

# Public Document Pack

## Cabinet

Tuesday, 14th July, 2020  
at 4.30 pm

### **PLEASE NOTE TIME OF MEETING**

**PLEASE NOTE:** this will be a 'virtual meeting', a link to which will be available on Southampton City Council's website at least 24hrs before the meeting

#### **Members**

Leader – Councillor Hammond  
Deputy Leader and Cabinet Member for Customer and Organisation – Councillor Rayment  
Cabinet Member for Children and Learning - Councillor Dr Paffey  
Cabinet Member for Culture and Homes – Councillor Kaur  
Cabinet Member for Finance & Income Generation – Councillor Barnes-Andrews  
Cabinet Member for Health and Adults – Councillor Fielker;  
Cabinet Member for Green City and Place – Councillor Leggett  
Cabinet Member for Stronger Communities – Councillor Shields

(QUORUM – 3)

#### **Contacts**

Cabinet Administrator  
Judy Cordell / Claire Heather  
Tel. 023 8083 2766 / 2412  
Email: [XXXX@southampton.gov.uk](mailto:XXXX@southampton.gov.uk)

Service Director – Legal and Business Operations  
Richard Ivory  
Tel: 023 8083 2794  
Email: [richard.ivory@southampton.gov.uk](mailto:richard.ivory@southampton.gov.uk)

## **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](http://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.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public. Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so. Details of the Council’s Guidance on the recording of meetings is available on the Council’s website.

### **Municipal Year Dates (Tuesdays)**

<b>2020</b>	<b>2021</b>
16 June	19 January
14 July	9 February
18 August	23 Feb (budget)
15 September	16 March
20 October	20 April
17 November	
15 December	

### **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](http://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.

Southampton: Corporate Plan 2020-2025 sets out the four key outcomes:

- Communities, culture & homes - Celebrating the diversity of cultures within Southampton; enhancing our cultural and historical offer and using these to help transform our communities.
- Green City - Providing a sustainable, clean, healthy and safe environment for everyone. Nurturing green spaces and embracing our waterfront.
- Place shaping - Delivering a city for future generations. Using data, insight and vision to meet the current and future needs of the city.
- Wellbeing - Start well, live well, age well, die well; working with other partners and other services to make sure that customers get the right help at the right time

## **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.

### **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.

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

There are no matters referred for reconsideration.

### **5 REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (IF ANY)**

There are no items for consideration

### **6 EXECUTIVE APPOINTMENTS**

To deal with any executive appointments, as required.

## **MONITORING REPORTS**

## **ITEMS FOR DECISION BY CABINET**

### **7 UPDATE ON BREXIT PLANNING**

(Pages 1 - 6)

Report of the Service Director for Business Development updating Cabinet on preparations for the end of the Brexit Transition phase and seeking endorsement of the planned approach.

**8 SOUTHAMPTON GREEN TRANSPORT RECOVERY PLAN □**

(Pages 7 - 76)

Report of the Cabinet Member for Green City and Place seeking approval for the Green Transport Recovery Plan and financial approval for funding.

**9 BUDGET MATTERS: REVENUE AND CAPITAL OUTTURN 2019-20**

(Pages 77 - 126)

Report of the Cabinet Member for Finance and Income Generation on the Revenue and Capital Outturn for 2019-20.

**10 EXCLUSION OF THE PRESS AND PUBLIC - EXEMPT PAPERS INCLUDED IN THE FOLLOWING ITEM**

To move that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the exempt appendix to the following Item

Appendix 1 of this report is not for publication by virtue of category 7A (obligation of Confidentiality) of paragraph 10.4 of the Council's Access to Information Procedure Rules, as contained in the Council's Constitution.

It is not in the public interest to disclose this information as Appendix 1 contains confidential and commercially sensitive information. It would prejudice the Council's ability to operate in a commercial environment, obtain best value in contract negotiations and prejudice the Council's commercial relationships with third parties if they believed the Council would not honour obligations of confidentiality.

**11 COVID-19: LEISURE CONTRACTS: FINANCIAL AND COMMERCIAL IMPACT**

(Pages 127 - 134)

Report of the Cabinet Member for Finance and Income Generation detailing the financial and commercial impact resulting from the COVID-19 pandemic in respect of the Council's leisure contracting arrangements.

**12 EXCLUSION OF THE PRESS AND PUBLIC - EXEMPT PAPERS INCLUDED IN THE FOLLOWING ITEM**

To move that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the exempt appendices to the following Item

Confidential - Appendices: 2, 3 and 4 contains information deemed to be exempt from general publication based on Category 3 and 7(A) of paragraph 10.4 of the Council's Access to Information Procedure Rules. In applying the public interest test this information has been deemed exempt from publication due to confidential sensitivity and confidentiality. It is not considered to be in the public interest to disclose this information. It would prejudice the Council's ability to operate in a commercial environment and prejudice commercial relations with 3rd parties.

**13 1000 HOMES PROGRAMME □**

(Pages 135 - 270)

Report of the Cabinet Member for Culture and Homes seeking approval to progress the development and delivery of the council's housing programme

**14 EXCLUSION OF THE PRESS AND PUBLIC - EXEMPT PAPERS INCLUDED IN THE FOLLOWING ITEM**

To move that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the exempt report for the following Item.

The report and Confidential appendices contain information deemed to be exempt from general publication based on Category 3 of Paragraph 10.4 of the Council's Access to Information Procedure Rules. The report include details of a proposed transaction which, if disclosed prior to contract, could put the Council or other parties at commercial disadvantage.

**15 DRIVERS WHARF LAND ACQUISITION □**

(Pages 271 - 282)

Confidential Report of the Cabinet Member for Finance and Income Generation seeking approval of the acquisition of two strategic property interests in the Drivers Wharf area, providing the opportunity for future development and an income stream in the short to medium term.

Monday, 6 July 2020

Service Director – Legal and Business Operations

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# Agenda Item 7

<b>DECISION-MAKER:</b>		CABINET	
<b>SUBJECT:</b>		UPDATE ON BREXIT PLANNING	
<b>DATE OF DECISION:</b>		14 JULY 2020	
<b>REPORT OF:</b>		SERVICE DIRECTOR FOR BUSINESS DEVELOPMENT	
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Service Director for Business Development, James Strachan</b>	Tel: 023 8083 3436
	<b>E-mail:</b>	<b>James.strachan@southampton.gov.uk</b>	
<b>Executive Director</b>	<b>Name:</b>	<b>Mike Harris</b>	Tel: 023 8083 2882
	<b>E-mail:</b>	<b>Mike.harris@southampton.gov.uk</b>	
<b>STATEMENT OF CONFIDENTIALITY</b>			
N/A			
<b>BRIEF SUMMARY</b>			
<p>This report updates Cabinet on the national position regarding the scheduled end of the Brexit Transition Period on 31 December 2020. The report also briefly indicates how preparations for this event will be made locally in Southampton and across the wider Hampshire and Isle of Wight area. As there are a number of uncertainties at the time of writing, a further verbal report will be provided at the meeting.</p>			
<b>RECOMMENDATIONS:</b>			
	(i)	That Cabinet notes the update in this report and the further verbal update to be provided at the meeting.	
	(ii)	That Cabinet endorses the planned approach to preparations for the end of the Brexit Transition Period on 31 December 2020.	
<b>REASONS FOR REPORT RECOMMENDATIONS</b>			
1.	Brexit is an issue of major national and local significance and it is important that Cabinet is aware of, and endorses, the Council's planned approach.		
<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>			
	None.		
<b>DETAIL (Including consultation carried out)</b>			
1.	<p>Cabinet was last formally updated on Brexit on 15<sup>th</sup> October 2019 (see <a href="#">report</a>), before the Withdrawal Agreement was ratified by Parliament and the European Union (EU). Subsequently the UK legally left the EU on 31<sup>st</sup> January, but under the terms of the Withdrawal Agreement there was no change to its practical dealings with the EU for at least the whole of 2020 (the Transition Period).</p> <p>For example, the UK is still a member of the Single Market, the Customs Union and other arrangements including the European Arrest Warrant, freedom of movement and oversight of legal disputes by the European Court of Justice. The Government is encouraging business to prepare now for these arrangements coming to an end on 31 December.</p>		

	<p>Beyond December it is the Government's intention that a trade deal with the EU, and perhaps other 'mini-deals' on other issues, will replace the current arrangements. If no trade deal can be negotiated by 31 December, the UK will enter a 'no deal' situation and trade with the EU on World Trade Organisation terms – exactly the potential scenario that was faced in autumn 2019.</p>
2.	<p>Within the Withdrawal Agreement there is an opportunity to extend the Transition Period by up to two years, but this option must be exercised by the end of June 2020. The Government has consistently stated that it will not exercise this option because it believes that a trade deal can be agreed by the end of 2020. In reality, to enable ratification by the end of the year, a deal would need to be reached by the end of October. The likelihood of this happening remains to be seen; at the present time there are considerable areas of disagreement over matters such as fisheries policy.</p> <p>Beyond the deadline of 30 June, an extension to the Transition Period of even a few weeks could only be achieved by changes to the relevant treaty, which would be complex and could not be considered certain to succeed.</p> <p>As a result, 'no deal' either by accident or design is a plausible scenario. It is good practice, and the Council's policy, to prepare for the 'reasonable worst-case scenario', even if it is the Government's intention to avoid 'no deal'.</p>
3.	<p>The planning arrangements for the City Council in the run-up to the previous 'no deal' situation were as follows:</p> <p>A core team of officers, embedded into business-as-usual continuity planning across the organisation. This team was led by James Strachan (nominated Brexit lead officer). Officers also worked closely with:</p> <ul style="list-style-type: none"> <li>• Hampshire and Isle of Wight Local Resilience Forum (LRF)</li> <li>• The Leaders and Chief Executives of neighbouring councils including Hampshire, Isle of Wight and Portsmouth.</li> <li>• Regional networks, led by the Chief Executive of East Sussex County Council, who was asked by Ministry of Housing, Communities and Local Government to act as the lead Chief Executive in the South East region for Brexit co-ordination.</li> <li>• Local partners and stakeholders, led by Southampton Connect, bringing together leaders from the public, private and third sectors across the city to consider a citywide approach to Brexit.</li> </ul>
4.	<p>The planning arrangements proposed for the current no-deal scenario are substantially similar but with a key difference. The Covid-19 pandemic has resulted in the LRF emergency response and recovery structure being operational for almost all of 2020 to date. As the pandemic is not likely to be resolved for many months yet, it is likely that the LRF will add Brexit planning to the current Covid-19 response arrangements.</p> <p>This will be mirrored within the Council, with the 'Silver' and 'Gold' command groups adding Brexit preparation to their work on Covid-19.</p>

5.	<p>The potentially most disruptive impacts for Southampton that were predicted in 2019 in Southampton following a no-deal Brexit were identified as follows:</p> <ul style="list-style-type: none"> <li>• Traffic disruption arising from delays at the Port of Portsmouth and extending along the strategic road network;</li> <li>• Simultaneous train network disruptions further affecting staff travel;</li> <li>• Staff travel problems linked to road and traffic disruption;</li> <li>• New Port Health IT system not being operational;</li> <li>• Availability of essential supplies (e.g. medicines/vaccines or food) and/or public perception of supply shortage;</li> <li>• Community tensions;</li> <li>• Lack of preparedness among local exporters, particularly small businesses unfamiliar with the need for export certificates;</li> <li>• Other effects such as a lack of legal basis for data flows and the possibility of a mutual aid requirement under which public service staff such as police officers would be redeployed to Kent;</li> <li>• Potential for workforce shortages for both SCC and contracted services.</li> </ul>
6.	<p>The risks are likely to be slightly different this time for a number of reasons, many related to Covid-19:</p> <ul style="list-style-type: none"> <li>• Mitigation may have been put in place – for example, food and medicine resilience has been tested and improved during the Covid-19 pandemic; similarly, working from home in the event of disruption is now a viable option for most staff; key highway and Port infrastructure schemes in Southampton will have been completed; and the new Port Health IT system is now in place*.</li> <li>• A much greater risk of business vulnerability and/or distraction from Brexit preparations.</li> <li>• National and local government focus on Covid-19 rather than Brexit planning.</li> <li>• Community tensions related to current political issues that could be exacerbated in a no-deal scenario.</li> </ul> <p>However, it remains the case that for the Southampton region specifically the principal short-term risk is disruption arising from HGV traffic trying to enter the Port of Portsmouth (which is a roll-on roll-off port and therefore much more sensitive to European trade instability than Southampton’s cruise or container ports). This is particularly the case as:</p> <ul style="list-style-type: none"> <li>• The ferry sector may still be recovering from the loss of business suffered during the Covid-19 lockdown;</li> <li>• Ongoing social distancing measures may make traffic management activity more challenging.</li> </ul> <p>In 2019, officers advised that the risk of excess traffic arising at the Port of Southampton in a no-deal scenario was considered low or manageable. There is currently no reason to revise this assessment.</p> <p>*It should be noted that while the new Port Health system IPAFFS was ready to be used in October 2019 it has since been lying dormant, and SCC Port</p>

	<p>Health were requested to continue using the EU IT system (TRACES). It will be necessary to ensure DEFRA are involved again in ensuring IPAFFS is tried and tested again with Port Health in December 2020.</p>
7.	<p>The Government has recognised that there is a risk of disruption at the border if businesses, ports and HMRC/Border Force are not sufficiently prepared, and has undertaken that no checks will take place on imported goods entering the UK for a period of six months. (There will be documentary checks on fishery products from January and on animal origin products from April).</p> <p>However, this does not mitigate the situation on goods being exported, which will face full checks on arrival in Europe. Lack of border-readiness will mean that HGVs leaving the UK will be delayed boarding ferries in Portsmouth, or potentially instructed not to board but to turn round and return to their base.</p> <p>Government's 'Operation Yellowhammer' planning assumption in 2019 was understood to be that 50-85% of HGVs would not be border-ready. Calculations by Portsmouth City Council showed that a queue of only 14 HGVs would start to encroach on the motorway network.</p> <p>The LRF will develop planning assumptions for 2020 based on the current situation, emerging Government advice and mitigations, and the prospects for a trade deal.</p>
8.	<p>The most significant no-deal risk of all for Southampton beyond the immediate logistical challenge is of negative economic impact following on the heels of the Covid-19 pandemic, and therefore a risk of failure of local businesses. It is expected that this will be a risk for a larger number of businesses than was the case in 2019 due to the impacts of Covid-19 weakening business resilience, demand being slow to recover to pre-pandemic levels and reduced capacity in business communities to prepare for potential cumulative economic shocks.</p> <p>The Council's Covid-19 Recovery group will add this risk to its work on the city's recovery strategy. There is significant work ongoing to review the Council's plans to support the local economy to recover and respond to the challenge created by Covid-19, including working with local industries to build resilience across different sectors, retain jobs where possible and support growth to build job opportunities in new sectors. This would will also support economic resilience for local businesses adapting to any challenges created by lack of an agreed trade deal.</p>
9.	<p>Officers will review and update the Council's advice and guidance to Southampton residents and will make particular efforts to promote registration under the EU Settlement Scheme, which enables EU citizens to gain leave to remain in the UK beyond June 2021. As at March 2020 just over 24,040 Southampton residents have been registered, although accurate data does not exist on the exact numbers of eligible residents living in Southampton. This number is likely to be lower than the total number of eligible residents.</p>
10.	<p>The Council received £738,000 of funding to support Brexit planning from Government in 2019. In addition to officer time, only £158,320 of this was spent due to the risk of no deal being avoided at that time. There is no</p>

	indication that Government will provide further funding, so it is likely that the Council will need to call on this underspend or other local resources if costs arise such as a temporary increase in Port Health capacity (if a current bid to the Food Standards Agency for more funding is not successful).	
<b>RESOURCE IMPLICATIONS</b>		
<b><u>Capital/Revenue</u></b>		
11.	There are no capital or revenue implications arising from this paper.	
<b><u>Property/Other</u></b>		
12.	None.	
<b>LEGAL IMPLICATIONS</b>		
<b><u>Statutory power to undertake proposals in the report:</u></b>		
13.	N/A	
<b><u>Other Legal Implications:</u></b>		
14.	The Council will respond to any changing legal requirements in line with relevant legislation and the Council's Constitution.	
<b>RISK MANAGEMENT IMPLICATIONS</b>		
15.	The 2019 Brexit risk register will be reviewed and updated to reflect the position in 2020, and will be monitored and managed in line with the Council's Risk Management framework. The 2019 risk register was not published following a Public Interest Test decision.	
<b>POLICY FRAMEWORK IMPLICATIONS</b>		
16.	Any activity to prepare for no-deal and/or respond to a trade deal or new policy regime will be considered in line with the Council's Constitution and Policy Framework.	
<b>KEY DECISION?</b>		<b>No</b>
<b>WARDS/COMMUNITIES AFFECTED:</b>		All
<b><u>SUPPORTING DOCUMENTATION</u></b>		
<b>Appendices</b>		
1.	N/A	
<b>Documents In Members' Rooms</b>		
1.	None	
<b>Equality Impact Assessment</b>		
<b>Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.</b>		<b>No</b>
<b>Data Protection Impact Assessment</b>		
<b>Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.</b>		<b>No</b>
<b>Other Background Documents</b>		

<b>Other Background documents available for inspection at:</b>		
<b>Title of Background Paper(s)</b>	<b>Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)</b>	
1.	N/A	

# Agenda Item 8

<b>DECISION-MAKER:</b>	<b>CABINET</b>		
<b>SUBJECT:</b>	<b>SOUTHAMPTON GREEN TRANSPORT RECOVERY PLAN</b>		
<b>DATE OF DECISION:</b>	<b>JULY 14, 2020</b>		
<b>REPORT OF:</b>	<b>CABINET MEMBER FOR GREEN CITY &amp; PLACE, CLLR LEGGETT</b>		
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Transport Policy Team Manager Iain Steane</b>	<b>Tel:</b> <b>023 8083 2283</b>
	<b>E-mail</b>	<a href="mailto:Iain.steane@southampton.gov.uk">Iain.steane@southampton.gov.uk</a>	
<b>Executive Director</b>	<b>Name:</b>	<b>Executive Director of Place Kate Martin</b>	<b>Tel:</b> <b>023 8083 4670</b>
	<b>E-mail</b>	<a href="mailto:Kate.martin@southampton.gov.uk">Kate.martin@southampton.gov.uk</a>	
<b>STATEMENT OF CONFIDENTIALITY</b>			
Not Applicable			
<b>BRIEF SUMMARY</b>			
<p>This report presents the final draft of the Southampton Green Transport Recovery Plan for approval by Cabinet. The plan is the Council's response to support social distancing, to help stop the spread of Covid-19, and as a unique opportunity to support people to make active and sustainable journeys into the future as part of the recovery. This takes advantage of the opportunities and challenges arising from the Covid-19 pandemic where the Council can trial new and different transport schemes and ensure it is done in a way that responds to feedback and reviews the data before any final decisions are made over the longer term. It also follows announcements from the Secretary of State (SoS) on 9<sup>th</sup> May, and subsequent letters from the Department for Transport (DfT) regarding funding and directing the approach.</p>			
<p>The consultation draft of the Plan (see Appendix 1) was circulated on 20<sup>th</sup> May EMT-Cabinet and this version is for overall approval of the GTRP and the financial approval of the new DfT emergency funding streams. This report sets out the key work done to date, work that is currently in progress and work planned for the future in a single overarching Green Transport Recovery Plan which complements and supplements the existing Connected Southampton 2040 Local Transport Plan.</p>			
<b>RECOMMENDATIONS:</b>			
	(i)	For the Cabinet to provide overall approval of the Southampton Green Transport Recovery Plan (provided in Appendix 1) which sets out both the key work done to date, work that is currently in progress and work planned for the future, to complement and supplement Connected Southampton 2040 (LTP4) and the schemes identified in Table 1.	
	(ii)	Cabinet is recommended to accept the Emergency Active Travel Fund (EATF) grant of £0.245m and approve the addition of this amount to	

		the capital programme 2020/21, together with approval to spend as per the details provided in paragraph 13 of this report.
	(iii)	Cabinet delegates authority to the S151 officer to accept and authorise spend of any future additional ETAF grant allocation which is expected to be £0.980m but subject to further DfT guidelines and a business case submission that will be approved by the Director of place following consultation with the Cabinet Member and is in accordance with the details provided in paragraph 13 of this report.

