WARDS/COMMUNITIES AFFECTED:

SUPPORTING DOCUMENTATION

1	Summary of Savings Proposals
2	Summary of Efficiencies, Additional Income and Service Reductions

Documents In Members' Rooms: None

Integrated Impact Assessment

Do the implications/subject of the report require an Integrated Impact	Yes
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Assessment (IIA) to be carried out.	
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Other Background Documents

Integrated Impact Assessment and Other Background documents available for inspection at:

Title of Background Paper(s)

Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

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SUMMARY OF SAVINGS PROPOSALS

	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000
<u>Portfolio</u>				
Communities, Culture & Leisure	0.0	(29.0)	(29.0)	(29.0)
Environment & Transport	0.0	(165.0)	(180.0)	(220.0)
Finance	(8,402.0)	(7,849.0)	(2,380.0)	(4,297.0)
Housing & Sustainability	0.0	(22.0)	(22.0)	(22.0)
Leader's	(1,945.0)	(1,316.0)	(1,316.0)	(1,316.0)
Total Savings Proposals	(10,347.0)	(9,381.0)	(3,927.0)	(5,884.0)

IMPACT OF PROPOSALS ON STAFFING

<u>Portfolio</u>	<u>FTE in Post</u>	<u>FTE Vacant</u>	<u>FTE Total</u>
Communities, Culture & Leisure	2.00	0.00	2.00
Environment & Transport	0.00	0.00	0.00
Finance	0.00	0.00	0.00
Housing & Sustainability	0.00	0.83	0.83
Leader's	1.00	0.50	1.50
Total	3.00	1.33	4.33

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Portfolio Ref	Service Activity	Description of Item	2015/16 Part Year Saving £000	2016/17 £000	2017/18 £000	2018/19 £000	Implementation Cost	FTE In Post	FTE Vacant	Head of Service
Communities, Culture & Leisure - Efficiencies										
CCL1	Heritage, Collections & Management	Reorganisation of visitor services team within arts and heritage to improve efficiency and increase effectiveness at point of delivery.	0	(29)	(29)	(29)	0	2.00	0.00	Mike Harris
Sub Total			0	(29)	(29)	(29)	0	2.00	0.00	
Communities, Culture & Leisure Total			0	(29)	(29)	(29)	0	2.00	0.00	
Environment & Transport Efficiencies										
E&T 1	City Services - Waste Management	Recycling of Road Sweepings.	0	(25)	(25)	(25)	0	0.00	0.00	Mitch Sanders
E&T 2	City Services - Waste Management	Reducing waste sent to landfill.	0	(25)	(25)	(25)	0	0.00	0.00	Mitch Sanders
E&T 3	City Services - Waste Management	Waste Disposal Contract Savings.	0	(25)	(40)	(60)	0	0.00	0.00	Mitch Sanders
E&T 4	City Services - Waste Management	HWRC management contract savings.	0	(60)	(60)	(80)	0	0.00	0.00	Mitch Sanders
Sub Total			0	(135)	(150)	(190)	0	0.00	0.00	
Environment & Transport Income										
E&T 5	City Services - Waste Management	Grant Income - Recycling.	0	(30)	(30)	(30)	0	0.00	0.00	Mitch Sanders
Sub Total			0	(30)	(30)	(30)	0	0.00	0.00	
Environment & Transport Total			0	(165)	(180)	(220)	0	0	0	
Finance Efficiencies										
FIN 1	IT Services	Savings achieved from renewal of Vodaphone Contract.	(35)	(35)	(35)	(35)	0	0.00	0.00	Kevin Foley
FIN 2	IT Services	Reduction in cost of software licence agreements.	(38)	(38)	(38)	(38)	0	0.00	0.00	Kevin Foley
FIN 3	Partnership	Updated assumptions for Parking Cost liability for staff that transferred to Capita.	(26)	(26)	(26)	(26)	0	0.00	0.00	Rob Harwood
FIN 4	IT Services	Reduced cost of Internet Lines.	(28)	(28)	(28)	(28)	0	0.00	0.00	Rob Harwood
FIN 5	Partnership	Savings achieved from partnership contracts.	0	0	0	(2,000)	0	0.00	0.00	Andy Lowe
FIN 6	Business Support	Additional savings achieved from Phase 1 of the Business Support Review.	0	(120)	(120)	(120)	0	0.00	0.00	Andy Lowe
FIN 7	Finance Service	Review of method for assessing Minimum Revenue Provision for Post 2008 Borrowing	(800)	(800)	(800)	(800)	0	0.00	0.00	Andy Lowe
FIN 8	Finance Service	Review set aside for Pre 2008 Borrowing	(1,475)	(1,402)	(1,333)	(1,250)	0	0.00	0.00	Andy Lowe
FIN 9	Finance Service	Utilise capital receipts to repay debt enabling a MRP holiday	(6,000)	(5,400)	0	0	0	0.00	0.00	Andy Lowe
Sub Total			(8,402)	(7,849)	(2,380)	(4,297)	0	0.00	0.00	
Finance Total			(8,402)	(7,849)	(2,380)	(4,297)	0	0	0	