### REASONS FOR REPORT RECOMMENDATIONS

1.	Since the UK Covid-19 lockdown was imposed on 23 <sup>rd</sup> March 2020 there has been a significant impact on traffic and transport in Southampton. The advice to stay at home and only travel when essential has seen average traffic levels reduce by 60% compared to the week before the lockdown commenced. Bus travel has similarly reduced, with 85% fewer people travelling by bus in May compared to February. These changes in traffic and travel habits have created a new dynamic and cycling has been a primary beneficiary, with a doubling in the number of cycle trips. This has been most marked on leisure routes such as Weston Shore, Riverside Park or SCN1 towards the New Forest (See Appendix 2 for local traffic trends). The reduction in traffic has also seen improvements in air quality.
2.	As the lockdown is progressively and incrementally eased this presents a point in time to take advantage of the opportunities and tackle the challenges to how people travel.

### ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

3.	Do Nothing – Not to implement any schemes in the GTRP. This was rejected because the Council has received direction from DfT to support social distancing and active travel. Not having a robust plan would mean that the additional Emergency Active Travel funding available to SCC could not be accessed.
4.	Do Minimum – select fewer schemes within the GTRP. This was rejected as it would not have the desired effect to support people who have taken up walking and cycling as a means of exercise or transport during the lockdown.

### DETAIL (Including consultation carried out)

4.	<i>Green Transport Recover Plan – Overview</i> These new travel behaviours present a series of opportunities to lock in the benefits of the situation, sustain the positive behaviours, support the economic recovery of the city, and provide a ‘once in a generation way’ of re-shaping the city. Southampton City Council (SCC) has prepared the Southampton Green Transport Recovery Plan (GTRP) to support the reopening and recovery of Southampton.
5.	The opportunities for the GTRP are around supporting active travel, managing demand from people returning to work, making public transport safer, positive messaging for personal and environmental benefits, future travel, and enabling social distancing.



6.	The GTRP is closely aligned to the city's long-term transport strategy – Connected Southampton 2040, also to the Green City Charter & Plan, Cycling Strategy and Council Strategy 2020-25.
7.	It also enables SCC to respond to the Government's announcements on supporting active travel through use of existing tools such as Temporary Traffic Regulation Order (TTROs) to create additional space for cycling or walking, 'pop-up' cycle lanes, and additional funding opportunities. The Government have announced £225m <sup>1</sup> of Emergency Active Travel Fund (EATF) funding for local authorities to implement emergency active travel schemes. This plan will ensure that Southampton is well placed to utilise this additional funding, alongside existing funding, to achieve a rapid delivery of innovative sustainable & active travel schemes.
8.	The DfT have indicated that the level of funding SCC is eligible to receive through EATF is £1.225m.
9.	<p><i>Southampton Green Transport Recovery Plan - Approach</i></p> <p>The GTRP is closely aligned to the three phases for lockdown over the near, medium and long-term periods.</p> <ul style="list-style-type: none"> <li>• Emerging – supporting essential workers and active travel in the coming weeks,</li> <li>• Reopening – enabling social distancing, managing and influencing travel demand by active travel, public transport, and private car during the following weeks as lockdown is eased, and</li> <li>• Recovery – continuing to manage and influence travel over the longer-term to support businesses and services.</li> </ul>
10.	The GTRP is being applied spatially across Southampton covering the stages of a journey – the start from home, along travel corridors, and at the destination. There is also a focus on the City Centre, which will continue to be the main transport and economic hub with a changing retail environment, and this presents several challenges. Given the mix of activities, focus and space the City Centre requires an interlinked plan covering items such as social distancing at shops, managing space so people can get around, interchange between modes, providing incentives and opportunities to cycle, and having a message around active travel.
11.	The GTRP is envisaged as a 'live' document that is kept under regular review by the Head of Service in consultation with the Cabinet Member, and schemes can be added subject to funding, consultation, and appraisal.
12.	<p><i>Southampton Green Transport Recovery Plan – Schemes</i></p> <p>The GTRP has two themes – Supporting Social Distancing and Supporting Active Travel. Activities in these will be a combination of 'soft' behavioural change measures (training, communications &amp; marketing) that support people's new behaviours, and 'hard' physical measures that range from small scale adaptations to larger scale quickly delivered schemes that could have a greater potential impact.</p>

<sup>1</sup> From a total of £250m with £25m allocated to Work and repair projects schemes.

13.	The identified and prioritised schemes are in Table 1.																																											
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14.	The GTRP will be supported by the current Access Fund behaviour change programme, the Transforming Cities Fund (TCF), Electric Vehicle Access Plan (EVAP), & Solent Future Transport Zone (FTZ) programmes, and a Solent Covid-19 Recovery Communications Campaign.			
15.	The GTRP will support any e-scooter trial Southampton enters into as part of the Solent FTZ. This is being led by Solent Transport with an Expression of Interest submitted for an e-scooter hire trial initially focused on the Southampton West Park & Ride at Adanac Park in partnership with University Hospital Southampton NHS Trust. Other sites are also being considered. DfT are also providing additional guidance to Highway Authorities regarding the inclusion of e-scooters within the permitted cycle types able to use cycle infrastructure that requires a TRO. SCC is reviewing this and where appropriate will make recommendations for TROs that require consultation and updating.			
16.	The total cost for the identified schemes in the GTRP is £4.31m. Funding will come primarily from existing sources including advancing existing cycle schemes in the TCF programme, EVAP, Access Fund, Solent Future Transport Zone, and LTP Integrated Transport Block grant. The Government announcement of the allocations of the Emergency Active Travel Fund provides the opportunity to offset previously allocated LTP funding required. Southampton's indicative share of this emergency funding is £1.225m but the final allocation amount is subject to receiving further guidance from DfT and the submission of a business case which is anticipated to be later this summer.			
17.	Implementation of highway schemes will be via the Highways Service Partnership with BBLP. Discussions are already underway on design, safety auditing, with quick implementation of early schemes from the end of May. Other delivery partners include Sustrans, Go! Southampton for City Centre schemes, Hampshire County Council on cross-boundary cycling through TCF, My Journey and the bus operators.			
18.	The indicative programme for implementing schemes is set out in Appendix 3 covering period from inception, engagement, design, legal traffic order process, and then mobilisation and implementation. As part of the scheme development local ward Members, bus operators, emergency services, and local residents will be engaged and informed. By their nature most of the schemes are experimental or temporary and the legal process for the Traffic Regulation Order (TRO) is shorter, the process is set out in Appendix 3. The Government is recommending that local authorities use these tools to 'fast track' schemes, with a Temporary TRO (TTRO) advised as the most suitable for certain types of temporary measures in these circumstances. A TTRO is valid for 18 months and can be removed or made permanent if the scheme is judged a success.			
19	Emerging	<table border="1"> <tr> <td data-bbox="308 1910 523 1955">May</td> <td data-bbox="531 1910 1420 2067">Adoption of GTRP via Exec Director and Cabinet Member. Ward Member briefings Prioritisation finalised, scheme list approved, BBLP briefs, TROs advertised, increased remote communications with key</td> </tr> </table>	May	Adoption of GTRP via Exec Director and Cabinet Member. Ward Member briefings Prioritisation finalised, scheme list approved, BBLP briefs, TROs advertised, increased remote communications with key
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		<p>stakeholders, communications planning and engagement planning, identification of priority parklets.</p> <p>Schemes:</p> <ul style="list-style-type: none"> <li>- Adjusting signalised crossing,</li> <li>- First 'pop-up' cycle lanes installed – Bassett Avenue-The Avenue</li> <li>- Cycle routes to Southampton General Hospital - Dale Road</li> <li>- City Centre temporary cycle parking</li> </ul>
	<b>Restart</b>	
	June	<p>Initiation of #keepactive and new normal campaigns through comms channels.</p> <p>Schemes</p> <ul style="list-style-type: none"> <li>- First temporary School Streets in line with any phased return to school including engagement support,</li> <li>- Roll out of other pop up cycle lanes – Hill Lane, Portswood Road, Bitterne Road West</li> <li>- City Centre Parklets &amp; Cycle Parking</li> </ul>
	June-Aug	Further trial schemes rolled out – Modal Filters in the City Centre and consultation on Active Travel Zones, Millbrook Road West Bus Lane, continued monitoring of existing schemes and reporting to Cabinet Member
	<b>Recovery</b>	
	Aug-Nov	Larger scale schemes implemented through TCF, monitoring, initiation of 'newnorm' campaign. Active Travel Zones measures implemented.
	June-Jan 2021	Continual monitoring and decisions on making any trial or temporary schemes permanent
20.	<p>A final draft of the GTRP was published on 29<sup>th</sup> May as part of the SCC response to DfT for the first tranche of funding of £0.245m which was the maximum allocation the council was eligible for. Concurrently Ward Member briefings were held to provide an overview of the GTRP, specifics on schemes in individual wards and gather any additional suggestions from Members. Many of the schemes and policy direction contained within the GTRP were established in Connected Southampton 2040 as the Local Transport Plan for Southampton. Consultation on this was carried out in Autumn 2018 before approval in March 2019.</p> <p>Appendix 2 provides a summary of the initial outputs of GTRP schemes installed to date.</p>	
<b>RESOURCE IMPLICATIONS</b>		
<b><u>Capital</u></b>		
21.	The total capital cost for the identified schemes and activities in the GTRP is up to £4.31m.	
22.	Funding for this will come from existing funding sources that are already budgeted for through external revenue & capital grants and SCC capital programme.	

23.	<p>The funding will be reallocated from these programmes, the GTRP has been designed as a mechanism to bring forward schemes from the programmes using temporary measures to respond the unique conditions.</p> <table border="1" data-bbox="584 311 1150 741"> <thead> <tr> <th data-bbox="584 311 852 367">Source</th> <th data-bbox="852 311 1150 367">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="584 367 852 423">EATF</td> <td data-bbox="852 367 1150 423">£1.225m</td> </tr> <tr> <td data-bbox="584 423 852 479">TCF</td> <td data-bbox="852 423 1150 479">£2.160m</td> </tr> <tr> <td data-bbox="584 479 852 535">LTP ITB/S106</td> <td data-bbox="852 479 1150 535">£0.565m</td> </tr> <tr> <td data-bbox="584 535 852 591">EVAP</td> <td data-bbox="852 535 1150 591">£0.100m</td> </tr> <tr> <td data-bbox="584 591 852 647">FTZ</td> <td data-bbox="852 591 1150 647">£0.030m</td> </tr> <tr> <td data-bbox="584 647 852 692">Access Fund</td> <td data-bbox="852 647 1150 692">Staff Time</td> </tr> <tr> <td data-bbox="584 692 852 741">Total</td> <td data-bbox="852 692 1150 741">£4.310m</td> </tr> </tbody> </table>	Source	Amount	EATF	£1.225m	TCF	£2.160m	LTP ITB/S106	£0.565m	EVAP	£0.100m	FTZ	£0.030m	Access Fund	Staff Time	Total	£4.310m
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24.	<p>The LTP Integrated Transport Block funding from DfT for 2020/21 is £2.124m and through the 2020 Council budget this is currently allocated between TCF match funding (£1.275m) and other non-TCF schemes. The non-TCF portion of the LTP budget would need to be reallocated to the GTRP, this means that some planned schemes under the LTP programme would not be able to continue.</p>																
25.	<p>The DfT's £225m Emergency Active Travel Fund is available to local authorities – SCC's indicative total allocation is £1.255m. The money will be allocated in 2 tranches, tranche 1 of £0.245m in June 2020 with indicative tranche 2 of £0.980m expected in August 2020. Tranche 1 funding has been confirmed by the DfT and allocated on a formula-based allocation (based on census data: all residents aged 16 and over in employment who use public transport as their usual method of travel to work) and is intended for installation of temporary 'pop-up' projects. Tranche 2 is for longer-term projects subject to submission of a light touch business case to the DfT later in the summer. The amount of £1.225m is variable and can be above that of the indicative amount.</p>																
26.	<p>The DfT have also made an additional £10m available for expansion of on-street residential electric vehicle charge points. SCC will assess suitable locations and if appropriate will make a submission to this fund for further EV charge points. This will off-set the EVAP funding.</p> <p>It is not envisaged that the activities in GTRP will require any additional funding from outside the identified funding and/or Emergency Active Travel Fund.</p> <p>The Capital and revenue funding sources that are being utilised as set out in Appendix 4.</p>																
<b><u>Property/Other</u></b>																	
27.	There are no property implications																
28.	The implementation and oversight of the GTRP will be overseen by the Head of Service for Green City & Infrastructure, who will report to Executive Director of Place and Cabinet Member for Place & Transport.																
29.	To ensure timely and quick delivery of the schemes, the frequency of the Integrated Transport Board (which currently meets monthly) will be increased to weekly and held virtually. Membership will be increased to include invites to Service Manager Highway Contracts and Cabinet Member. This will be the																

	primary decision-making body for the GTRP. Alongside ITB supporting groups will all provide information and recommendations into the final scheme development and delivery, these include PT Recovery Taskforce, Active Travel Working Group, My Journey, and City Centre Recovery Working Group with Go! Southampton.
30.	An existing resource within the Transport Delivery Team will lead on the delivery of the programme. No new additional resource is required and this will be alongside the mobilisation for the existing Transforming Cities Fund and Local Transport Plan programmes. Individual schemes will be client managed by existing SCC staff in Transport Policy, Transport Delivery, Sustainable City, My Journey, & SmartCities teams. SCC's existing Highway Service Provider BBLP will deliver all the highway schemes. SCC will liaise with bus operators and the BID on specific schemes.

### **LEGAL IMPLICATIONS**

#### **Statutory power to undertake proposals in the report:**

31.	Through the Highways Act 1980, Road Traffic Regulation Act 1984, and Traffic Management Act 2004 there are several tools available to SCC as local highway authority for the management of the highway.
32.	Any TROs would require consultation with a standard TRO requiring 21 days of consultation with information posted on street, in Council buildings and in printed newspapers. With the restrictions on travel, closure of Council building and reduction in printed media the Government have advised that other measures, including electronic publication via Council websites, are acceptable. The most appropriate 'tools' for the GTRP are set out in Appendix 5.

#### **Other Legal Implications:**

33.	None
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### **RISK MANAGEMENT IMPLICATIONS**

34.	<p>The timeframes for scheme implementation and the Government direction mean that consultation is being done concurrently. The mechanism for this is through the Temporary Traffic Regulation Orders – this recognises that the schemes are trials and some may be in place during the Summer. Other schemes may be made permanent once the initial trial period is completed. To mitigate risk of objections and ensure Ward Members were aware briefings were carried out before implementation, and before any decision on removing or making a scheme . If a scheme is to be made permanent, there will be a public consultation through the TRO process (see Appendix 5) and engagement.</p> <p>Consultation has been held with Go!Southampton for City Centre activities and the plan has their broad support. The active travel schemes are part of a wider approach to support the economic and environmental recovery of Southampton.</p> <p>Reputational risk is being managed through constant monitoring of traffic levels, journey times, impact on parking, cycle levels, bus journey times and pollution, as well as official public responses to the schemes. This is being collated weekly to allow schemes to be altered if required, and information is reported to the Cabinet Member, enabling the Cabinet Member to make decisions on a scheme.</p>
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<b>POLICY FRAMEWORK IMPLICATIONS</b>	
35.	The Green Transport Recovery Plan is consistent with SCC's long-term transport strategy – Connected Southampton 2040, the Southampton Cycle Strategy, Green City Charter, and the Council Strategy 2020-2025.

<b>KEY DECISION?</b>	<b>Yes</b>
<b>WARDS/COMMUNITIES AFFECTED:</b>	<b>All</b>
<u><b>SUPPORTING DOCUMENTATION</b></u>	
<b>Appendices</b>	
1.	<b>Southampton Green Transport Recovery Plan (final)</b>
2.	<b>Southampton Traffic Trends Mar-June 2020</b>
3.	<b>GTRP Programme &amp; TRO Process</b>
4.	<b>Summary of Transport Funding</b>
5.	<b>Summary of Traffic Regulation tools</b>
6	<b>GTRP Equality Impacts Assessment</b>

**Documents In Members' Rooms**

1.	<b>None</b>
<b>Equality Impact Assessment</b>	
<b>Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.</b>	<b>Yes</b>
<b>Data Protection Impact Assessment</b>	
<b>Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.</b>	<b>No</b>
<b>Other Background Documents</b>	
<b>Other Background documents available for inspection at:</b>	
<b>Title of Background Paper(s)</b>	<b>Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)</b>
1.	<b>None</b>

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# CONNECTED SOUTHAMPTON

Transport Strategy 2040

**Green Transport Recovery Plan**



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The unprecedented Covid-19 lockdown is giving Southampton the opportunity to reevaluate and reprioritise public space and how people get around. Car travel is down and walking and cycling is up. This has seen more families being active - getting on to a bike for the first time, air pollution is much improved, and the streets are quieter. This gives us a unique opportunity to put in place a series of measures that will make the best of this 'new normal'. As the city begins to reopen, we are taking this moment to implement a range of innovative and quick measures that support social distancing and keep people active by cycling and walking; to support their well-being, improve our environment and economy in the long-term.

Cllr Steve Leggett, Cabinet Member Green City & Place

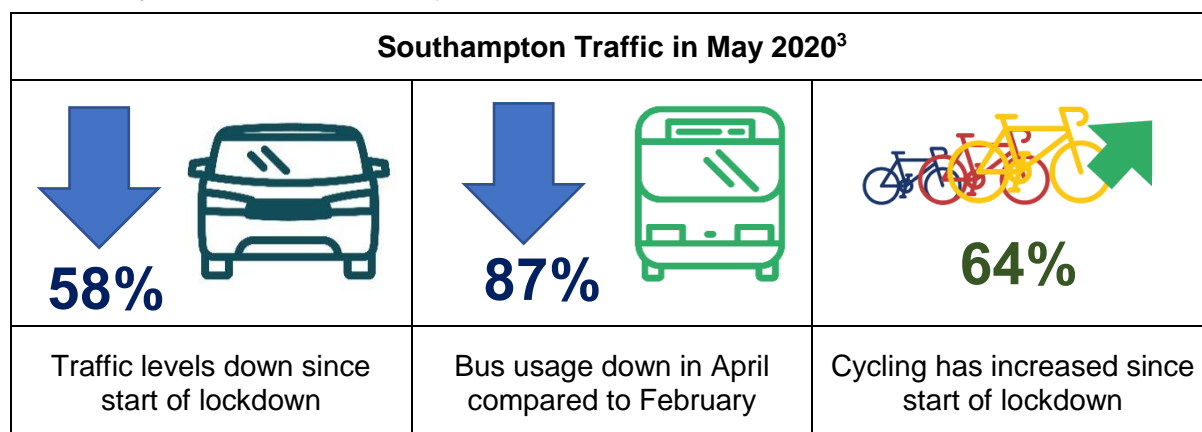
## 1 Background

Since being imposed on 23<sup>rd</sup> March 2020, the UK Covid-19 lockdown has had a significant impact on travel and transport use in Southampton. The advice to stay at home and only travel when essential has seen average traffic levels decrease across the city, with levels down 60% on the week before lockdown started<sup>1</sup>.

The number of passengers being transported by bus has also dropped significantly with 87% fewer people travelling by bus in April compared to February, and rail use has dropped by 90% (nationally). There have been instances of increases in road traffic speeds, with 37% of traffic on A33 Millbrook Road West travelling above the 40mph speed limit.