Portfolio Ref	Service Activity	Description of Item	2015/16 Part Year Saving £000	2016/17 £000	2017/18 £000	2018/19 £000	Implementation Cost	FTE In Post	FTE Vacant	Head of Service
<u>Housing & Sustainability Reductions</u>										
HS 1	Housing Renewal	Reduce hours from vacant post in Housing Renewal and Delivery (Housing Development Officer)	0	(11)	(11)	(11)	0	0.00	0.33	Barbara Compton
HS 2	Housing Renewal	Delete vacant post supporting Economic Development function.	0	(11)	(11)	(11)	0	0.00	0.50	Barbara Compton
Sub Total			0	(22)	(22)	(22)	0	0.00	0.83	
Housing & Sustainability Total			0	(22)	(22)	(22)	0	0.00	0.83	
<u>Leader's Efficiencies</u>										
LEAD 1	Property Services	Savings from utilities (based on anticipated usage now all staff consolidated into one building); reduction in legal and policy compliance work, and staff reduction.	(50)	(137)	(137)	(137)	0	1.00	0.00	Rodger Hawkyard
LEAD 2	Property Portfolio Management	Savings on property management budget (valuation and estates function); saving on central budget for managing surplus property after being declared surplus by service areas prior to disposal; and saving on budget for Council to comply with its landlord obligations in respect of investment property.	(40)	(130)	(130)	(130)	0	0.00	0.00	Rodger Hawkyard
LEAD 3	Property Services	Reduction in required Corporate Health & Safety costs.	(40)	(40)	(40)	(40)	0	0.00	0.00	John Spiers
Sub Total			(130)	(307)	(307)	(307)	0	1.00	0.00	
<u>Leader's Reductions</u>										
LEAD 4	Central Repairs & Maintenance	Saving on central R&M budget for planned and reactive repairs.	(100)	(200)	(200)	(200)	0	0.00	0.00	Rodger Hawkyard
LEAD 5	Property Services	Savings proposed linked to less condition surveys on council buildings; reducing/removal of ad hoc advice unless funded by service areas/project budgets; and reduction in bridge surveys.	(60)	(150)	(150)	(150)	0	0.00	0.00	Rodger Hawkyard
LEAD 6	Property Services	Reduced requirement of revenue financing to fund capital spend for final stage of Accommodation Strategy as a result of a review of further changes to accommodation or implementing new ways of working.	(700)	0	0	0	0	0.00	0.00	Rodger Hawkyard
LEAD 7	Development & Economy	Reduce contribution to Solent Economic Investment Service	0	(10)	(10)	(10)	0	0.00	0.50	Barbara Compton
LEAD 8	Property Services	One off reduction in bad debt provision for loss of rental income on Investment Properties.	(955)	0	0	0	0	0.00	0.00	Andy Lowe
LEAD 9	Property Services	Delete Annual Sinking Fund Contributions for One Guildhall Square and Civic Centre.	0	(649)	(649)	(649)	0	0.00	0.00	Andy Lowe
Sub Total			(1,815)	(1,009)	(1,009)	(1,009)	0	0.00	0.50	
Leader's Total			(1,945)	(1,316)	(1,316)	(1,316)	0	1.00	0.50	
Grand Total			(10,347)	(9,381)	(3,927)	(5,884)	0	3.00	1.33	

DECISION-MAKER:	CABINET MEMBER FOR EDUCATION AND CHILDREN'S SOCIAL CARE		
SUBJECT:	STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (SACRE) – AMENDMENTS TO CONSTITUTION		
DATE OF DECISION:	20 OCTOBER 2015		
REPORT OF:	INTERIM PRINCIPAL OFFICER FOR EDUCATION AND EARLY YEARS, PEOPLE		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Sue Lawrence	Tel: 023 8083 3569
	E-mail:	susan.lawrence@southampton.gov.uk	
Director	Name:	Interim Principal Officer for Education and Early Years, People	Tel: 023 8083 3347
	E-mail:	robert.hardy@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY	
None	
BRIEF SUMMARY	
The Cabinet Member is requested to comment upon the amendments to the Constitution of the Standing Advisory Council for Religious Education (SACRE) and to formally adopt the amended Constitution.	
RECOMMENDATIONS:	
(i)	To adopt the amended Constitution as attached at Appendix 1.
REASONS FOR REPORT RECOMMENDATIONS	
1.	The Constitution of the SACRE is reviewed annually in line with the Constitution and good practice.
2.	Amendments have been made to the Constitution to reflect internal and external organisational changes and to update some anomalies.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
3.	To not amend the Constitution and not submit a report. The SACRE had identified a number of anomalies in its Constitution which required amendments to reflect organisational changes that had occurred inside the City Council and to external organisations.
DETAIL (Including consultation carried out)	
4.	Members of the SACRE have had the opportunity to comment on the proposed amendments. The SACRE supported the amendments and approved the attached, amended Constitution at its meeting on Monday, 20 April 2015.
5.	Amendments to Section 2 of the Constitution refer to the changes to the organisations to which the Annual Report would be circulated.

6.	Amendments to Section 9 refer to membership on the SACRE of teaching associations and with regard to the teaching of religious education in all schools (other than independent schools) in the City.
7.	Amendments to Sections 9.9, 9.11 and 15.2 reflect organisational changes within SCC; and in Section 9.11 the change is to provide a more generic designation for the Cabinet Member with responsibility for the SACRE to negate the necessity of further Constitutional changes relating to changes to the Executive.
8.	Other minor changes throughout are typographical or to improve the document format.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
9.	The SACRE has been allocated £7,300 April 2015-2017 from the Education and Children's Social Care budget to support operational activities. It will also support the Agreed Syllabus Review and its launch and implementation for all schools.
<u>Property/Other</u>	
10.	None.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
11.	The SACRE has been established pursuant to the Education Reform Act 1988.
<u>Other Legal Implications:</u>	
12.	None.
POLICY FRAMEWORK IMPLICATIONS	
13.	The work of the SACRE contributes to the policy development of the City Council.

KEY DECISION?	No
WARDS/COMMUNITIES AFFECTED:	
The SACRE is a Citywide body and its remit covers the whole City, however any amendments to the Constitution will only have an administrative affect and therefore do not affect any ward.	

SUPPORTING DOCUMENTATION

Appendices

1.	Draft SACRE Constitution with tracked amendments
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Documents In Members' Rooms

1.	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out.	No
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Privacy Impact Assessment

Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.	No
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Other Background Documents

Equality Impact Assessment and Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None

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SOUTHAMPTON CITY COUNCIL

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)

CONSTITUTION

1 AIM

- 1.1 The aim of the SACRE is to provide advice to the Authority upon such matters connected with collective worship in schools, and the religious education to be taught in accordance with an agreed syllabus.

2 OBJECTIVES

- 2.1 The core objectives of the SACRE are:

- to provide independent consultation and detailed scrutiny on any matters within its scope of interest;
- to determine any application from the headteacher of a City school, following consultation with the governing body, for an amendment to the requirement that collective worship be wholly or mainly of a broadly Christian character; and
- to publish an annual report which:
 - i. specifies any matters on which the SACRE has advised the Authority;
 - ii. broadly describes the nature of that advice; and
 - iii. sets out its reasons for offering advice on any matters which were not initially referred to the SACRE by the Authority.