With cycling and walking among the permitted daily exercises during the full lockdown cycling levels have increased significantly. Compared to before the lockdown there has been a 64% increase in cycling trips. This has been most marked on routes that are for leisure, such as Weston Shore, Riverside Park, or Redbridge Road going to the New Forest. Routes that would normally see commuter cycling have seen modest levels of use reflecting the destinations they serve – the City Centre, Industrial Estates or the universities that are closed.

As the UK is now beginning to incrementally ease lockdown measures traffic levels are starting to change. Traffic levels have increased by 13% and are 38% higher than the second week of the lockdown<sup>2</sup>. However, levels of cycling are still strong and 16% above where they were in 2019 on comparable routes.



These changes in traffic have created a new dynamic to Southampton where people have taken up walking and cycling as ways of travelling for work and leisure. This has created low traffic neighbourhoods, seen a marked improvement in air quality, and benefitted people's

<sup>1</sup> From week before lockdown w/e 20<sup>th</sup> March 2020, to week ending 9<sup>th</sup> May 2020

<sup>2</sup> Data from week commencing 11<sup>th</sup> May 2020

<sup>3</sup> Data correct to week ending 9<sup>th</sup> May 2020

health and well-being. This provides a unique moment to reshape the city to support the economic recovery, be more resilient, and how people travel so getting back into the car is not the default option for many. Creating attractive places for people where they can safely walk and cycle to work, school and leisure, feel confident to use public transport, and improve health and well-being will be vital to achieving this.

## 2 Southampton Green Transport Recover Plan (GTRP)

To do this Southampton City Council (SCC) has prepared the Southampton Green Transport Recovery Plan (GTRP). It sets out our approach for how we are going to support the economy, health & well-being, and environment for people living, working and visiting Southampton.

The GTRP covers three phases, commencing with the emergence from lockdown, then focuses how transport can support the reopening and recovery of the city.



As the lockdown is progressively and incrementally eased, this process of moving through from emerging to re-opening to recovery presents opportunities and threats to how people are and will travel.

Opportunities	Threats
<p><b>Supporting Active Travel</b> - With the increased interest in cycling and walking need to support people who have taken up these activities, and how they can be persuaded to continue travelling actively, whether for work, school or leisure, and support healthy lifestyles.</p>	<p><b>Increasing car use</b> - If car use increases to levels above pre-Covid, as people avoid public transport, this could lead to increases in congestion, impact on people's health and on air pollution. It will also hamper people who will want to keep travelling actively.</p>

<p><b>Managing Demand</b> – Influencing the timing of and method people get to work and school, enabling social distancing for bus users and active travel modes, and supporting continuation of regular home working for those able to.</p>	<p><b>City &amp; District Centres</b> - The City will change as a result of the economic and social changes experienced through the lockdown. The local retail areas, District Centres and the City Centre will all change. There is a need to reshaping the City Centre and District Centres so people can social distance when moving about, when entering/exiting shops and get to them by walking or cycling. Any social distancing would need to be designed so it doesn't detract from the public realm. Consideration needed about accessibility and servicing.</p>
<p><b>Making Public Transport Safer</b> – While the Government's message is to avoid public transport where possible, there will be people who will still need to travel by bus, train or ferry. They will need to be reassured that they can use public transport whilst minimising the risks and that it is reliable, clean and as safe as possible.</p>	<p><b>Avoiding Public Transport</b> - Potential for a 20% decrease in public transport patronage impacting on viability of bus services and providing accessibility for those who require buses, also managing social distancing on the public transport network, such as at bus stops.</p>
<p><b>Messaging</b> - making the public aware of the new ways to travel and how to adopt new travel behaviours. The My Journey programme is an ideal platform for carrying out a campaign around social distancing and taking up active travel in the new normal.</p>	<p><b>Messaging</b> – The positive messaging about active travel and impacts on wider health outcomes might be lost with 'anti-car backlash', and the impact of long-term exposure to harmful emissions.</p>
<p><b>Future Travel</b> – Government advice is that public transport should be avoided as it difficult to maintain social distancing can be maintained. This may result in increases in car-based traffic, and this increase in car-based traffic could also impact on the beneficial increases in cycling. Providing alternatives that people can use instead of their car will be beneficial. Using new models and modes, such as more electric vehicle charging points, e-bikes, e-scooters or micro-freight consolidation through the Solent Future Transport Zone (FTZ).</p>	<p><b>Managing Demand</b> – If not managed with staggered times or alternative modes everyone may travel at the same time and in cars causing congestion and pollution. To avoid this need to encourage new behaviours and adapt to the 'new normal'. Locking in the behaviour changes around home working and sending out messaging about not choosing the car first.</p>
<p><b>Enabling Social Distancing</b> – Improving the walkability and accessibility Southampton by deploying solutions that enable social distancing in areas where people would normally gather or cluster - such as on pavements by school gates, accessing retail units, and on and accessing public transport – at bus stops or rail stations.</p>	<p><b>Managing Expectations</b> - Responding to short-term requests for temporary changes to the road network to support active travel. We will do this by being strategic and proportionate when responding to requests made by residents and active travel groups to Members.</p>

**Supporting Health & Well-Being** – the lockdown has had an impact on people’s lives and well-being. Reductions in social interaction have had impact on well-being – particularly loneliness. People will also be wary of using public transport. Cycling and walking will help with physical and mental health by being outside in safe places and able to engage with people. Creating more safe space for walking helps with social distancing anxiety.

### 3 Southampton Green Transport Recovery Plan - Overview

The long-term transport strategy for the city, Connected Southampton 2040, sets out a vision where there is greater space for travelling by active modes and public transport whilst managing vehicles.



The Connected Southampton strategy reinforces some of the outcomes seen during the Lockdown. It provides a framework that can be accelerated in response to the significant change in people’s travel behaviours, mitigate some of the long-term negatives around obesity, health inequalities, and air pollution, and transform the layout of the city.

The GTRP also supports the Green City Charter, Cycling Strategy, Health & Well-Being Strategy, and Council Strategy 2020-2025 in helping to create a Greener, Healthier and Fairer city.



The GTRP is the response to the opportunities from the changes in people's behaviours and travel patterns. It will take the Connected Southampton framework and apply this to the meeting transport opportunities and tackling the threats presented by the lockdown.

The GTRP approach will be based on supporting social distancing on transport and in public spaces, promoting active travel as the new normal, and managing the network so that as more people return to work, school and leisure, car-based travel and congestion does not exceed pre pandemic levels. This aim is that this will enable more space for people to get around safely and securely with confidence, supporting public transport in the longer-term, and allow people to continue travelling actively. The GTRP will be supported by an ongoing messaging programme that encourages people to adapt to the new normal for transport.

#### Benefits from the GTRP

- Supporting the economic recovery of Southampton with active travel at the front so as more people return to work and school, car-based travel and congestion and pollution doesn't return to pre pandemic levels;
- Supporting pupils and staff to get to school safely by walking, scootering and cycling;
- Supporting social distancing and activity to overcome people's anxiety and enhance their overall well-being;
- Continuing to lower air pollution and carbon emissions;
- Support people's active and healthy lifestyles; and
- Provide opportunities to think creatively about the public spaces we have available - managing queueing, managing space so it can be used for other means such as dining space, public art, activate new spaces, and working with community groups to re-design their local areas.

Over the coming weeks and months SCC will implement a programme of experimental measures in the City Centre, District Centres, on corridors linking into Hampshire, and in residential areas.

## 4 Green Transport Recovery Plan - Approach

The GTRP is closely aligned to three phases for lockdown over the near, medium and long-term period.

- **lockdown** – supporting essential workers and active travel in the near-term period,
- **re-opening** - managing and influencing travel demand by active travel, public transport and private car during the following weeks as lockdown measures are eased, and
- **recovery** – continuing to manage and influence travel over the longer-term in Southampton to support businesses and services.

This is so SCC can help support and grow green, sustainable and active travel and the necessary social distancing measures that will need to be in place. Allowing key workers getting to work, supporting schools in getting pupils safely to and from school, creating a cleaner city, and supporting the economic recovery and long-term resilience.

It covers all the stages of a journey – the start from home, along the travel corridors, and at the destination. From the start where additional cycle parking or changes to parking layouts could be made in residential areas, to and along the corridors providing safe routes, and at destinations like the City Centre where more cycle parking or creation of additional space for social distancing could be implemented.

The GTRP is being applied spatially across Southampton, from the City Centre; along the corridors linking to the City Centre; major employment hubs including University Hospital Southampton, the Port and University; schools; and Local and District Centres. These are all areas where people will want to travel for work, education or retail if necessary.

The spatial areas are:

Key commuting corridors	Main corridors for cycling and public transport – provide priority space for people cycling with dedicated cycle lanes, retiming pedestrian crossings, and bus priority. Seek to bring forward any Transforming Cities Fund schemes.
City Centre	Given the mix of activities, focus and space the City Centre needs an interlinked plan, working with Go! Southampton (the BID) that covers items such as social distancing at shops, managing space so people can get around safely, interchange between modes, providing incentives and opportunities for people to cycle, opportunities for street scape and public art improvements, and promoting a message around active travel. Seek to bring forward any Transforming Cities Fund or Future High Streets Fund schemes.
District Centres	Individual approaches to the different District Centres - active travel routes to the District Centres, working with businesses and groups to support them on managing space and access to shops so people can get around safely, opportunities for street scape and public art, cycle parking, bus stop layouts, and promoting the message around active travel.
Employment Hubs	Working with businesses on promoting active travel, staggered timings, home working, engagement on support training, incentives, and improving cycle and walking access to sites such as Southampton General, the Port, and the Universities.



Schools	Working with schools and their specific reopening plans to encourage pupils and staff to walk, cycle and scoot to school, creating additional space outside schools for queuing at drop off-pick up times, manage the public transport demands of pupils, and better manage space with road closures for School Streets.
Residential Areas	Working with communities to re-design their local area using features such as modal filters, making it more permeable for cycling and walking – removing banned turns, contraflow cycling, continuous footways, local streetscape improvements (temporary planting, benches etc), facilities for cycle parking

Across all the spatial areas there are two themes – **Supporting Social Distancing** and **Supporting Active Travel**.



### Supporting Social Distancing

This is centred around providing more space so people are able to adhere to social distancing guidelines. As more people go to work, shops and out for leisure managing the demand will be vital. This covers how retail and businesses get people safely in and out of



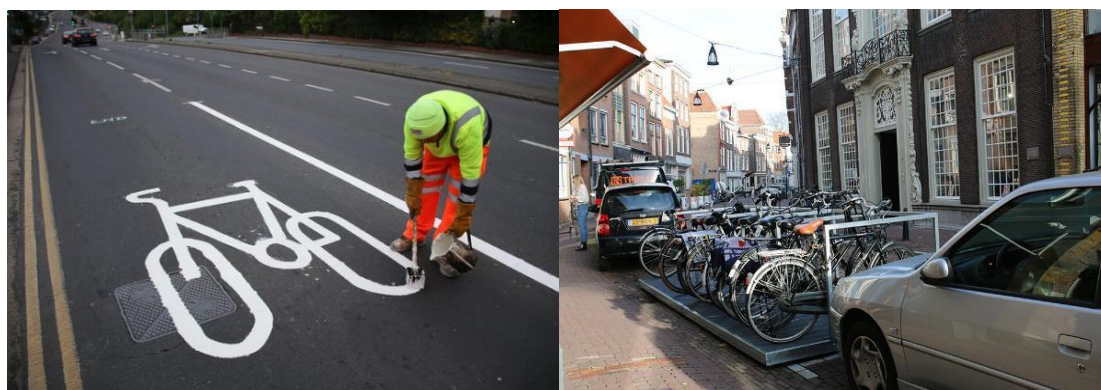
Using temporary flooring and planters to create more walking space by suspending parking in busy retail areas. Temporary stencil markings on the ground to highlight the social distancing message.

their premises, how and when people get to work, and working with the bus operators on how to manage access and risks on public transport.

### Supporting Active Travel

This focusses on enabling people to continue with the active travel activities that they have been doing. This will range from creating facilities and more space for people cycling and walking whether that is to work, the shops or for leisure. A series of 'hard' physical measures that range from small scale adaptations to larger scale and quickly deliverable schemes that can have a greater potential impact will be rolled out. Alongside this will be a series of 'soft' behaviour change measures (additional training, advice, communications and marketing) that will reinforce the message and support people's new travel behaviours.

The Southampton Cycle Network will be rapidly advanced in line with the plans in our Transforming Cities Fund programme. This will utilise a range of existing measures and tools that can be implemented quickly, including 'pop-up' cycle lanes, temporary road closures to traffic, bus lanes, modal filters, and reallocating road space to create more space for cycling in narrow spaces. These will be on the key corridors into Southampton, on routes to Southampton General Hospital, and along routes where people cycle for leisure. At the start and end of people's journeys we are proposing additional secure and temporary cycle parking. Modal filters, such as temporary planters, will help discourage through traffic from using residential streets whilst providing attractive and improved access to people walking and cycling in neighbourhood areas



Temporary measures to support cycling – cycle lanes repurposing a traffic lane and cycle parking.

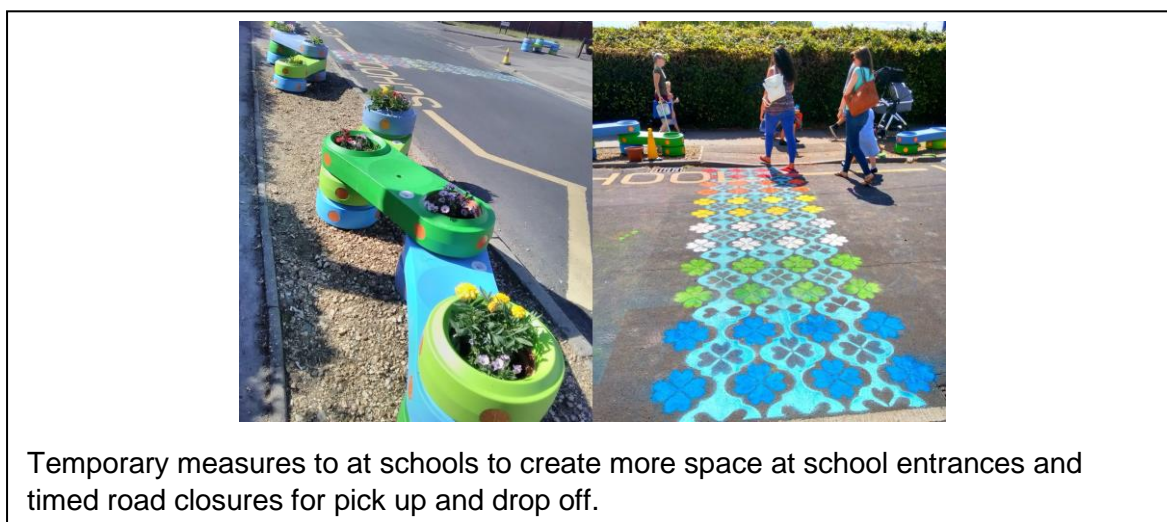
The walking environment will be enhanced through the reallocation of road space to support the economic recovery whilst enabling social distancing to take place. The delivery of additional and inclusive footway space will be particularly vital within the City and District Centres to provide people with enough space to move around easily whilst complying with social distancing rules. Social distancing will continue to be encouraged in busy retail areas through new signing and temporary markings.

We will enhance key corridors that connect people to these economic hubs and other transport services by reducing pedestrian waiting times at key crossing points and removing or relocating existing street furniture to more appropriate locations. This will also include providing new parklets that will offer residents and businesses more flexible and attractive spaces to queue, provide opportunities for public art, for people to move around or as seating areas outside cafes and restaurants.

Improved walking routes will also link people to leisure routes, such as Weston Shore, open spaces and the Public Rights of Way Network, to encourage people to continue to undertake exercise.



We will be working with schools to enable pupils and staff to get to school actively and supporting social distancing. We already have a successful School Streets programme and toolkit, and we will work with schools to facilitate local road closures or other measures that can create extra space at the school gates. These combine timed road closures with parking reallocation or additional temporary footway widening.



## Future Travel & Public Transport

The DfT have also indicated that e-scooters trials can form part of any plans, including Park & Ride options from an edge of town site to an employment hub. Southampton is part of the Solent Transport Future Transport Zone (FTZ) and was invited to be a trial centre for e-scooters, and the roll out of this and evaluation will be led by Solent Transport

Also looking to the future of transport, we will look at trialling new forms of transport such as e-scooters, pop-up Park & Rides, and Mobility as a Service (MaaS). This is closely linked to the Solent Future Transport Zone.

Alongside these social distancing and active travel, public transport will still have an important role to play for getting around. While the current advice is to avoid using public transport, some people, such as people living in households without a car, will still need to travel by bus and rail. Public transport operators will need to manage their space on-board vehicles and at interchanges. This includes screens for bus drivers, contactless payments and managing where people on-board vehicles can sit to ensure 2m or more social distancing and minimising proximity with others when alighting/boarding. As time progresses public transport will still have a vital role to play in transporting people, and if congestion increases the reliability of the bus will decrease. Putting in priority measures, such as bus lanes or technology now future-proofs the bus which is central to our long-term transport plan. Bus lanes can also be used by people cycling and taxis.



Temporary measures to support public transport –repurposing a traffic lane for additional bus stop queuing and cycle routes.

## Monitoring and Evaluation

The GTRP will be reviewed and monitored to ensure that it is meeting the objectives and is enabling people to get around. This will be initially be daily, weekly, then as behaviours and time progresses moved to monthly. The monitoring regime includes checking that the temporary measures are safe and secure. Evaluation will look at levels of use for cycling, walking and public transport as well as impact on general traffic. This will use the existing network of traffic counters, real time information, and Bluetooth journey time systems, and implementation of temporary counters.

## 5 Southampton Green Transport Plan – Activities

Step 1 - Near Term (next weeks)	
Activities - Stay at home for many, key workers and those unable to work at home moving, footfall and traffic increases, social distancing, low use of public transport, focus on City Centre, District Centres & employment hubs	
<p style="text-align: center;"><b>Supporting Social Distancing</b></p> <p><b>The Message:</b> Cycling and walking are healthy ways of getting around, identify the safe routes, and that the Council has a programme of works and activities that are there (#keepactive), using the EVMS to reiterate messages about social distancing and active travel</p> <p><b>Managing the School Run</b> Engaging with schools to identify schools that would want to carry out temporary barriers/road closures could be done to create safe routes and space for social distancing</p> <p><b>Creating More Space</b> <u>City Centre &amp; District Centre Retail Areas</u> Working with the BID and business groups in the District Centres, on how to layout the highway – including if permits are required – for queuing outside stores when they re-open – marking out lines, stencilling, opportunities for temporary street art. <u>Tactical/Temporary Street Closures</u> Using temporary barriers to create more space for social distancing, and if required by Police closing certain roads or car parks to provide additional space for walking and cycling. Closure of some car parks to discourage gatherings – Weston Shore.</p> <p><b>Demand Management</b> <u>Working with Businesses</u> To understand their plans post-Covid and how home working, cycling, staggered work times to reduce pressure on public transport, deliveries and flexible loading times. <u>Managing Access to Public Transport</u> Working with the operators on how we can support them with access that reduces risk – additional tap on tap off readers, messaging. Understanding their plans as people may be reluctant to use public transport. Establish a new Public Transport Recovery Task Force to help foster and ensure close collaboration over the coming months.</p>	<p style="text-align: center;"><b>Supporting Active Travel</b></p> <p><b>The Message:</b> Through My Journey promoting what there is for walking and cycling (#keepactive), highlighting the positive active travel stories from lockdown, and engagement with businesses as they prepare to reopen.</p> <p><b>Supporting Walking &amp; Cycling</b> <u>Cycle Parking Parklets</u> Identify programme of residential road 'parklets' that could include cycle hangers on-street, pinch points for walking etc <u>Keeping Key Workers Moving</u> Targeted cycle and walking routes improvements to support key workers – such as routes to the Hospital and information to them. <u>Trip End</u> Identify car parking (on-street and in car parks) that can be repurposed to provide free secure cycle parking in City Centre and District Centres, install first one. Identify places where there are pinch points in the City Centre that could be locations for parklets for temporary cycle parking, EV, or providing more walking space. <u>Identify Opportunities</u> Working across the Council and with partners to identified opportunities for infrastructure that supports active travel and better neighbourhoods, building on the TCF &amp; ATZ programme. <u>Priority at Crossings</u> Identify locations where pedestrian crossing priorities can be altered to on-call rather than delayed, or use additional detection to reduced need to push buttons. <u>Walkability</u> Review of walking routes and spaces around District Centres – creating more space, decluttering, space for rest etc.</p> <p><b>Future Travel</b> <u>Electric Vehicle Charge Points</u> Review of potential sites for residential EV charging points <u>E-Scooters</u> Scope trials for e-scooters in local areas.</p>

## Step 2 - Restart - Medium Term (weeks/months)

Activities - Vulnerable stay at home, trip levels returning, education trips resume, traffic higher, social distancing required, public transport low, focus on City Centre, schools and transport hubs

### Supporting Social Distancing

#### The Message

*Cycling and walking are healthy ways of getting around, identify the safe routes (#keepactive), and that the Council has a programme of works and activities that are there, using the EVMS to reiterate messages about social distancing and active travel – new normal campaigns.*

### Managing the School Run

Implementing local street closures to create extra space at the school gate to enable social distancing and safer routes for cycling, walking and scooting to school reflecting staggered or smaller class sizes.