In addition to making the report available for public inspection, a copy shall be sent to the relevant Government Department (currently Ofqual) Qualifications and National Curriculum Authority (QCA) and to the National Association of SACREs (NASACRE) as well as any other organisations the SACRE deems appropriate. ~~such other organisations, including County, Foundation and Voluntary Schools and Academies and local teacher training institutions as the SACRE considers appropriate.~~

3 SCOPE OF INTEREST

- 3.1 The scope of interest of the SACRE shall include:

- any such matters connected with collective worship in City schools, and the religious education to be taught in accordance with an agreed syllabus as the Authority may refer to the SACRE, or as the SACRE may consider appropriate; and

- the statutory duty of the Authority to review its agreed syllabus every five years and to convene an Agreed Syllabus Conference.

4 **RELATIONSHIP OF THE SACRE WITH THE LOCAL AUTHORITY**

- 4.1 The SACRE will have a separate identity and independent voice within the arrangements. The SACRE should be consulted by the Local Authority on any issues falling within its scope of interest.

5 **ACCOUNTABILITY AND BUSINESS PLANNING**

- 5.1 The SACRE is independent of the Council. The Education Reform Act 1988 requires the City Council as a Local Authority to establish a SACRE. When reports and actions are required that need to be considered by the Council they will be formally considered by the Cabinet or Cabinet Member or Officer acting under delegated powers.

6 **LEGAL FRAMEWORK**

- 6.1 The SACRE is established pursuant to the Education Reform Act 1988.
- 6.2 To facilitate the effective operation of the SACRE in accordance with its aims, the SACRE will respond as necessary to any further government guidance, legislation or new initiatives impacting upon the areas of responsibility of functions of the SACRE.

7 **THE ACTIVITIES OF THE SACRE**

- 7.1 In pursuit of its aims the SACRE will:-
- operate to a timetable that mirrors the municipal year of the Local Education Authority.
 - hold meetings (including extraordinary meetings) at a time of day and at an appropriate location to allow full participation by members:
 - i. at the Civic Centre and/or other venues;
 - ii. at the end of the school day;
 - iii. or otherwise notified to SACRE members **five5** clear working days before each regular meeting.
 - hold its meetings at least once per term, no less than **three3** times per year;
 - require at least one member from each voting group to be present to constitute a quorum in order to have a fully constituted meeting;

- always seek to operate on a consensus basis. If it is not possible to reach a consensus, members will be required to undertake a formal vote as set out in paragraph 12 of this Constitution¹⁷;
- review and recommend to Cabinet (Cabinet Member) any amendments to its Constitution on an annual basis at the first meeting of each financial year following a formal consultation process with the relevant parties;
- review and adopt the terms of reference for any sub-committees on an annual basis at the first meeting of each financial year following a formal consultation process with the sub-committees;
- keep a written record of all SACRE meetings and meetings of its sub-committees;
- any member of the SACRE may submit items to be included on the agenda of a main meeting of the SACRE supported by a written statement/report to the Chair at least 10 working days before the meeting;
- agenda and reports will be circulated generally at least [five5](#) working days prior to the meeting;
- create sub-committees where necessary;
- be able to ask that the Local Authority consider holding an extraordinary meeting of the SACRE at the written request of at least one member.

Confidential Business

- Report authors are responsible for informing the clerk, in advance, of the status of reports to be included on the Agenda and if they contain confidential or commercially sensitive information and with such items of business, the principles of the Local Government (Access to Information) Act 1985 will apply. Reports that are to be treated as confidential should be marked accordingly and contain the appropriate confidentiality clause.
- Where an item of business before the SACRE is marked as confidential, that item of business will be discussed in private. The professional advisors to the SACRE may attend and speak at the SACRE meetings on consideration of all matters considered in private. Members of the public and observers (including other elected Members or Officers of the Council) shall be excluded from the consideration of any confidential item.

- 8.1 Request for Information under the Freedom of Information Act will be handled in accordance with the Council's published procedures for dealing with such requests.

Any Member of the SACRE receiving a request under the FOIA will be required to pass that request to Legal & Democratic Services within 24 hours of receipt of that request in order that Legal & Democratic Services may deal with the request on behalf of the SACRE within the 20 working day time limit.

Where a request has been made for the disclosure of information covered by a qualified exemption under the Freedom of Information Act 2000 (or other relevant information), the Chair of the SACRE will be invited to attend a Public Interest Test Panel meeting to consider the potential disclosure. If the Chair is unable to attend the meeting the request will be dealt with by the Panel at their discretion. Where the Panel decides that the balance of interest is in favour of the disclosure of the information requested, Legal & Democratic Services will arrange for disclosure. Where the Panel decides that the balance is in favour of the non-disclosure of the information requested, the information requested will be withheld and Legal & Democratic Services will arrange for the reasons for the decision to be communicated in writing. Such decisions will be made after taking any appropriate legal advice in accordance with the Council's published policies and procedures.

9 MEMBERSHIP

- 9.1 The SACRE shall comprise members drawn from four groups, appointed by the Authority, as specified below:

GROUP A

One representative of each of the religions and other bodies listed below:

Christian Denominations

The Roman Catholic Church	The Methodist Church
The Baptist Union	The United Reformed Church
The Religious Society of Friends	The Assemblies of God
The Greek Orthodox Church	The Salvation Army
The Fellowship of Independent Evangelical Churches	

Religions other than Christianity

Judaism	Islam
Hinduism	Sikhism
Buddhism	<u>Baha'i</u>

GROUP B

Four representatives of the Church of England

GROUP C

~~Six~~ teachers representing associations recognised by the Authority for the purposes of consultation and negotiation with one representative per association.

Comment [LS1]: Members queried the need to specify "six"?

GROUP D

Four representatives of the Southampton City Council, at least two of whom shall be elected members of the City Council.

- 9.2 In addition to members drawn from these four groups detailed above, one person appointed ~~by Oasis Community Learning~~ in respect of the Academies, free schools and studio schools operating in the City of Southampton which previously had Community or Voluntary status may sit as a member of the SACRE. Academies are included (for ~~non-voting~~non-voting purposes) simply because they are not technically represented by any other group and deliver part of the public sector curriculum (albeit with a different status to maintained schools) and effectively replace the old concept of Government Maintained schools. Foundation schools are not specifically included because they are effectively covered elsewhere as they are maintained schools (in common with community and Voluntary schools) and are thus represented by other groups already present on the Committee.
- 9.3 The SACRE may co-opt additional persons, including such teachers as may be necessary to ensure adequate representation of teachers who are actively concerned with religious education in primary and secondary schools. Co-options shall be for the period set by the SACRE.
- 9.4 Members of the SACRE, with the exception of co-opted members, shall be appointed for a period of four years.
- 9.5 In accordance with regulations, the Local Authority will review the membership of the SACRE on an annual basis in line with the Constitutional review, and may terminate the membership of any member of the SACRE by giving one month's written notice.
- 9.6 In addition to the term of office coming to an end, a member ceases to be a member of the SACRE if he or she resigns from the SACRE or no longer occupies the office which he or she was nominated to represent.

- 9.7 A member of the SACRE appointed by the Authority may be removed from membership by the Authority at any time if, in the opinion of the Authority, the person ceases to be representative of either the denomination, religious group, association or Academy which he/she was appointed to represent.
- 9.8 Subject to condition 9.7, above, members of the SACRE having served a full term are eligible for re-appointment.
- 9.9 The SACRE will receive support and advice from the [Local Authority School Improvement Officers](#) [School Inspectors](#).
- 9.10 At the discretion of the Chair of the SACRE, Advising Officers can attend SACRE meetings. Advising Officers provide information and professional expertise but are not members of the SACRE and cannot vote.
- 9.11 The [Executive Director, People for Children and Learning](#) and the Executive Member [for Children's Services with responsibility for the SACRE](#) shall have a standing invitation to attend all SACRE and sub committee meetings but are not members of the SACRE and cannot vote. At the discretion of the Chair they may address the meeting.
- 9.12 At the discretion of the Chair of the SACRE, Observers can attend SACRE meetings. Observers are interested individuals who have been invited to attend SACRE meetings. At the discretion of the Chair of the SACRE observers can address the meeting but they are not members of the SACRE and cannot vote.

Meetings of the SACRE are open to the public unless members resolve that an item of business be considered in private session and with such items of business the principles of the Local Government (Access to Information) Act 1985 will apply.

Members of the public do not have a right to speak at any meeting of the SACRE but may address the SACRE at the discretion of the Chair. Members of the public do not have rights to vote.