### Creating More Space

#### Retail Social Distancing – City & District Centres

Continue to work with BID on social distancing measures in Above Bar Street, and in other District Centres taking learnings from the City Centre approach. Opportunities for public art.

#### Bus Stops

Space and layout at bus stops in the City Centre to help social distancing, use of the rear doors (where available) for boarding, cleaning regime of the shelters.

### Demand Management

#### Working with Businesses

To understand their plans post-Covid and how home working, cycling, staggered work times to reduce pressure on public transport, deliveries and flexible loading times

### Managing Access to Public Transport

#### Public Transport

Working with the operators on how we can support them with access that reduces risk – additional tap on tap off readers & messaging.

### Supporting Active Travel

#### The Message

*Through My Journey promoting what there is for walking and cycling (#keepactive), highlighting the positive active travel stories from lockdown, and engagement with businesses as they prepare to reopen.*

### Supporting Cycling & Walking

#### Cycle Parking Parklets

Commence residential parklet and cycle hanger programme on-street.

#### Keeping People Moving Actively

Targeted cycle routes improvements to support key workers – such as routes to the Hospital and information to them.

Identify and start to roll out pop-up cycle and walking lanes using temporary barriers on cycle routes to create additional safe space for social distancing walking and cycling

#### Trip End

Repurposing car parking (on-street and in car parks) to provide free secure cycle parking in City Centre and District Centres, using SolentGo or SmartCities cards for access.

Implement the identified City Centre parklet programme.

#### Making cycles available & training

Making some of the stored YoBikes available to key workers who might not have access to a car and unable/unwilling to use public transport. Online training activities to help people cycle.

#### Walkability

Carry out first two District Centre walkability schemes to improve space

#### Priority at Crossings

Carry out identified push button priority changes to on-call rather than delay Call pedestrians & cycles on every cycle.

### Future Travel

#### Local Mobility Hubs

Setting up local delivery services from a hub to vulnerable/shielded people using SCC services, EV charging points, and e-scooters trial.

### Step 3- Recovery (next 6-12 months)

Activities - Trip levels near 'normal', some social distancing, focus on maintaining status quo, focus on neighbourhoods and local economy

#### **Supporting Social Distancing**

##### The Message

*Cycling and walking are healthy ways of getting around (#keepactive and new normal campaigns) and that the Council has a programme of works and activities that are there being delivered.*

#### **Managing the School Run**

Growing the school streets programme with street closures at beginning and end of day as pupil numbers increase. Including secondary schools and the Universities.

#### **Demand Management**

##### City Centre & District Centre Retail

Decluttering and repurposing space so that people can access retail and support local shops, flexible delivery/loading that doesn't block the highway.

##### Working with Businesses

Continuing to work with businesses to ensure that practices become the new normal

#### **Managing Access to Public Transport**

##### Public Transport

Continuing to work with the bus operators on social distancing measures – contactless, tap on tap off etc.

##### MaaS Trials

Working on Solent FTZ MaaS programme to merge SolentGo and operators m-ticketing.

#### **Supporting Sustainable & Active Travel**

##### The Message

*Continuing the positive messaging and, if deliverable, events that help people to continue cycling. Continued working with businesses to promote and keep workers cycling including #keepactive campaigns and 'newnorm' campaigns planned for summer/autumn to supplement the measures in this plan.*

#### **Supporting Cycling & Walking**

##### Active Travel Zones

Delivery of ATZ measures including modal filters and road space reallocation, cycle hanger programme, better pedestrian crossing points,

##### Cycling Parking

Cycle parking in MSCPs and on-street made permanent and linked to SolentGo or Smartcities cards for access Southampton

##### Cycle Network

Delivery of the innovative cycle routes on Bassett Avenue-The Avenue, Portswood Road, Porstmouth Road and Northam Road as part of the SCN – completes three corridors, plus if additional funding SCN2.

##### Repurposing Streets

Review of Pop Up Cycle and Walking Lanes and look to make any successful ones permanent, start to repurpose City Centre routes in TCF - New Road, Above Bar Street, Portland Terrace closed to through traffic with temporary measures in advance of permanent.

##### Permanent Closures

Review and making any identified temporary closures permanent.

##### Public Transport

Strategic bus lanes and bus signal priority to support journey times as traffic levels could make them unreliable.

#### **Future Travel**

##### E-Scooter Trial

Participation in e-scooter rental trial

##### Electric Vehicle Charging

Roll out of EV charging points in residential areas.

## 6 Identified Schemes

From a prioritisation of identification of existing schemes, schemes that meet the overall aim of the GTRP, schemes within other programmes such as TCF the first phase of schemes have been identified. The prioritisation framework is in Appendix 1 and this provides an assessment of the individual infrastructure schemes for Supporting Active Travel and Supporting Social Distancing.

From the assessment the following infrastructure projects have been identified for both themes as priority are in the table below. The list is not exhaustive and will be kept under review so further schemes can be added to future phases.

Project	Timeframe	Client Lead	Delivery	Cost	Budget
<b>Supporting Social Distancing</b>					
Pedestrian crossing timings	May	T Policy	BBLP	£10,000	ETAF
Bus Stop Social Distancing	May-July	T Delivery	BBLP	£50,000	LTP/ TCF
Retail Social Distancing – City Centre & District Centres	May-June	BID, Businesses	BID	£15,000	LTP/ BID
Parklets	June-July rolling	T Delivery	BBLP	£60,000	ETAF/ FTZ
Managing the School Run	June- September	Sustainable City	BBLP/ SCC	£450,000	AF/ETA F
Tap On Tap Off Buses & Priority	June-July	T Policy	Bus Ops	£30,000	TCF
<b>Supporting Active Travel</b>					
Cycle Parking Hubs	June-July	Sustainable City	BBLP	£50,000	ETAF
Cycle Permeability	June- August	T Delivery	BBLP	£50,000	TCF
The Avenue-Bassett Avenue Cycle Lanes	May-June	TCF	BBLP	£250,000	ETAF
Hill Lane Cycle Lanes	June	T Delivery	BBLP	£100,000	ETAF
Cycle access to Southampton General Hospital – Adanac Park, Lordshill District Centre, Dale Road-Belle Moor Road & Outdoor Sports Centre	May- September	T Delivery	BBLP	£75,000	LTP/ET AF
Portswood Road Cycle Lanes	June	TCF	BBLP	£150,000	TCF/ET AF
District Centre Accessibility	May-August	TCF	BBLP	£50,000	ETAF
New Road-Civic Centre Road & Inner Ring Road - Bellevue/London, Bedford Place & Devonshire Rd	July- September	TCF	SCAPE	£400,000	TCF/ET AF
Modal Filters	July-Sept	T Delivery	BBLP	£100,000	ETAF
Winchester Road Cycle Lane	July-August	T Delivery	BBLP	£100,000	LTP/ET AF
St Mary's Road Cycle Path	July-August	T Delivery	BBLP	£300,000	ETAF/L TP
Bitterne Road West Bus Lane	July-August	TCF	BBLP	£150,000	LTP
Active Travel Zones	September- December	TCF	BBLP/ SC	£900,000	TCF/E ATF
Millbrook Road West Bus Lanes	Autumn	TCF	BBLP	£980,000	TCF
Electric Vehicle Charging	On Going	Sustainable	SC	£100,000	EVAP
				<b>£4,310,000</b>	



# CONNECTING SOUTHAMPTON

## GREEN TRANSPORT RECOVERY PLAN



## 7 Implementation Process

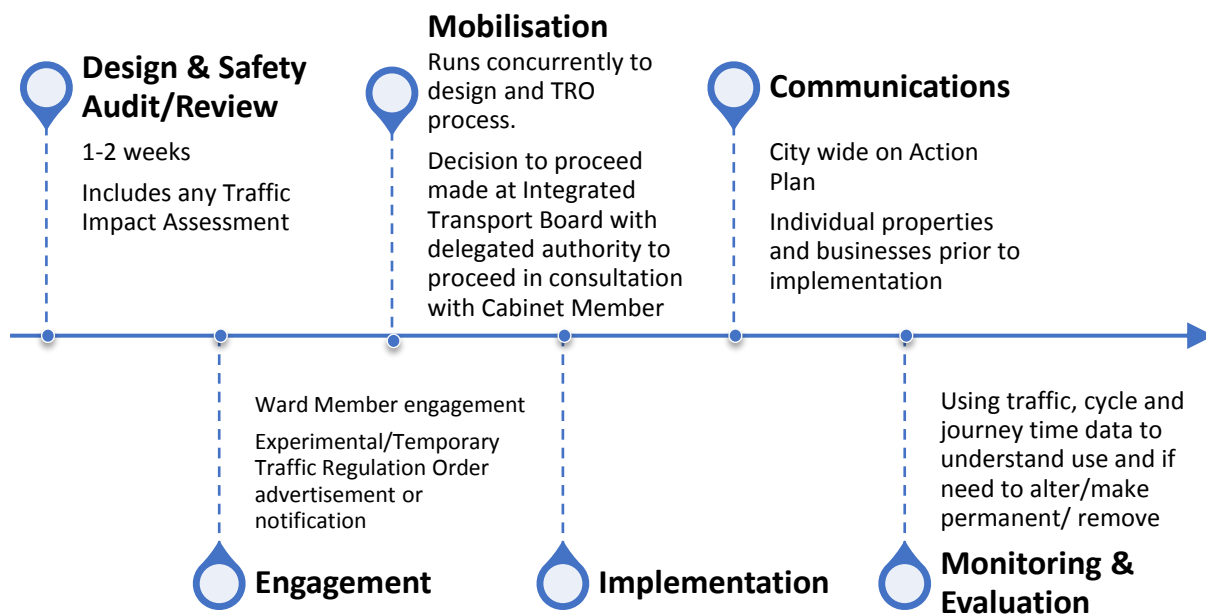
Implementation will be from May 2020 as an ongoing programme of schemes that will be delivered across Southampton.

### Traffic Regulation Orders

Under statutory guidance to Local Authorities the DfT have highlighted the range of Traffic Regulation Orders (TROs) already available to them to do certain types of ‘pop-up’ schemes. Where a scheme requires a TRO, such as modal filters, implementing double yellow lines or mandatory cycle lanes, there are three routes available as set out by the DfT under the Traffic Management Act 2004 – permanent, experimental and temporary. A TRO is not required for new light segregated schemes or suspending parking for example.

Permanent TRO	Notice published and posted, 21-day public consultation period, formal decision on objections and then implementation
Temporary TRO	Notice of making published 7 days before order is made and notice of making published within 14 days. No consultation.
Experimental TRO	Notice of making published 7 days before implementation, 6 to 12-month consultation period while in force, formal decision on making permanent or remove within 18 months.

An indicative timeline for implementing a scheme is set out below from inception, engagement, design, experimental or temporary TRO process, and then mobilisation for implementation. This timeline will vary depending on the scheme and elements can be run concurrently if necessary. Ward Members will be kept informed of schemes in their areas and residents and businesses will be notified before implementation.



For those schemes that are identified in the medium to long term there will be public and Member engagement and consultation on the schemes. Many of these schemes have been identified as part of the Southampton City Region TCF programme and elements are being brought forward.

As part of the scheme development process assessments will be carried out on the likely impacts on other road users, primarily buses, emergency services and access to properties.

For the Managing School Run programme there is a separate application process. This process is already established through SCC's School Streets Community Order. Engagement with Headteachers of all schools in Southampton has started.

- Step 1 – Week 1 - Communication with Headteachers
- Step 2 – Week 2-3 - School expresses strong interest and residents are informed
- Step 3 – Week 3-4 – School Applies
- Step 4 - Week 5-6 – School notified
- Step 5 - Ongoing of monitoring and evaluation

## Communications

Alongside the development and implementation of all the schemes there will be concurrent Communications activity. This will cover city wide communications on what the Council is doing to support active travel and social distancing. This will be supported by individual comms activities for each scheme for properties and individual coming out on direct impact on each scheme. The bus operators, police and fire service will also be engaged on specifics.

To ensure the success of a scheme is understood the Council will use its network of automatic traffic counters, temporary counters, walking counters in the City Centre, and Bluetooth journey time monitoring. This will look at how traffic reacts, changes in levels of cycling, changes in journey times, it will be analysed by an external party. The Council also has access to Sustrans #morespacetomove information. This will identify if there is a point where the scheme can be altered, made permanent or removed.

## 8 Supporting Programmes

Alongside the GTRP there remains a comprehensive programme of behaviour change activities through the My Journey brand that will continue to promote walking and cycling, the

commencement of the Transforming Cities programme, and a supporting strategic Solent Post Covid Communications Campaign. These are explained here.

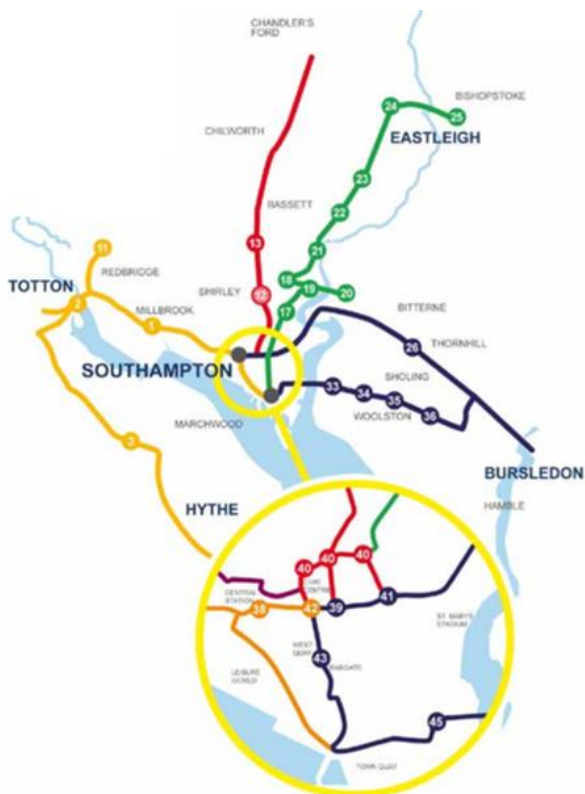
## Behavioural Change

The DfT funded Access Fund programme is focused on demand management and supporting people to walk and cycle with travel planning and engagement with businesses and schools on three travel corridors from Hampshire into the City (from Totton, Chandlers Ford and Eastleigh and from Hedge End and Bursledon). This includes supporting schools in encouraging pupils to travel by bike, walk or scoot, working with businesses to develop their Travel Plans, and events and activities.

The Access Fund programme is being reviewed so activities can support the GTRP. It will include:

- Prioritising a support package for schools to enable pupils to travel safely and socially distance on the journey to and from school, initially in any phased/staggered return, then once fully back;
- Short term grant funding and information to help make bikes and cycle refresher training available for key workers, and
- Monitoring and evaluation of the impact of any measures.

## Transforming Cities Fund



SCC, along with Hampshire County Council, are commencing the programming and delivery of the Southampton Transforming Cities Fund Programme. This has a strong focus on delivery of new cycling infrastructure on four main corridors between Southampton and Hampshire, supporting local cycling and walking journeys, supporting buses so they are reliable, interchange between modes, Park & Ride, supported by changes to roads in the City Centre that create more space for people.

The corridors (shown on the map) are to Totton & Waterside, to Chilworth & Chandlers Ford, Portswood, Eastleigh and Fair Oak, and Woolston & Bursledon. These are being looked at holistically and partially form the basis of some of the activities identified in the GTRP.

The GTRP provides the opportunity to implement some of the active travel schemes in a different way, and to review and refine the TCF programme so that early delivery of the cycling infrastructure can capitalise on the increases seen. HCC are also refine their TCF

programme to support their own plans and funding.

## Electric Vehicle Action Plan

SCC is developing an Action Plan to increase the availability of on and off-street electric vehicle charging points. This includes expanding a network of residential charging points to give people the opportunity to charge their vehicles at home. As part of the DfT's Active Travel announcement an additional £10m was made available for on-street residential charge points. SCC is already planning how to access this funding and provide additional charge points in Southampton. This forms an integral part of this opportunity to re-define transport and travel in the city.

## Solent Recovery Communications Campaign

Led through Solent Transport, the campaign will seek to encourage people in the Solent area to sustain new walking and cycling habits, as well as flexible working arrangements, that benefit both public health and the wider environment. The campaign messaging will be positioned in a positive way and will encourage people to adopt a new way of life as the country becomes accustomed to a new normal.

The campaign will be delivered under the My Journey sustainable travel brand, and looks at families, commuters, businesses, and those new to walking and cycling. The objective of the campaign is to encourage long-term travel behaviour change, following the increases in walking and cycling. Also, to help reinforce messages, we can use our Variable Message Signs located on main commuter routes to promote active travel and social distancing.

The campaigns are titled #activetravel and #newnorm and is being led by Solent Transport so a consistent message is sent across all authorities, but there will be locally led SCC comms as well. A separate detailed Solent Communications Plan has been developed and this will support the GTRP with messages around safer travel.

## 9 Funding

The total cost for the identified schemes and activities in the GTRP is approximately **£4.31m**.

Funding would come from existing sources set out below, including TCF, so that schemes already budgeted and committed can be brought forward. SCC recognises that we need to be agile to the changes we are experiencing and to evaluate our approach and to be considered and strategic with our interventions (both behaviour change / infrastructure). The temporary measures, may require some reallocation of existing programmes within the existing 2020/21 LTP Integrated Transport Programme that has already received budget approval as part of the Council 2020 budget. Any appropriate expenditure on activities and schemes that can be recovered from any additional Government funding for Covid-19 will be identified and this will offset any core SCC expenditure such as LTP funding. However, initially we look to utilise these existing external budgets and programmes to fast track specific projects that directly support the GTRP

Local Transport Plan (LTP)	Capital funding for transport schemes including cycling, walking, public transport, public realm, traffic signals
Developer Contributions	Contributions towards walking, cycling and public transport schemes
Electric Vehicle Action Plan	On-street charging points – grant funding opportunity from DfT being pursued
Transforming Cities Fund	Large scale programme 2020-23 for transformative schemes for active travel, public transport, interchanges and gateways on four corridors between Southampton and Hampshire
Solent Future Transport Zone	Local Mobility Hubs and e-scooter trial
Access Fund	Supporting active travel with activities and training, working with schools and businesses on Travel Planning
Travel Demand Management	Wider travel planning across the Solent in partnership with Highways England, will make use of the Solent wide communications programme
Future High Streets Fund	Bid being prepared but the GTRP is implementing some early elements for Above Bar Street, Portland Terrace and Civic Centre Road-New Road.

The Government has also indicated that they are allocating £2bn to active travel modes, some of this is already committed funding such as TCF. However, an initial £250m is being made available to local authorities for the implementation of Emergency Active Travel

schemes<sup>4</sup>. The indicative allocation for Southampton is £1.225m. This is an initial funding and more may be available later in 2020 as part of the wider Cycling & Walking Investment Plan. The GTRP is set up so Southampton is well placed to utilise this additional funding effectively to achieve rapid delivery in the coming weeks. We await more information from the Government on how this funding will be allocated – as this would be of great help in combination with our existing available budgets.

If the DfT provide a proportionate grant for Emergency Active Travel measures this will offset any LTP and S106 expenditure, plus any other if higher. It is not envisaged that this will require any additional funding from outside of TCF and LTP and/or Emergency Active Travel funding.

The approximate split of funding sources in 2020/21 is:

Source	Amount
EATF	£1.255-1.495m
TCF	£2.16m
LTP ITB	£0.565m
EVAP	£0.1m
FTZ	£0.03m
Access Fund	Staff Time
<b>Total</b>	<b>£4.31m</b>

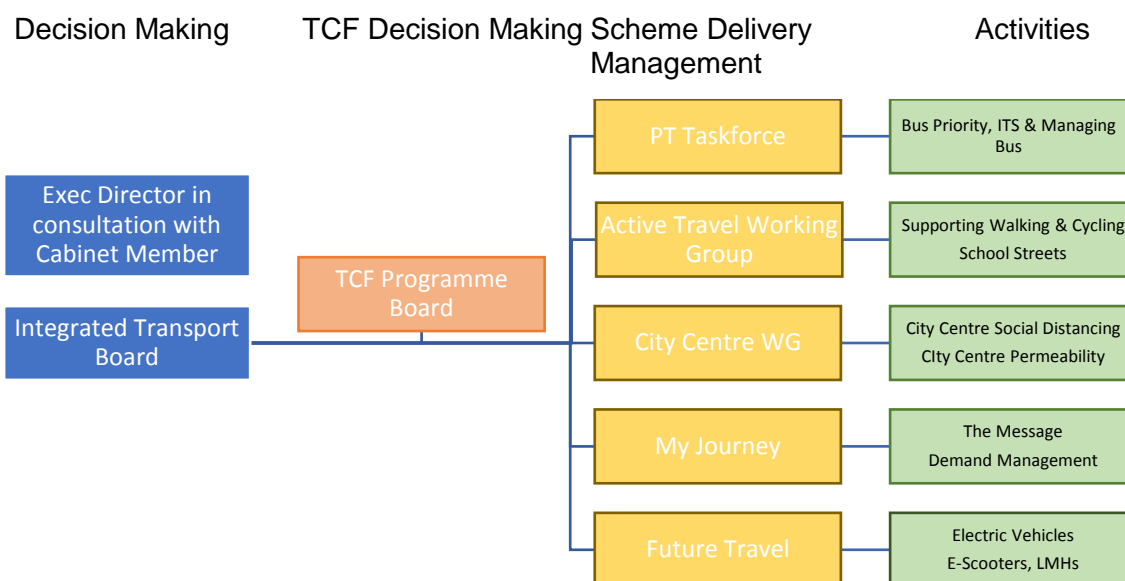
## 10 Governance & Resources

The implementation and oversight of the Southampton Green Transport Recovery Plan will be through the Green City & Infrastructure Team. It will be overseen by the Head of Service for Green City & Infrastructure who will report to the Director of Place and be in consultation with the Cabinet Member for Green City & Transport.

To ensure timely and quick delivery of the schemes the frequency of the Integrated Transport Board (which currently meets monthly) will be increased to weekly and held virtually. This will be the primary focus for the oversight of the project being developed and delivered as part of the GTRP. Membership will be increased to include invites to Service Manager Highway Contracts and Director of Place and Cabinet Member. Decisions will be made through the delegated powers to the Director and/or Head of Service, and in consultation with the Cabinet Member.

However, as most of the schemes are from the TCF Programme the TCF Programme Board (jointly with HCC) will also provide strategic input and approve TCF schemes. This will be also be done virtually and will input into any HCC TCF schemes that are being advanced. Alongside ITB supporting groups will all provide information and recommendations into the final scheme development and delivery, these include PT Taskforce, Active Travel Working Group, My Journey, and City Centre Working Group with Go! Southampton.

<sup>4</sup> <https://www.gov.uk/government/news/2-billion-package-to-create-new-era-for-cycling-and-walking>



A Project Lead in Transport Delivery will lead on the programme with the range of activities will be delivered by teams within SCC – Transport Policy, Transport Delivery, Sustainable City & SmartCities, Highways Service Provider BBLP, and external partners such as the BID and bus operators.

The programme will be monitored and evaluated to assess whether the measures being implemented are working. This will include a comment collection database working with Sustrans through their #spacetomove campaign.

## 11 Roles & Responsibilities

The following sets out the roles and responsibilities of the Boards and Teams for the GTRP.

Integrated Transport Board	Decision Making via Executive Director & recommendations to Cabinet Member
TCF Programme Board	Decision making for TCF schemes
Transport Policy & Delivery Teams	Lead Teams - Client management, lead on Active Travel WG & PT Taskforce, budget management, reporting to ITB, monitoring & evaluation
Sustainable City Team	Lead on My Journey and Managing School Run programme administration & liaison with workplaces, Go! Southampton and schools
Smart Cities Team	Support on SmartCities/Solent Go for secure cycle storage and Maas.
My Journey Communications	Overall comms, collating of requests, school engagement, development and implementation of complementary campaigns #keepactive and 'the new norm' campaign. The communications campaigns will dovetail with the short-term network adaptations proposed and the additional capacity on the highway for cycling will be an enabling measure alongside the wide-reaching communications. Liaison with Solent Transport wide programme.
Go! Southampton	Primary support (representing main businesses) for City Centre Working Group and delivery of social distancing measures in City Centre
BBLP	Civil design work, eTRO administration, temporary barrier procurement, construction, safety audit/safety review

## 12 Programme

Emerging	
May	<p>Adoption of GTRP via Exec Director and Cabinet Member            Prioritisation finalised, scheme list approved, BBLP briefs, TROs advertised, increased remote communications with key stakeholders, communications planning and engagement planning, identification of priority parklets.</p> <p>Schemes:</p> <ul style="list-style-type: none"> <li>- Adjusting signalised crossing timings,</li> <li>- First 'pop-up' cycle lanes installed – Weston Shore, Bassett Avenue-The Avenue and Hill Lane</li> <li>- Cycle routes to Southampton General Hospital</li> <li>- City Centre temporary cycle parking</li> <li>- Bus Stop Social Distancing commences</li> <li>- Retail Social Distancing in City Centre</li> </ul>
Restart	
June	<p>Initiation of #keepactive and '#newnorm' campaigns through comms channels.</p> <p>Schemes</p> <ul style="list-style-type: none"> <li>- First temporary School Streets in line with any phased return to school including engagement support,</li> <li>- Roll out of other pop up cycle lanes – Portswood Road Winchester Road,</li> <li>- City Centre Parklets &amp; Cycle Parking</li> <li>- Retail Social Distancing – District Centres</li> <li>- Parklets programme</li> </ul>
June-Aug	<p>Further permanent cycle schemes rolled out –St Mary's Road, Bitterne Road West, New Road-Civic Centre Road, Modal Filters, continued monitoring – decision on Bassett Avenue (Northern section)</p>
Recovery	
Sept-Nov	<p>Larger scale schemes implemented through TCF, monitoring, continuation of '#newnorm' campaign, St Denys' ATZ, Millbrook Road West Bus Lane,</p>
Jan 2021	<p>Decisions on making any temporary schemes permanent</p>

## Appendix 1 - Assessment of Infrastructure Options for Corridors and Destinations

	Corridor/ Area	Project	Priority Area	Risk	Budget	Spare Capacity	Deliverability	Cost	Timeframe Near/ Medium/ Long	Proceed
Supporting Active Travel	City Centre Car Parks	Cycle Parking Hubs for workers	City Centre	Med	LTP	Repurposing existing car parking spaces in SCC car parks (1 space = 10 cycle spaces) – up to 10 car parking spaces. Car park use lower but as more workers return demand could increase.	Assessment of car parks, procurement of fencing, gates and temporary Sheffield stands, with development of secure access via SolentGo/ Smartcities card/ MaaS	£10k per car park – 5 car parks = £50k  Offset car park revenue loss to be assesse d	Near	Y
Supporting Active Travel	District Centre Car Parks & Roads	Additional cycle parking for workers	All District Centres	Med	LTP	Repurposing existing car parking spaces in District Centre car parks or removing/ suspending on- street parking bays	Assessment of car parks, procurement of fencing, gates and temporary Sheffield stands, with development of secure access via SolentGo/ Smartcities card/ MaaS	£5k per site – 5 DC car parks & on-street - £25k	Near- Medium	Y



Supporting Active Travel	Pedestrian crossings	Pedestrian & cycle priority calls by additional detection and retiming of demand	Key Commuting Corridors, City Centre, District Centres	Low	LTP	ITS indicate that some signals have capacity to do this	BBLP ITS to redo timings on identified signals to be responsive to	£10k	Near	Y
Supporting Social Distancing	Bus Stops	Organising space around bus stops and considering other social distancing measures, temporary kerbs	City Centre, District Centres, Other Busy Bus stops (e.g SGH, University)	Low	LTP	Where there is insufficient space may need to use carriageway	Implications of not having level boarding, need to understand levels of use, using chalk paint or equivalent to demarcate	£50k	Near	Y
Supporting Active Travel	Buses	Additional card readers on buses (tap on-tap off)	All	Low	TCF Fast track	Additional reader installed on bus	Procurement via the CBTF	£30k	Near-Medium	Y
Supporting Social Distancing	Parklets	Providing additional space for benches, green space, cycle parking to widen footways – opportunity for public art	City Centre, District Centres		LTP/FTZ	Using spare roadspace for small cycle parking, green spaces etc to provide additional footway space	Procurement via BBLP and short turnaround to install	£5k/parklet – 15 sites = £75k	Near	Y

Supporting Active Travel	A33 Millbrook Road West	Bus Lanes inbound from Millbrook Rndbt to Paynes Road	Key Commuting Corridors	Low	TCF Fast track	3 lanes that could have one converted to bus lane while traffic levels are low to establish bus priority	Experimental eTRO, signs & lines	£980k	Long	Y
Supporting Social Distancing	All	School Street Closures - staggered start/end times	Schools	Low	Access Fund/ LTP	Use road space outside schools for start/end day closures to for social distancing	Supply of materials – cones, barriers etc, assessment of willing schools and available roadspace. Closures driven by schools utilising Community Street Closure order. Comms & engagement required	Approx £15k/school – 30 schools = £450k	Near-Medium	Y

Supporting Active Travel	Access to Southampton General Hospital	Cycle routes (e.g. lanes) and priority (e.g. modal filters) on Dale Road, through Lordshill from Adanac Park, Bellemoor Road, Hollybrook Cemetery. Support school street closures e.g. Upper Shirley High/ Shirley Infants.	Key Employment Area	Med	LTP	Removing 6 spaces on Dale Road, off-road routes through Lordshill via District Centre, modal filters restricting vehicle access at Bellemoor.	eTRO for Dale Road & Bellemoor, signs & lines, temporary modal filter. Restricting vehicle movements some residential distributor roads e.g. Bellemoor Road.	£75k	Near	Y
Supporting Active Travel	Hill Lane	Cycle lanes on Hill Lane from Burgess Road to Archers Road (connecting to existing)	Key Commuting Corridor, Access to Leisure	Low	LTP	Mandatory cycle lanes in both directions	eTRO, signs and lines	£100k	Near	Y
Supporting Active Travel	Shirley High Street	Removing on-street parking and converting footways to shared use	Key Commuting Corridor, District Centre	High	LTP	None on carriageway and in places footway narrow	eTRO, but a busy bus corridor affecting public transport	£250k	Long	N

Supporting Active Travel	Bassett Avenue	Remove one lane in each direction to make temporary segregated cycle lanes from Chilworth to Bassett Avenue	Key Commuting Corridor	Med	TCF Fastrack	Current traffic levels are low so one lane could be taken. Winchester Rd-Bassett Ave planned for reallocation	eTRO, signs/temporary barriers, connectivity at either end	£150k	Near	Y
Supporting Active Travel	The Avenue	Mandatory/segregated cycle lane between Winn Rd and Burgess Road	Key Commuting Corridor	Low / Med	TCF Fastrack	Wide 2 lanes that can accommodate cycle & traffic lanes	BBLP done TCF design, eTRO, signs, lines or temporary barriers in advance of permanent scheme (Oct)	£100k	Near	Y
Supporting Active Travel	Portswood Road	Mandatory cycle lane between Portswood Broadway and Lodge Road	Key Commuting Corridor, District Centre	Low / Med	TCF Fastrack	Space in carriageway with some parking reallocate to side streets	BBLP done TCF design, eTRO, signs, lines, parking bay removal	£150k	Near	Y
Supporting Active Travel	St Mary's Road	Create segregated 2-way route between Onslow Road and Charlotte PI	Key Commuting Corridor	Low	TCF Fastrack	Wide carriageway that could be reallocated	BBLP done TCF design for widened footway for seg route, eTRO, signs, lines	£300k	Medium	Y

Supporting Active Travel	Bitterne Road West Cycle Lane	Option 1 Mandatory cycle lane on Bitterne Rd W from Bitterne Village (Lances Hill) to Northam River Bridge	Key Commuting Corridor	High	LTP	Dual carriageway would reduce capacity while flows are low, space once lane is taken away for cycle – be a wide single. As traffic flows increase would need to be removed	eTRO, signs, lines/temporary barrier required – speeds and safety, acceptability	£500k?	Long	N
Supporting Active Travel	Bitterne Road West Bus Lane	Bus lanes with cycles & taxis permitted, in each direction from Bitterne to Northam Road, cycle lane across Bitterne Bridge	Key Commuting Corridor	Med	LTP	Dual carriageway, flows are low to take away one lane in each direction for bus lane to help buses	eTRO, signs, lines, acceptability, using EVMS and a comms plan for engagement	£150k	Medium	Y
Supporting Active Travel	Bitterne Road East	On road mandatory cycle lane from Upper Deacon Road to Maybray King Way	Key Commuting Corridor	Low / Med	LTP	Design for SCN2 has with direction cycle lanes on wide single carriageway road	Would require removal of right turn pockets and left turn filter at Bath Road, eTRO, signs, lines/ temporary barrier	£250k	Long	N

Supporting Active Travel	Portsmouth Road	On road cycle lane from Itchen Bridge to Botley Road	Key Commuting Corridor	High	TCF Fastrack	Space is limited between Itchen Bridge and Weston Lane, more space from this point to city boundary	eTRO, signs, lines/ temporary barrier	£250k	Long	N
Supporting Active Travel	St Denys ATZ	Identified items from St Denys' ATZ engagement	Residential Area	Med	TCF Fastrack	Targeted road closures, priority changes, cycle parking		£900k	Long	Y
Supporting Active Travel	Winchester Road (Bassett Ave -Hill Lane)	Make cycle lanes mandatory and reallocate parking	Key Commuting Corridor	Med	LTP	Cycle lanes already in situ but parked on	Limited alternative places to park	£100k	Medium	Y
Supporting Active Travel	New Road-Civic Centre Road	Closure of New Road-Civic Centre Road to all traffic except buses, taxis & cycles	City Centre	Med	TCF Fastrack	Excess road space that can be reallocated, closure to through traffic would reduce volumes	Assessment of what to do with access traffic and messaging, eTRO, signs, temporary barriers, enforcement	£300k	Medium	Y

Supporting Active Travel	Above Bar Street	Make Above Bar Street (south) one-way for buses, taxis & cycles only from New Road to Pound Tree Road. Cycle contraflow. Remove bus stops outside Bella Italia-Yates to allow footway widening	City Centre	Med	TCF, FHSF	Excess road space that can be reallocated either through temporary barriers to widen the footway, would require one lane for traffic and space for bus stops s/b close to precinct	Consultation with bus operators on potential routing changes for buses going in opposite direction to the one-way. Relocation of taxi rank. Removal/repositioning of bus stops towards precinct, eTRO, temporary widening to become permanent	£100-300k	Medium-Long	N
Supporting Active Travel	City Centre Pedestrianisation	Expanding the pedestrian and cycle core of the City Centre – Guildhall Square, East Street, High Street & Bargate, remainder 20mph limit	City Centre	High	TCF, FHSF	Closing road to be reallocated to all traffic except cycles and people walking.	Consultation with bus and taxi operators, BID and businesses regarding loading and deliveries, disabled abys, upgrades to surfacing	£1m	Long	Y – Future Phase

Supporting Active Travel	Queensway-Palmerston Road	Reallocation of road space to on road cycle lanes	City Centre	Low	LTP	Enough width that can be reallocated on western side of Palmerston Road without impacting on P&D bays	eTRO, signs, lines/ temporary barrier	£50k	Medium	N
Supporting Active Travel	Weston Shore	Closure of Weston Parade to traffic for temporary cycle route	Woolston, City Centre	Low	LTP	Reallocate road space	Re-routing of traffic assessment, eTRO, signs, temporary barriers, enforcement, acceptability	£40k	Near	Y
Supporting Active Travel	Cycling Permeability	Removal of right turn bans for cycles, contra flow cycling on one-way streets	City Centre, District Centres, ATZs	Low	LTP	Reallocating priority at signals	eTRO, signs	£50k	Medium	Y
Supporting Active Travel	Inner Ring Road	Modal filters/closures at Devonshire Road/ Cumberland Place and London Road/ Bellvue Road	City Centre	Low	TCF Fastrack	Creates additional roadspace for pedestrian crossing and safety	eTRO, signs, bagging of lights at Devonshire, temporary modal filters on Bedford Place	£100k	Medium	Y