10 ELECTION AND NOMINATION OF SACRE MEMBERS

- 10.1 Members of the SACRE are responsible for the method by which they elect and nominate their representatives, and each representative group within the SACRE will be responsible for the method by which they elect their representatives.
- 10.2 The membership of existing schools members is valid until such members' terms of office come to an end or they resign or they become otherwise ineligible for membership. When a vacancy does arise, [the authority must appoint a replacement schools member to the SACRE to represent the same group as the retiring member.](#)

10.3 Nomination of members is by a process of self-nomination. The SACRE will formally endorse membership by a simple majority vote at the next available meeting of the SACRE.

11 MEETINGS

11.1 Meetings of the SACRE shall be held in public.

12 VOTING

12.1 On any matter to be decided by the SACRE, the four groups A, B, C, and D shall be entitled to vote and each group shall have a single vote. The Academies' representative and the co-opted members do not have a vote.

12.2 Decisions within a group about how the vote is to be cast do not require unanimity. Each group is to regulate its own proceedings, including provision for resolving deadlock.

12.3 In the event of a tied vote, the Chair shall have the casting vote.

13 CODE OF PRACTICE

13.1 Members of the SACRE will operate in accordance with the Local Code of Conduct for Members. Members are therefore required to sign a declaration in respect of the Code of Conduct and also complete a Register of their Interests.

13.2 Interests, whether personal or prejudicial, should be declared. If a member has a prejudicial interest they should declare that interest and withdraw from the meeting and take no part in the decision.

13.3 Members who fail to attend three consecutive meetings without a satisfactory explanation will have their membership reviewed by the SACRE.

14 CHAIRING

14.1 The Chair and Vice Chair will be appointed from the members of Groups A, B, C and D. Such appointments shall be for the Municipal Year or until the person appointed ceases to be a member of the SACRE, whichever is sooner.

14.2 Persons continuing to be members of the SACRE are eligible for re-appointment to the position of Chair or Vice Chair.

15 SERVICING THE COMMITTEE

15.1 The specific responsibilities of the Chair and Members of the SACRE will be as set out in this Constitution and the Education Reform Act 1988.

15.2 The specific responsibilities of Democratic ~~Support and Member's~~ Services of the City Council will be to:-

- convene meetings of the SACRE;
- arrange accommodation for meetings;
- co-ordinate and act as secretariat to meetings;
- copy, circulate and dispatch appropriate papers; and
- provide appropriate guidance on the operation of local government and other relevant procedures.

15.3 The specific responsibilities of the Professional Advisors to the SACRE will be to:

- provide advice to the SACRE and any ~~sub-sub~~-committee(s) on professional issues; and
- advise and update SACRE members on any new government guidance or policy documents.

16 **DISPUTES AND COMPLAINTS**

16.1 The SACRE is intended to be a collaborative, co-operative body and needs to ensure that no particular sector or member is unduly favored. Problems and issues should normally be debated and resolved at the SACRE meetings. However, if parties feel that these have not been resolved, the following process should be followed and minutes taken.

16.2 Stage 1: The parties who are in dispute meet with the Chair of the SACRE and the Professional Advisor who will assist in finding or recommending a solution.

16.3 Stage 2: A special meeting of the SACRE is convened, with papers prepared by the parties representing different views. The Chair and the Professional Advisor also prepare a paper offering possible options for resolution. If the problem is not resolved, the dispute is referred to Stage 3.

16.4 Stage 3: If the issue is not resolved then guidance or clarification will be sought from the relevant Government Department.

16.5 Complaints from members of the public will be handled by the Council's Complaints Procedure.

17 **NON COMPLIANCE OF ACTIVITIES**

- 17.1 Issues of non-compliance will, in the first instance, be referred to the Chair of the SACRE who will investigate and attempt to reach satisfactory resolution through discussion with the representative of the agency concerned. In the event of satisfactory resolution not being reached, the matter will be referred to the next SACRE meeting.

18 **MONITORING AND INSPECTION**

- 18.1 The effectiveness of the SACRE will be assessed by Internal Review.

OVERVIEW AND SCRUTINY

- 18.2 The SACRE and its members will co-operate with any reasonable request by the Council in respect of its overview and scrutiny functions under Section 21 Local Government Act 2000. Any requests for information or attendance of SACRE members at the relevant overview and scrutiny committee will be made as soon as possible and generally at least 10 days before the meeting.

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