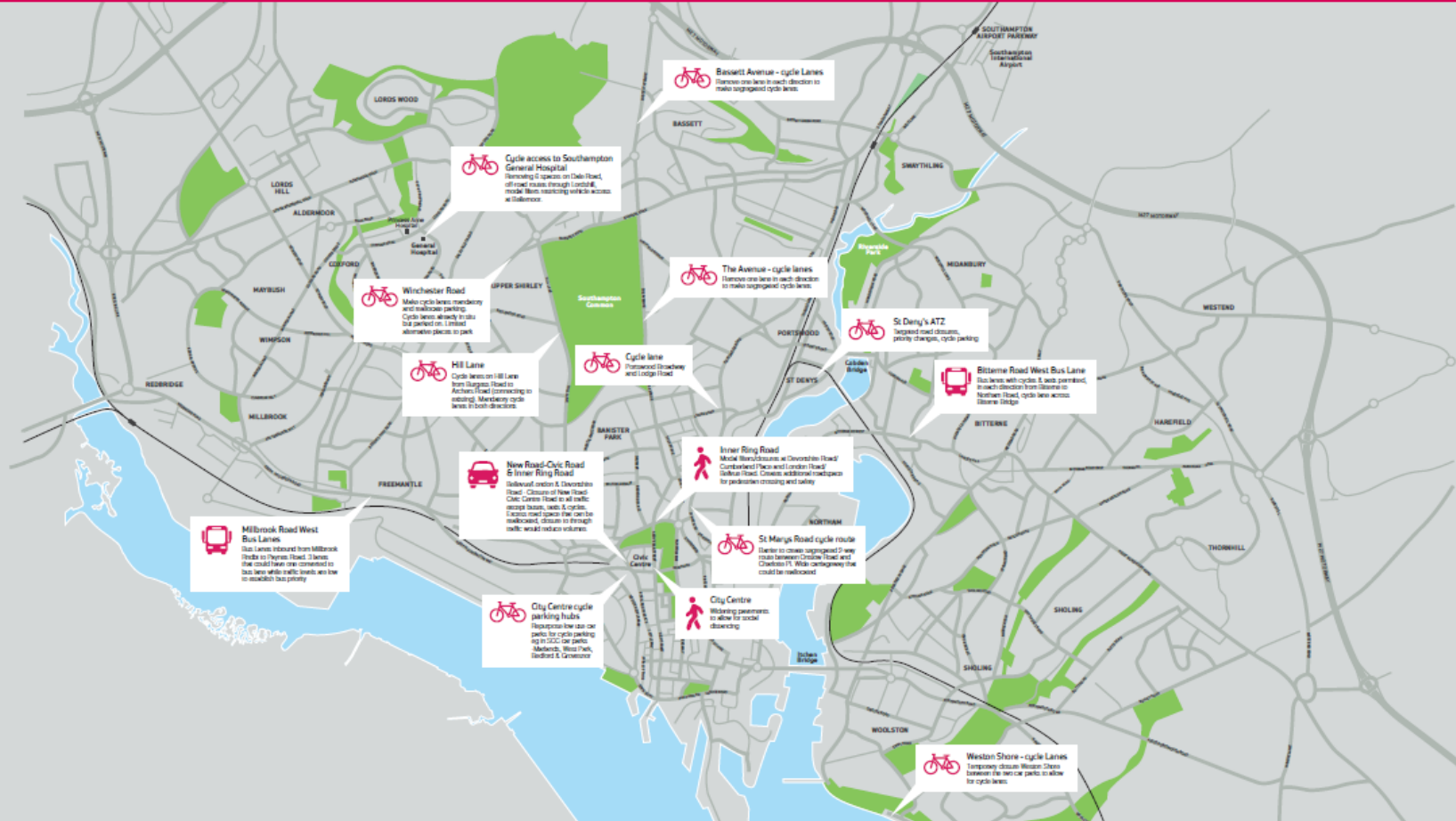


Supporting Social Distancing	Lordshill District Centre	Additional queuing space for shops and additional parklets	District Centre	Med	LTP	Creates additional space outside Sainsbury's, need to suspend some parking bays.	Off-Street Parking TRO, barriers, stencil markings	£20k	Near-Medium	
Supporting Social Distancing	Shirley District Centre	Additional space for people walking around Shirley High Street - Widening bus stops at Precinct, relocate parking bays, pedestrian crossing timing changes, parklets, temporary footway widening	District Centre	Med	LTP	Use bus laybys on Shirley High Street, parking bays would need to be suspended to widen footways	eTRO, community & business consultation, temporary barriers for footway widening	£100k	Medium	Y – bus stops Phase 1, rest Phase 2
Supporting Social Distancing	Portswold District Centre	Widening bus stops in Broadway, pedestrian crossing timing changes, parklets, temporary footway widening, bus & cycle only road	District Centre	Med	LTP	Parking and disabled bays would need to be suspended or relocated to widen footways	eTRO, community & business consultation, temporary barriers for footway widening, longer term elements linked to TCF	£100k	Medium	Y – bus stops Phase 1, rest Phase 2

Supporting Social Distancing	Bitterne District Centre	Managing space around shops, cycle routes to Bitterne, additional space at bus stops	District Centre	Med	LTP	Precinct is pedestrianised, narrow space around West End Road bus stops on footway	eTRO, community & business consultation, temporary barriers or planters for shop queuing	£50k	Medium	Y – Phase 2
Supporting Social Distancing	Woolston District Centre	Pedestrian crossing timing changes, Local Mobility Hub and Active Travel Zone	District Centre	Low	LTP	Lesser scope to carry out widening works	Woolston ATZ TCF scheme due to start engagement in October	£25k	Long	N
Supporting Future Travel	Electric Vehicle Action Plan	On-street charging points in residential areas	Residential Area	Med	EVAP	Uses on-street charge point bollards	eTRO, signs, preferred supplier	£100k	Medium-Long	Y

# CONNECTING SOUTHAMPTON

## GREEN TRANSPORT RECOVERY PLAN



## Appendix 2 - Visual examples of highway measures

### Supporting Social Distancing

Street stencils + chalk for marking out social distancing as opposed to tape (can be pressure washed off):



Example of temporary build out for bus stop at Brixton - Rediweld kerb with new asphalt pad. Potential for Bassett Avenue, The Avenue, City Centre bus stops



Example of Temporary Cycle Build out at a bus stop in Paris



## Temporary Cycle Parking Parklets, Netherlands



## Creating additional footway space



Widening of pavements in Centro, Sorocaba

Link here for more examples [https://www.itdp.org/wp-content/uploads/2020/02/DHoppe\\_TacticalUrb\\_11032020-1.pdf](https://www.itdp.org/wp-content/uploads/2020/02/DHoppe_TacticalUrb_11032020-1.pdf)



Secure Cycle Parking in London



## Supporting Active Travel

Leicester - Taking out a lane and creating a cycling



Temporary modal filter planter boxes used in Tower Hamlets, London:





Blocking a right turn at a junction:



Two lanes of Old Shoreham Road (A Road) in Hove in both directions have been turned into cycle lanes:





Further example of painted cycle lane:



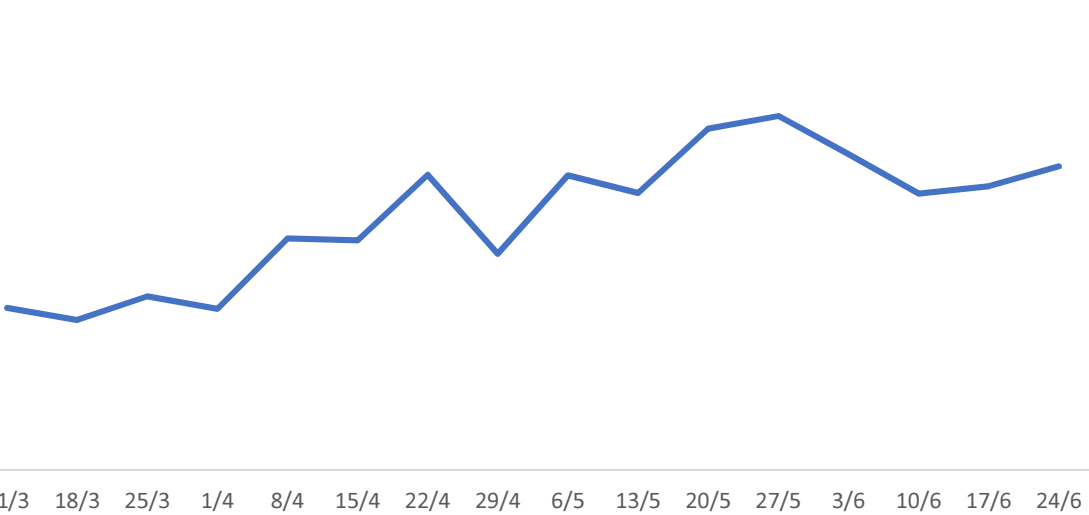
Example from City of Jersey of paint to expand pavement widths



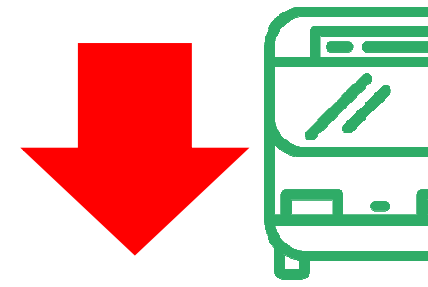
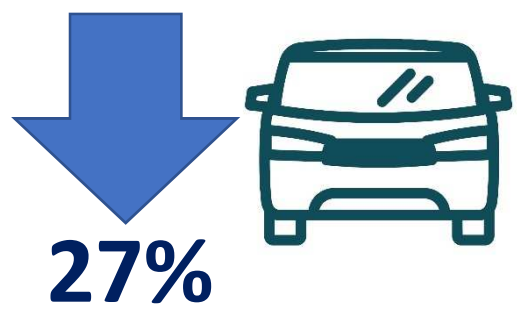
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# Southampton Traffic & Transport

Average Weekday Cycling Levels March-June 2020



Traffic levels down 27% since week before lockdown



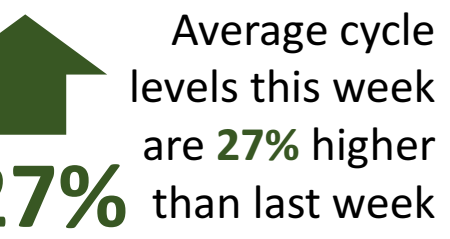
Bus travel down **85%** compared to February  
**23%** higher than in April



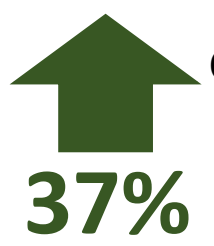
Traffic this week is **7%** higher than last week



Average weekly cycling numbers this week are 102% higher compared to the week before lockdown

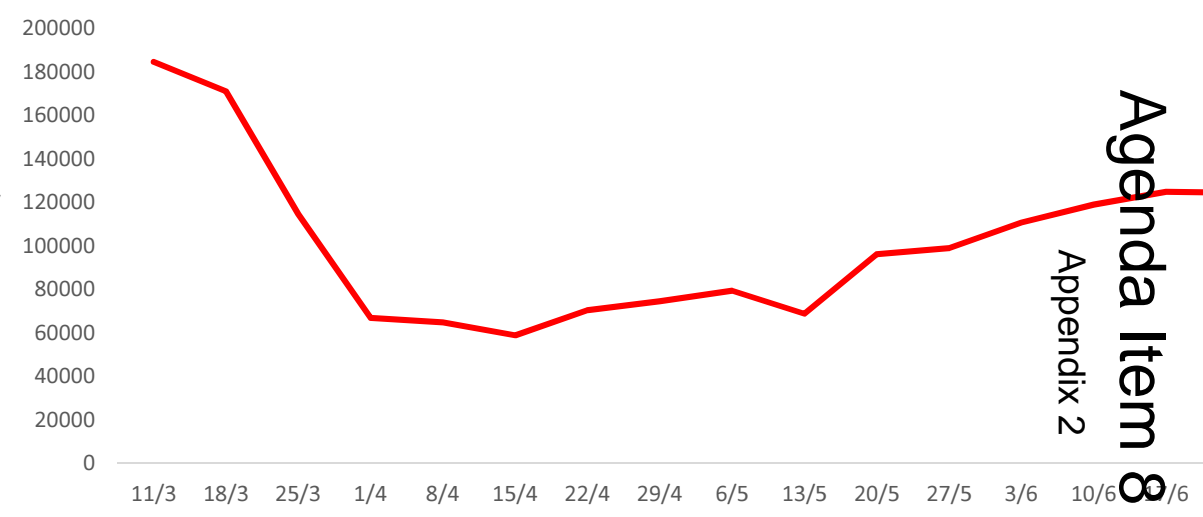


Average cycle levels this week are **27%** higher than last week



Cycling levels up **37%** this May compared to May 2019

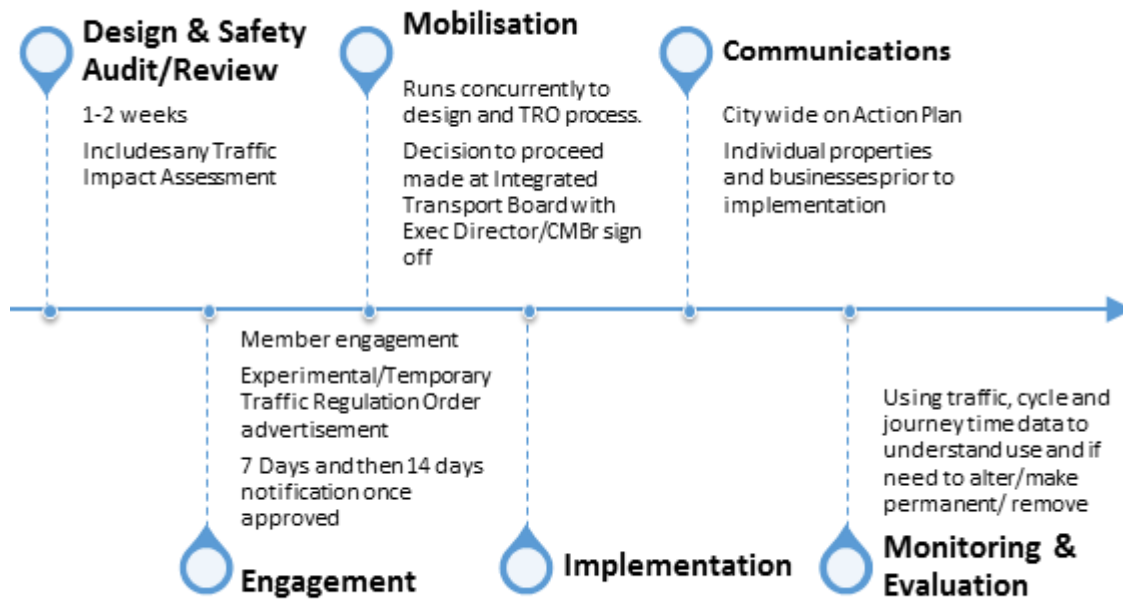
Average Weekday Traffic Levels March-June 2020



Agenda Item 8  
Appendix 2

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### Appendix 3 – GTRP Programme & TRO Process



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### Appendix 4 - Summary of Transport Funding 2020/21

Summary of funding available for Transport Improvements within Southampton

**Grant Funding** - where an annual allocation is given by Government (as part of Roads Funding Information Pack)

Funding Stream	2020/21 Allocation (Capital)	Prescribed use and type of funding
LTP Integrated Transport Block	£2,124,000	To deliver programmes of local transport improvements at discretion of Council
Highways Maintenance Block - Needs Element	£1,371,000	To deliver programmes of highway maintenance
Highways Maintenance Block Incentive Element	£286,000	Top up to HMB based on performance.
Highway Challenge Fund and Pothole Fund works (combined)	£1,345,000	To repair potholes and deliver highway maintenance (SCC Eols for Itchen Bridge £5.25m and Millbrook Rd. West £5.7m Challenge Fund bids were not successful). A further share of £650m of Maintenance Funding is expected to be confirmed in coming weeks
<b>TOTAL</b>	<b>£5,126,000</b>	

### New 'One-off' Covid-19 Government Grants awarded by formula

Funding Stream	2020/21 Allocation (& £ Capital or Revenue)	Prescribed use and type of funding
Supported Services Fund	£55,726 (R)	To support the provision of bus services that are socially necessary but that can't be provided on a commercial basis (as part of Recovery process)
Covid-19 Supported Services Fund	£39,988 (R) - required to be used by mid-June	To support tendered bus services or adjustments to buses required by the local transport authority
Emergency Active Travel Fund	£ tbc (C) in coming weeks - is a share of a £250m pot	Part of £2bn fund available over 5-years allocated in February for cycling & walking. To support implementation of pop-up bike lanes, widened pavements, and cycle and bus-only corridors on a temporary basis.
<b>TOTAL</b>	<b>£95,714 (R)</b>	

### Secured Competitive Funding Bids for 2020/21-2022/23

Funding Stream	Allocation (& £ Capital or Revenue)	Prescribed use and type of funding
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Access Fund 2020-21 Extension	£760,000 (R)	Joint programme with Hampshire County Council to engage with major employers and business groups and schools on the Totton-Southampton, Chandlers Ford/Eastleigh-Southampton and Hedge End-Southampton corridors to seek to spread transport demand across peak periods and promote active travel.
Transforming Cities Fund (TCF)	£56,900,000 (C) £39.6m for SCC, £17.3m HCC	Joint bid with Hampshire County Council to deliver rapid bus, cycle, interchange, and public realm infrastructure on 4 corridors into Southampton city centre – TCF team re re-programming/ bringing forward cycle and bus lanes - Capital (SCC awaiting to formally add to programme)
Solent Future Transport Zone (FTZ)	£28m (C) across Solent Transport area as whole over 4 years – held by SCC	Led by Solent Transport to pilot innovations in sustainable urban logistics (drones/ freight consolidation), e-scooter trials, Mobility as a Service and improvements to Solent Go smartcard. TO be added to SCC programme
Travel Demand Management (TDM) funding from Highways England	£1,340,000 (R) and £360,000 (C)	To engage with major employers and business groups in vicinity of M27 corridor to seek to spread transport demand across peak periods and promote active travel.
<b>TOTAL</b>	<b>Capital = £40.94m &amp; Revenue = £2.1m</b>	

#### Other funding announced but not available

Highways England Junction 7 works	£380,000 (Capital)	To upgrade traffic signal technology at Thornhill Park Road/Hinkler Road junction, and new Enhanced VMS on A3024 at Bitterne
Major Road Network	Capital	SCC has submitted a Strategic Outline Business Case (SOBC) to DfT for £60m+ for replacement and enhancement of A3024 Northam Rail Bridge – awaiting decision
Local Large Major Fund	Capital	SCC has submitted and had approved a pre-SOBC for realignment of West Quay Road, now moving to the next phase of SOBC.
Roads Investment Strategy 1, 2 & 3	Capital	Improvements to Strategic Road Network (M271, M27 &

	M3). Including Redbridge Roundabout, M27 Smart Motorways, M27 Southampton Junctions (J8 & Windhover Roundabout)
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**Appendix E – Traffic Regulation Orders – Process Overview**

Measure	Options	Legislation	Consultation - Legal Requirements	Consultation - Standard Practice	Consultation - COVID Suggestion	Notes
Widening footways	N/A	Highways Act 1980 (section 66)	None	If major impact notice with 21 days to comments > formal decision on objections	No notification unless major impact on frontage in which case consider individual circumstances	Duty to provide a proper and sufficient footway as necessary or desirable for the safety or accommodation of pedestrians includes Power to provide... raised paving, pillars, walls, rails or fences
Installing/extending cycle track (on footway segregated or shared-use)	N/A	Higways Act 1980 (section 66)	None	If major impact notice with 21 days to comments > formal decision on objections	No notification unless major impact on frontage in which case consider individual circumstances	
Installing cycle lanes	Advisory	TSRGD 2016	None	Notice published + posted > 21-day public consultation > formal decision on objections	No notification unless removing parking or other major impact on frontage – 7-day notice of intent in these cases	Does not include suspension of any existing restrictions or provision of any waiting restrictions
	Mandatory	TSRGD 2016	None	Notice published + posted > 21-day public consultation > formal decision on objections	No notification unless removing parking or other major impact on frontager – 7-day notice of intent in these cases	Does not include suspension of any existing restrictions or provision of any waiting restrictions
School Streets	TTRO	Road Traffic Regulation Act 1984	Notice published + posted 7 days before order made and notice of making published within 14 days of order being made - no consultation	as per legal requirements	as per legal requirements	Can only be used because of the likelihood of danger to the public, or of serious damage to the road TTRO last up to 18 months There is a TTRN process which can be used to bring into effect immediately

	ETRO	Road Traffic Regulation Act 1984	Notice of making published 7 days before implementation > 6 month consultation > formal decision on making permanent within 18 months	as per legal requirements	as per legal requirements	
	TRO	Road Traffic Regulation Act 1984	Notice published + posted > 21 day public consultation > formal decision on objections>implementation	as per legal requirements	as per legal requirements	
Speed limits	TTRO	Road Traffic Regulation Act 1984	Notice published 7 days before order made and notice of making published within 14 days of order being made - no consultation	as per legal requirements	Possible use of TTRN process?	Can only be used because of the likelihood of danger to the public, or of serious damage to the road TTRO last up to 18 months There is a TTRN process which can be used to bring into effect immediately
	TRO	Road Traffic Regulation Act 1984	Notice published + posted > 21 day public consultation > formal decision on objections>implementation	as per legal requirements	as per legal requirements	
Movement restrictions (bus lanes, modal filter, banned turns)	TTRO	Road Traffic Regulation Act 1984	Notice published + posted 7 days before order made and notice of making published within 14 days of order being made - no consultation	as per legal requirements	as per legal requirements	Can only be used because of the likelihood of danger to the public, or of serious damage to the road TTRO last up to 18 months There is a TTRN process which can be used to bring into effect immediately

	ETRO	Road Traffic Regulation Act 1984	Notice of making published 7 days before implementation > 6 month consultation while in force > formal decision on making permanent within 18 months	as per legal requirements	as per legal requirements	
	TRO	Road Traffic Regulation Act 1984	Notice published + posted > 21 day public consultation > formal decision on objections>implementation	as per legal requirements	as per legal requirements	
On-street parking (creation, modification or suspension)	TTRO	Road Traffic Regulation Act 1984	Notice published + posted 7 days before order made and notice of making published within 14 days of order being made - no consultation	as per legal requirements	Possible use of TTRN process?	Can only be used because of the likelihood of danger to the public, or of serious damage to the road TTRO last up to 18 months There is a TTRN process which can be used to bring into effect immediately
	TRO	Road Traffic Regulation Act 1984	Notice published + posted > 21 day public consultation > formal decision on objections>implementation	as per legal requirements	as per legal requirements	
Amending off-street parking (see note)	TRO	Road Traffic Regulation Act 1984	Notice published + posted > 21 day public consultation > formal decision on objections>implementation	as per legal requirements	as per legal requirements	Can use existing TRO provisions to suspend part or whole or car park and reserve spaces for type of vehicle as per signing/lining
Bus stops	N/A	TSRGD 2016	None	Notice published + posted > 21 day public consultation > formal decision on objections	No notification unless removing parking or other major impact on frontager - 7 day notice of intent in these cases	

Disabled bays	N/A	Road Traffic Regulation Act 1984	None	Input from applicant on location of bay and notification to any frontagers	If minor change to location then only notification to bay 'owner' - <b>Equalities Act considerations would apply.</b>
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## Equality and Safety Impact Assessment

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.

<b>Name or Brief Description of Proposal</b>	Southampton Green Transport Recovery Plan
<b>Brief Service Profile (including number of customers)</b>	Delivery of short-term targeted programme of temporary ‘pop-up’ infrastructure measures to support safe travel by bus, cycling and walking within Southampton. The schemes will help enable social distancing and the reopening of businesses as the Coronavirus Pandemic restrictions on social interaction, sectors of the economy and travel are incrementally eased. The planned investment will benefit most residents of the city to some extent.
<b>Summary of Impact and Issues</b>	Enabling pedestrian and cyclists to practice social distancing more easily by providing wider pavements at pinchpoints, reallocate roadspace for cycle lanes and helping ensure journey time reliability by bus through installing modal filters at targeted locations within the city centre.
<b>Potential Positive Impacts</b>	Improved access to jobs and services in the city centre and in district centres for residents, including those living in deprived wards and households without access to a car. More reliable journey times by bus. Improved health from increase in active travel, lower level of vehicle congestion than would otherwise be the case as commuter and shopping trips begin to increase again. Improved air quality.
<b>Responsible Service Manager</b>	Pete Boustred
<b>Date</b>	25/06/2020

<b>Approved by Senior Manager</b>	Pete Boustred
<b>Signature</b>	
<b>Date</b>	25/06/2020

## Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<b>Age</b>	Positive impact on those under 30 and over 65 who are more vulnerable road users, and who are less likely to be able to drive to access services or opportunities. More reliable journey times for trips by bus. Delivery of pop-up cycle lanes will help young people to access education, services and job opportunities and help free up space on shared use paths for pedestrians (benefiting older people walking to access services and retail) Cycle routes would help carers of older people get around without the need to travel by private car.	N/A
<b>Disability</b>	Positive, improved pedestrian environment, by widening pavements, improved safer waiting environment at bus stops and at interchanges.  Negative, Reallocating road space to create pop-up cycle lanes could see a reduction of on-street parking spaces in residential areas, district centres and near to parks and open spaces. Modal filters will make it more difficult for disabled drivers to access some parts of the city centre.	Improvements at bus stops and wider pavements/ fewer cyclists on shared use paths will counteract this.
<b>Gender Reassignment</b>	None	N/A
<b>Marriage and Civil Partnership</b>	None	N/A
<b>Pregnancy and Maternity</b>	Positive, improved pedestrian environment, by improved wider pavements and improved safer waiting environment at busier bus stops.	N/A
<b>Race</b>	None	N/A
<b>Religion or Belief</b>	None	N/A
<b>Sex</b>	Positive, as around 60% of bus passengers are female, so investment journey time reliability will enable access	New pop-up cycle lanes will remove barriers to cycling,

	<p>to employment opportunities, shops and local services, reduce wait times for all trip purposes. Active travel investment and bus stop infill improvements will make carrying out caring responsibilities/ shopping easier and quicker, helping improve quality of life for women. Women are more likely to undertake walking trips so improvements to pedestrian environment will be of greater benefit to them. Currently the majority of cycle trips are made by men. Part of this is due to perceptions around safety and risk. Pop-up cycle lanes will offer improved provision on corridors such as Hill Lane/ Portswood Road. This will help improve the mobility options of women who will feel safer when cycling.</p> <p>Negative, reallocation of road space away from general traffic to sustainable modes is more likely to impact on men, who are more likely to be travelling to work by private car.</p>	<p>enabling faster, easier and more reliable journeys to be made by bike for all parts of the local population, making cycling a more attractive and appealing alternative to travelling by car.</p>
<b>Sexual Orientation</b>	None	N/A
<b>Community Safety</b>	<p>Positive, by improving safety for pedestrians and those cycling through pop-up cycle lanes and wider pavements at busy bus stops, will provide safer waiting environment at bus stops. The modal filters will reduce traffic volumes on Portland Terrace/ Civic Centre Road enhancing the quality of the public realm, helping people to feel safer.</p>	N/A
<b>Poverty</b>	<p>Positive, 33% of households living in Southampton do not have access to a car (most of whom are in deprived wards). Improving active travel and improving journey time reliability by bus (by bus lanes and modal filters) will help improve quality of life for residents living in more deprived wards. Those living in deprived wards are more likely to suffer from poor health and poor air quality. More walking and cycling will help address health inequalities and support cleaner air.</p>	N/A

<b>Other Significant Impacts</b>	Positive, safer use of bus services and active travel modes of walking and cycling is expected to improve health (through increased physical activity) and enable cleaner air through mode shift from the private car. Modal filters and investment in pop-up cycling routes linking to the city centre and district centres will help support traders and local businesses based in these parts of the city as they reopen.	N/A
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# Agenda Item 9

<b>DECISION-MAKER:</b>	CABINET COUNCIL
<b>SUBJECT:</b>	REVENUE AND CAPITAL OUTTURN 2019/20
<b>DATE OF DECISION:</b>	CABINET (14 JULY 2020) COUNCIL (15 JULY 2020)
<b>REPORT OF:</b>	CABINET MEMBER FOR FINANCE AND INCOME GENERATION, CLLR BARNES-ANDREWS

## **CONTACT DETAILS**

<b>AUTHOR:</b>	<b>Name:</b> Service Lead – Corporate Planning & Commercialisation, Steve Harrison	<b>Tel:</b> 023 8083 4153
	<b>E-mail:</b> <a href="mailto:Steve.Harrison@southampton.gov.uk">Steve.Harrison@southampton.gov.uk</a>	
<b>EXECUTIVE DIRECTOR:</b>	<b>Name:</b> John Harrison	<b>Tel:</b> 023 8083 4897
	<b>E-mail:</b> <a href="mailto:John.Harrison@southampton.gov.uk">John.Harrison@southampton.gov.uk</a>	

## **STATEMENT OF CONFIDENTIALITY**

N/A

## **BRIEF SUMMARY**

This report is a combined outturn report for revenue and capital.

The purpose of this report is to summarise the overall General Fund, Housing Revenue Account (HRA) revenue and capital programme outturn position for 2019/20. This report also sets out the revised capital programme estimates for 2020/21 which take account of slippage and re-phasing.

The financial statements are still under external audit scrutiny, which means this report is provisional, although no material changes are anticipated.

## **RECOMMENDATIONS:**

<b><u>General Revenue Fund</u></b>	
	It is recommended that Cabinet:
i)	Notes the General Fund outturn for 2019/20 is a balanced position as outlined in paragraph 4 and in paragraph 1 of appendix 1.
ii)	Notes the performance of individual Portfolios in managing their budgets as set out in paragraphs 2 to 4 of appendix 1 and annex 1.1.
iii)	Recommends Council to approve the budget carry-forward requests totalling £2.36M as outlined in paragraph 5 of appendix 1 and detailed in annex 1.2.
iv)	Recommends Council to note the performance of the Property Investment Fund (PIF) as detailed in paragraphs 7 to 9 of appendix 1 and annex 1.3.
v)	Notes that the level of General Fund balances at 31 March 2020 was £10.07M and the level of earmarked reserves was £87.76M as detailed in paragraph 15 and 16 of appendix 1 and annex 1.4.
vi)	Notes the accounts for the Collection Fund in 2019/20 detailed in

	paragraphs 20 to 21 of appendix 1 and annex 1.6.
	<b><u>Housing Revenue Account</u></b> It is recommended that Cabinet:
vii)	Notes the HRA outturn for 2019/20 as outlined in paragraph 6 and paragraphs 18 and 19 of appendix 1 and annex 1.5.
	<b><u>Capital Programme</u></b> It is recommended that Cabinet:
viii)	Notes the actual capital spending in 2019/20 for the General Fund was £56.03M and for the HRA was £41.05M, as outlined in paragraphs 9 and 10 below and detailed in paragraphs 2 to 4 of Appendix 2.
ix)	Notes the proposed capital financing in 2019/20 as shown in table 3 of Appendix 2.
x)	Notes that £0.09M has been added to the programme with approval to spend, with relevant approvals. These additions are detailed in paragraph 11 of Appendix 2 and Annex 2.2.
xi)	Notes that £0.54M has been added to the programme which requires approval by full Council. These additions are detailed in paragraph 12 of Appendix 2 and Annex 2.3.
xii)	Notes the difference to the amended programme, allowing for slippage, re-phasing and amendments as outlined in the report and set out in table 4 of appendix 2.
	<b><u>General Revenue Fund</u></b> It is recommended that Council:
i)	Notes the General Fund outturn for 2019/20 is a balanced position as outlined in paragraph 4 and in paragraph 1 of appendix 1.
ii)	Notes the performance of individual Portfolios in managing their budgets as set out in paragraphs 2 to 4 of appendix 1 and annex 1.1.
iii)	Agrees the budget carry-forward requests totalling £2.36M as outlined in paragraph 5 of appendix 1 and detailed in annex 1.2.
iv)	Notes the performance of the Property Investment Fund (PIF) as detailed in paragraphs 7 to 9 of appendix 1 and annex 1.3.
	<b><u>Housing Revenue Account</u></b> It is recommended that Council:
v)	Notes the HRA outturn for 2019/20 as outlined in paragraph 6 and paragraphs 18 and 19 of appendix 1 and annex 1.5.
	<b><u>Capital Programme</u></b> It is recommended that Council:
vi)	Notes the actual capital spending in 2019/20 for the General Fund was £56.03M and for the HRA was £41.05M, as outlined in paragraphs 9 and 10 below and detailed in paragraphs 2 to 4 of Appendix 2.
vii)	Approves the proposed capital financing in 2019/20 as shown in table 3 of Appendix 2.

	viii)	Approves the addition of £0.54M to the Children & Learning programme in 2020/21 as detailed in annex 2.3
	ix)	Notes the difference to the amended programme, allowing for slippage, re-phasing and amendments as outlined in the report and set out in table 4 of appendix 2.

### REASONS FOR REPORT RECOMMENDATIONS

- |    |  |
|----|--|
| 1. | To ensure that Cabinet and Council fulfils its responsibilities for the overall financial management of the Council's resources. |
|----|--|

### ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- |    |   |
|----|---|
| 2. | None, as the outturn position for 2019/20 has been prepared in accordance with statutory accounting requirements. |
|----|---|

### DETAIL (including consultation carried out)

	<u>Revenue</u>
3.	The outturn positions for the General Fund Revenue Account, Housing Revenue Account (HRA) and Collection Fund for the Council are summarised in Appendix 1.
4.	The surplus on the General Fund increased by £5.17M from the balanced position forecast at quarter 3. The surplus was transferred to reserves to give an overall balanced position for the year on the General Fund.
5.	The level of General Fund balance at 31 March 2020 remained at £10.07M, which is in line with the Medium Term Financial Strategy as agreed at 26 February 2020 Council meeting. Earmarked reserves totalled £87.76M at the end of 2019/20, of which £1.56M relates to schools' balances. Included within reserves is a carry forward of £6.87M of COVID-19 Emergency Funding received at the end of March 2020 and a negative reserve of £7.42M relating to the carry forward of the Dedicated Schools Grant (DSG) overspend. Reserves (excluding schools' balances) are £18.86M higher than the estimated position at quarter 3. More detail is provided in paragraph 15 to 17 of Appendix 1.
6.	The outturn position for the HRA was a balanced position. This is in line with the budget approved by Council in February 2019.
7.	At the year end the Collection Fund had a deficit of £1.95M, the Council's share of which is £1.16M.
	<u>Capital</u>
8.	The General Fund and HRA capital expenditure and its financing for 2019/20 and the revised Capital Programme are summarised in Appendix 2.
9.	The total General Fund capital expenditure in 2019/20 was £56.03M compared to the agreed programme of £88.10M. This variance of £32.07M at year-end, compares with £0.90M as reported at quarter 3, a difference of £31.17M. The key factor arises from the non-application of any funds for the Property Investment Fund, where £20M was allowed for in the final quarter.
10.	The total HRA capital expenditure in 2019/20 was £41.05M compared to the agreed programme of £47.35M. This variance of £6.30M less than the agreed programme at year-end compares with £0.42M overspend reported at quarter 3, a difference of £6.72M. Key factors have been slippage with Estate Regeneration Woodside/Wimpson (£1.17M), the re-phasing of the Oaklands site (£1.27M), slippage

	with the Right to Buy Satisfactory Purchase Scheme (£1.33M) and the Townhill Park regeneration (£1.49M).
	<b><u>Financial Statements 2019/20</u></b>
11.	The statutory timetable for the 2019/20 annual accounts has been amended in response to the coronavirus outbreak. The draft financial statements will be presented to Governance Committee on 27 July 2020.
12.	The annual audit, carried out by our auditors Ernst & Young LLP, commenced on 29 June 2020. The audit is expected to be completed in September 2020. Any major changes to the Financial Statements arising from the annual audit will be reported to the 28 September 2020 Governance Committee.
<b>RESOURCE IMPLICATIONS</b>	
<b><u>Capital/Revenue</u></b>	
13.	The revenue and capital implications are contained in the report.
<b><u>Property/Other</u></b>	
14.	There are no specific property implications arising from this report other than the schemes already referred to within Appendix 2 of the report.
<b>LEGAL IMPLICATIONS</b>	
<b><u>Statutory power to undertake proposals in the report:</u></b>	
15.	Financial reporting is consistent with the Section 151 Officer's duty to ensure good financial administration within the Council.
<b><u>Other Legal Implications:</u></b>	
16.	None.
<b>RISK MANAGEMENT IMPLICATIONS</b>	
17.	None.
<b>POLICY FRAMEWORK IMPLICATIONS</b>	
18.	The proposals contained in the report are in accordance with the Council's Policy Framework Plan.

**KEY DECISION?** No

<b>WARDS/COMMUNITIES AFFECTED:</b>	All
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### **SUPPORTING DOCUMENTATION**

#### **Appendices**

1.	Revenue Outturn 2019/20
2.	Capital Outturn 2019/20 and revised Capital Programme

#### **Documents In Members' Rooms**



1.	None	
<b>Equality Impact Assessment</b>		
Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out?		No
<b>Privacy Impact Assessment</b>		
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out?		No
<b>Other Background Documents</b>		
<b>Equality Impact Assessment and Other Background documents available for inspection at:</b>		
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.	General Fund Revenue Budget Report 2019/20 to 2022/23 (Approved by Council February 2019)	

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# Agenda Item 9

## Appendix 1

### REVENUE OUTTURN 2019/20

The focus for this report is on indicating the changes since the financial monitoring position reported to Cabinet at its meeting on 25 February 2020 (at quarter 3).

### **GENERAL FUND REVENUE ACCOUNT - SUMMARY**

1. Each portfolio within the General Fund is responsible for monitoring net controllable spend against the budget throughout the financial year. There is a surplus on the General Fund, with a favourable variance of £5.17M compared with the balanced position forecast at quarter 3. This surplus was transferred to reserves, improving the sums potentially available in the future, to provide an overall balanced position for the year on the General Fund. The movements to the position reported at quarter 3 are summarised in Table 1 below (note: figures in all tables will be rounded).

**Table 1 – General Fund Revenue Account 2019/20**

	<b>Final Budget £M</b>	<b>Outturn £M</b>	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Variance Movement from Qtr 3 £M</b>
Portfolios Net Expenditure	180.50	185.65	5.15 A	4.10 A	1.05 A
Non-Portfolio Net Expenditure	9.17	(0.01)	9.18 F	4.10 F	5.08 F
<b>Net Revenue Expenditure</b>	<b>189.67</b>	<b>185.64</b>	<b>4.03 F</b>	<b>0.00</b>	<b>4.03 F</b>
Financing	(189.67)	(190.81)	1.14 F	0.00	1.14 F
Transfer to Reserves – Year End Surplus		5.17	5.17 A	0.00	5.17 A
<b>(Surplus) / Deficit for the year</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

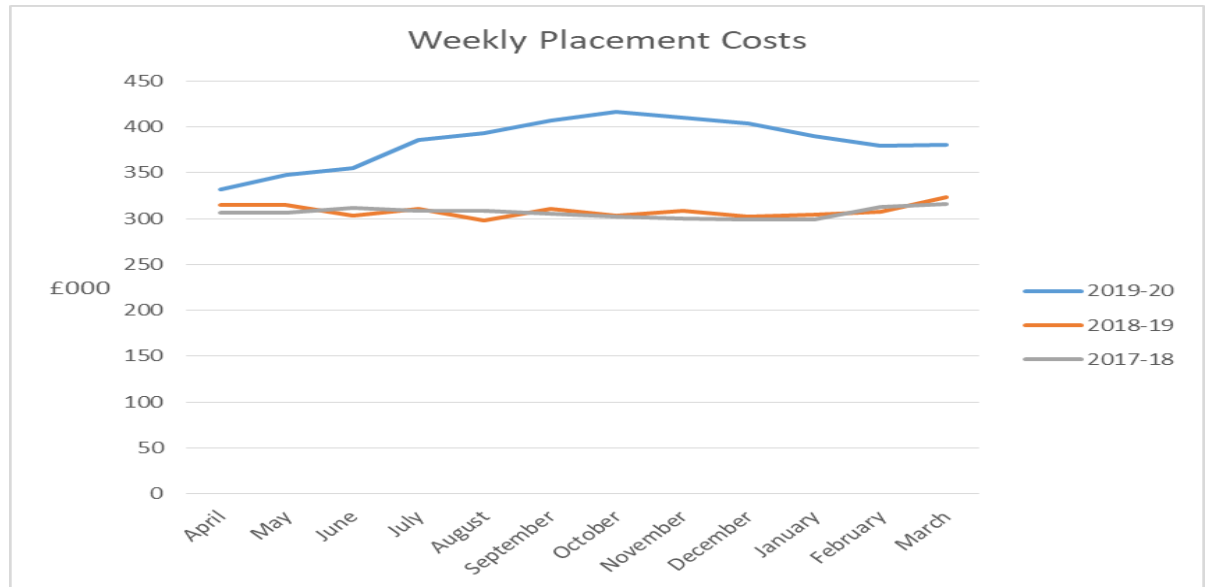
NB Numbers are rounded

2. More detail, including explanations of significant movements in variances between quarter 3 and outturn (in excess of £0.2M) is provided in Annex 1.1.
3. Portfolio expenditure includes £0.53M costs attributable to the COVID-19 pandemic and this has been funded using part of the £7.40M Emergency Funding Grant received in late March 2020, with the remainder being carried forward into 2020/21. These costs arose very late in-year with the national 'lock down' starting on 23 March.
4. £6.05M of the Portfolios outturn variance relates to Aspiration, Children & Lifelong Learning. The Council has experienced a challenging year with Children's Social Care and this is part of a national pattern experience by many councils. Locally the contributing factors are:
- increased demand throughout the service and the need for additional agency staff to deal with high caseloads and managing areas of service highlighted in the OFSTED inspection,

- high levels of high cost residential and independent fostering agency cases.

Chart 1 below shows that weekly placement costs were running at a consistently higher level in 2019/20 than compared with the previous two years.

**Chart 1 – Weekly Placement Costs**



**Budget Carry Forwards**

5. A number of service areas have requested the carry forward of budgets from 2019/20. Those recommended to Council for approval are summarised in Annex 1.2 and total £2.36M. It is expected that this spend will be incurred in 2020/21.

**Business Rates Retention Scheme Pilot**

6. In 2019/20 Southampton City Council participated in a 75% business rate retention scheme pilot working alongside Portsmouth City Council and the Isle of Wight Council as part of the Solent Region pilot area. This follows on from the 100% pilot that operated in 2018/19. The pilot meant that 75% of business rate growth was retained within the area, rather than the usual 50%. The Government did not allow pilot schemes to continue into 2020/21, so the pooling arrangement ceased on 31<sup>st</sup> March 2020. Southampton’s share of the gain arising from participating in the pilot in 2019/20 was £1.81M and in addition the Council’s share of funds retained by the pool over the 2 years of its operation was £3.57M. £5.04M of this benefit was already anticipated in budget planning for 2020/21 and 2021/22.

**Property Investment Fund**

7. As part of the scheme of delegation it was agreed the performance of the Property Investment Fund would be reported at outturn stage to Full Council. Annex 1.3 gives the details of this fund and Cabinet is asked to recommend Council note the performance.
8. There have been no additional purchases during the year. The rate of return on investment in 2019/20 before borrowing costs and other on-costs was 6.04%. Borrowing costs of 3.90% were incurred giving a net rate of return of 2.14%. All of the

	properties remain fully let and the tenants are meeting their financial obligations under the leases.																								
9.	Investment properties have to be revalued every year. The current valuation for those within the Property Investment Fund is £25.49M, a decrease from last year of £2.81M compared with a gain of £0.41M in 2018/19.																								
	<b><u>Treasury Management</u></b>																								
10.	The Treasury Management outturn for 2019/20 will be reported to Governance Committee on 27 July 2020.																								
	<b><u>Dedicated Schools Grant (DSG) and Schools</u></b>																								
11.	The Dedicated Schools Grant is a ring-fenced grant and balances are carried forward each year. The position at year end is a deficit of £7.42M, as shown in Table 2 below. This is further detailed in Annex 1.1.																								
	<p><b>Table 2 – DSG Outturn</b></p> <table border="1"> <thead> <tr> <th></th> <th>£M</th> </tr> </thead> <tbody> <tr> <td>Carry forward from 2018/19</td> <td>0.36</td> </tr> <tr> <td>Net deficit in year</td> <td>7.06</td> </tr> <tr> <td><b>Balance to carry forward</b></td> <td><b>7.42</b></td> </tr> </tbody> </table>		£M	Carry forward from 2018/19	0.36	Net deficit in year	7.06	<b>Balance to carry forward</b>	<b>7.42</b>																
	£M																								
Carry forward from 2018/19	0.36																								
Net deficit in year	7.06																								
<b>Balance to carry forward</b>	<b>7.42</b>																								
12.	The DSG deficit has increased principally as a result of continuing increases in the high levels of demand for High Needs exacerbated by the increasing levels of complexity for the level of support required. The DSG deficit represents 3.9% of total DSG. A 3 year deficit recovery plan will be provided in 2020/21 to recover the deficit. This deficit is contained within the ring-fenced Dedicated Schools Grant funding. It will not impact on the wider council services or council tax payers.																								
13.	There are 14 schools reporting a deficit balance as at the 31 March 2020 as shown in Table 3 below. This is 1 more than the position at the previous year end and the total deficit has increased by £0.86M.																								
	<p><b>Table 3 – Schools in Deficit</b></p> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">2018/19</th> <th colspan="2">2019/20</th> </tr> <tr> <th>Deficit £M</th> <th>No. of Schools</th> <th>Deficit £M</th> <th>No. of Schools</th> </tr> </thead> <tbody> <tr> <td>Primary</td> <td>1.84</td> <td>8</td> <td>2.09</td> <td>9</td> </tr> <tr> <td>Secondary</td> <td>1.93</td> <td>5</td> <td>2.54</td> <td>5</td> </tr> <tr> <td><b>Total</b></td> <td><b>3.77</b></td> <td><b>13</b></td> <td><b>4.63</b></td> <td><b>14</b></td> </tr> </tbody> </table>		2018/19		2019/20		Deficit £M	No. of Schools	Deficit £M	No. of Schools	Primary	1.84	8	2.09	9	Secondary	1.93	5	2.54	5	<b>Total</b>	<b>3.77</b>	<b>13</b>	<b>4.63</b>	<b>14</b>
	2018/19		2019/20																						
	Deficit £M	No. of Schools	Deficit £M	No. of Schools																					
Primary	1.84	8	2.09	9																					
Secondary	1.93	5	2.54	5																					
<b>Total</b>	<b>3.77</b>	<b>13</b>	<b>4.63</b>	<b>14</b>																					
14.	These schools are working with the Children’s Finance team to agree deficit recovery plans. Additional resources are being provided in 2020/21 to work with the schools to provide assistance with their preparation and implementation of deficit recovery plans.																								

## Reserves & Balances

15. The General Fund balance stands at £10.07M, which is the approved minimum level as per the February 2020 Medium Term Financial Strategy (MTFS).
16. Earmarked reserves totalled £87.76M at the end of 2019/20, of which £1.56M related to schools' balances. This compares to a forecast of £67.34M at quarter 3, including forecast nil balances for schools. Included within reserves is a carry forward of £6.87M of COVID-19 Emergency Funding received at the end of March 2020 and a negative reserve of £7.42M relating to the carry forward of the DSG overspend. Further details and the changes to the quarter 3 position are set out in Annex 1.4. The main changes to the quarter 3 position were:
- £8.63M improvement in the Medium Term Financial Risk Reserve arising from the contribution of the year-end surplus, reduced drawdown towards project costs in year and increased return from the Solent Pool;
  - £9.52M transfer to the Revenue Grants Reserve for grants being carried forward into 2020/21 (there is a separate reserve for Public Health Grant);
  - £2.36M increase in the Portfolio Carry Forwards Reserve for the budget carry forwards noted in paragraph 5;
  - £2.26M reduced drawdown of the Revenue Contributions to Capital Reserve following review of the financing of the capital spend for the year in order to maximise flexibility of resources;
  - £1.87M reduced drawdown of the Digital Strategy Reserve for the same reason as above;
  - Transfer of the £7.42M DSG overspend to a new reserve in line with Government regulations;
  - The £1.46M improvement on other reserves includes £0.88M transfer to the Public Health Reserve and £0.51M reduced drawdown of City Deal funding.
17. Given continued uncertainty and volatility of public funding and the impact of COVID-19 on the Council's expenditure and major income streams, it is more important than ever that the Council holds adequate reserves.

## **HOUSING REVENUE ACCOUNT**

18. The HRA has broken even in 2019/20 as summarised in Table 4 below. The HRA variance has moved adversely by £1.89M from the position forecast at quarter 3. Further details are provided in Annex 1.5.

**Table 4 – Housing Revenue Account Outturn 2019/20**

	<b>Final Budget £M</b>	<b>Outturn £M</b>	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Variance Movement from Qtr 3 £M</b>
Expenditure	74.24	74.01	0.23 F	1.74 F	1.51 A
Income	74.24	74.01	0.23 A	0.15 F	0.39 A
<b>(Surplus) / Deficit for the year</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.89 F</b>	<b>1.89 A</b>

19. The most significant movement from quarter 3 relates to responsive repairs (£1.52M adverse), which has finished closer to the previous year's outturn than the budget.

Overall there was a larger than budgeted surplus on the HRA and this was used to increase revenue financing of capital expenditure and reduce debt, while maintaining HRA balances at the minimum level of £2M approved by Council in February 2012.

## COLLECTION FUND

20. The outturn for the Collection Fund is an overall deficit of £1.95M, as shown in Annex 1.6 and summarised in Table 5. The table shows a comparison of the outturn position with the revised estimate at quarter 3. The Southampton share of the estimated surplus at quarter 3 was taken into account in setting the 2020/21 General Fund Revenue Budget in February.

**Table 5 – Collection Fund Deficit/(Surplus) Carried Forward**

	<b>Outturn £M</b>	<b>Quarter 3 Revised Estimate £M</b>	<b>Variance Adverse/ (Favourable) £M</b>	<b>SCC share of variance* £M</b>
Council Tax	2.63	0.29	2.33	1.98
NDR	(0.68)	(0.50)	(0.18)	(0.13)
<b>Total</b>	<b>1.95</b>	<b>(0.21)</b>	<b>2.16</b>	<b>1.85</b>

\*NOTE: SCC has a 85% share of the additional Council Tax deficit and a 74% share of the additional NNDR surplus

21. The adverse movement in quarter 4 for Council Tax is primarily due to a larger increase in the provision for bad debts than previously estimated, with higher level of arrears than assumed emerging plus factoring in a worsening economic climate on collection rates. The overall picture is a loss of £2.16M at the year-end (to be shared between Southampton, MHCLG, Hampshire Police and Hampshire Fire and Rescue Authority), compared with current planning assumptions. This will be taken into account when updating the Medium Term Financial Strategy.

## LOOKING AHEAD

22. The financial challenges facing the Council will continue into 2020/21 and increase with the Covid-19 outbreak. The extent of the actual financial impact of Covid-19 will not become clear until government implements in full its phased reduction of lockdown measures and any longer lasting economic and service demand effects are known. The council entered 2020/21 with a resilient budget and an improved position with respect to its reserves, but we now face unprecedented times with the Covid outbreak which escalated into the national lock down from late March 2020.
- The council faces challenges arising from the demand for services evident in the spending pressures reported here, almost all of which it is obligated to provide, for example in the areas of Children's and Adults Social Care where costs can often be high. We also know that based on the Medium Term Financial Strategy work reported in February at Council, the council already faced a budget challenge of a £10.2M shortfall by 2022/23.
23. The authority will not lose sight of the importance of continuing to provide services to all our residents during difficult times, offering the extra help needed to those especially vulnerable under the current climate and investing to assist the recovery phase. However, it is also vital that service costs are maintained within the funding available. Reviewing and re-assessing our priorities and what can be achieved with the funding we have will become increasingly important during 2020/21.

## **Annexes**

1. General Fund Revenue Account Outturn 2019/20
2. Budget Carry Forwards
3. Property Investment Fund
4. Earmarked Reserves
5. Housing Revenue Account Outturn 2019/20
6. Collection Fund Outturn 2019/20



# Agenda Item 9

## Appendix 2

### GENERAL FUND REVENUE ACCOUNT OUTTURN 2019/20

<b>Portfolio</b>	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Variance Movement from Qtr 3 £M</b>
Adult Care	1.68 A	0.54 A	1.14 A
Aspiration, Children & Lifelong Learning	6.05 A	3.82 A	2.23 A
Green City & Environment	0.27 F	0.19 A	0.46 F
Healthier & Safer City	0.23 F	0.00	0.23 F
Homes & Culture	0.44 A	0.05 A	0.39 A
Leader	1.36 F	0.13 F	1.23 F
Place & Transport	0.85 A	0.08 F	0.93 A
Resources	2.01 F	0.29 F	1.72 F
<b>Total Portfolios</b>	<b>5.15 A</b>	<b>4.10 A</b>	<b>1.05 A</b>
Levies & Contributions	0.06 A	0.00	0.06 A
Capital Asset Management	0.64 F	0.09 F	0.55 F
Other Expenditure & Income	8.60 F	4.01 F	4.59 F
<b>Net Revenue Expenditure</b>	<b>4.03 F</b>	<b>0.00</b>	<b>4.03 F</b>
Draw from Balances	0.00	0.00	0.00
Council Tax	0.05 F	0.00	0.05 F
Business Rates	0.81 A	0.00	0.81 A
Non-Specific Government Grants	1.91 F	0.00	1.91 F
<b>Total Financing</b>	<b>1.14 F</b>	<b>0.00</b>	<b>1.14 F</b>
Transfer to Reserves – Year End Surplus	5.17 A	0.00	5.17 A
<b>(SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

NB Numbers are rounded

## EXPLANATIONS BY PORTFOLIO

### 1. ADULT CARE PORTFOLIO

#### KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has overspent by **£1.68M** at year-end. The Portfolio outturn variance has moved adversely by **£1.14M** from the position reported at quarter 3.

	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Portfolio Outturn	1.68 A	0.54 A	1.14 A

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

<b>Division / Service Activity</b>	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Long Term	2.17 A	0.64 A	1.53 A
Safeguarding Adult Mental Health and Out of Hours	0.15 F	0.05 A	0.20 F
Provider Services	0.15 A	0.02 A	0.13 A
Reablement & Hospital Discharge	0.11 F	0.02 A	0.13 F
Integrated Commissioning Unit Provider Relationships	0.20 F	0.18 F	0.02 F
Adults Services Management	0.19 F	0.00	0.19 F
Other	0.01 A	0.01 F	0.02 A
<b>Total</b>	<b>1.68 A</b>	<b>0.54 A</b>	<b>1.14 A</b>

The **SIGNIFICANT** movements between Qtr 3 and Outturn for the Portfolio are:

<b>Service Area</b>	<b>Movement in Variance between Qtr 3 and Outturn 2019/20</b> <b>£M</b>	<b>Explanation</b>
Long Term	1.53 A	<p>The adverse variance is primarily due to overspending on Older Persons, Learning Disability and Physical Disability packages. The number of client care packages has increased compared with assumptions made earlier and this also includes increases in average costs for client care packages despite the rebasing of the budget in quarter 2.</p> <p>Since quarter 3 there has been a £1.52M adverse movement mainly due to an increase in high cost clients in physical disability and learning disability costs for clients in home care and receiving direct payments. Also, an additional £0.09M was provided in the bad debt provision as a consequence of the debt recovery process and clients' financial positions being adversely affected by Covid-19 at the end of the financial year. The forecast as at quarter 3 made projections for the Adults client costs and client numbers for the full financial year at that time, not for any additional subsequent client cost and package number increases in the months that followed.</p> <p>The unachieved savings targets are mainly based on reducing the numbers of client care packages. Mechanisms for implementing this reduction are still being progressed, alongside additional reviews of existing clients which may deliver additional savings in client care costs once implemented.</p>
Safeguarding Adult Mental Health and Out of Hours	0.20 F	Client numbers in the final month were less than projected. An analysis of client records for the final quarter lead to some client cost movement to Long Term care.

## 2. ASPIRATION, CHILDREN AND LIFELONG LEARNING PORTFOLIO

### KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has overspent by **£6.05M** at year-end. The Portfolio outturn variance has moved adversely by **£2.23M** from the position reported at quarter 3.

	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Portfolio Outturn	6.05 A	3.82 A	2.23 A

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

<b>Division / Service Activity</b>	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Divisional Management & Legal	1.79 A	1.05 A	0.74 A
Quality Assurance Business Unit	0.09 A	0.09 A	0.00
Multi Agency Safeguarding Hub & Children in Need	1.22 A	0.45 A	0.77 A
Specialist Core Services	0.49 A	0.00	0.49 A
Looked After Children (LAC) & Provision	2.36 A	2.20 A	0.16 A
ICU – Children’s Services	0.10 F	0.07 F	0.03 F
Education – High Needs & Schools	0.36 A	0.00	0.36 A
Education – Early Years and Asset Management	0.07 A	0.10 A	0.03 F
Early Help	0.22 F	0.09 F	0.13 F
Targeted & Restorative Services	0.07 A	0.11 A	0.04 F
Other	0.08 F	0.02 F	0.06 F
<b>Total</b>	<b>6.05 A</b>	<b>3.82 A</b>	<b>2.23 A</b>

The **SIGNIFICANT** movements between Qtr 3 and Outturn for the Portfolio are:

<b>Service Area</b>	<b>Movement in Variance between Qtr 3 and Outturn 2019/20 £M</b>	<b>Explanation</b>
Divisional Management & Legal	0.74 A	The adverse movement reflects the level of increased demand throughout the service and the need to retain a number of agency staff to manage areas of the service that have been highlighted in the OFSTED inspection prior to a comprehensive review of the service.
Multi Agency Safeguarding Hub (MASH) & Children in Need (CiN)	0.77 A	The adverse movement reflects the retaining of a number of agency staff to maintain service resources whilst there is still high demand.
Specialist Core Services	0.49 A	Similar to MASH and CiN, this adverse movement reflects the retaining of agency staff that were expecting to have their contracts ended to maintain service resources.
Education – High Needs & Schools	0.36 A	There was an adverse movement due to forecast savings not being achieved across the various Education teams. There was a carry forward request not previously forecast relating to the unspent school improvement grant.

### **Dedicated Schools Grant (DSG)**

The Dedicated Schools Grant is a ring-fenced grant and balances are carried forward each year. The DSG outturn for 2019/20 was £7.4M adverse. The High Needs Block accounted for £6.9M of this which included £1.4M overspend brought forward from the previous year and an in year adverse variance of £5.5M which had been forecast at £4.5M.

The in-year High Needs overspend was mainly due to increasing demand for High Need places, these frequently had increasing complexity of needs. Increasing numbers of placements in out-of-city settings also contributed to the over spend. In addition to the High Needs pressures there were several one-off payments not budgeted which have added to the adverse position.

The DSG overspend is planned to be repaid over the next 3 years in line with DfE guidance. The High Needs block funding has been increased by 17% from 2019/20 which equates to an increase of circa £5M. The increase will be part of a number of options to be considered in the deficit recovery planning in 2020/21.

### 3. GREEN CITY & ENVIRONMENT PORTFOLIO

#### KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has underspent by **£0.27M** at year-end, including a surplus of £0.11M on trading activity. The Portfolio outturn variance has moved favourably by **£0.46M** from the position reported at quarter 3.

	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Portfolio Outturn	0.27 F	0.19 A	0.46 F

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

<b>Division / Service Activity</b>	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Flood Risk Management	0.14 F	0.00	0.14 F
Bereavement & Registration	0.11 A	0.17 A	0.06 F
Trees & Ecology	0.08 F	0.00	0.08 F
Licencing	0.06 A	0.00	0.06 A
Landscape Trading Area	0.11 F	0.04 A	0.15 F
Others	0.11 F	0.02 F	0.09 F
<b>Total</b>	<b>0.27 F</b>	<b>0.19 A</b>	<b>0.46 F</b>

**There are no SIGNIFICANT movements between Qtr 3 and Outturn for the Portfolio.**

**4. HEALTHIER & SAFER CITY PORTFOLIO**

**KEY REVENUE ISSUES – OUTTURN 2019/20**

The Portfolio has underspent by **£0.23M** at year-end. The Portfolio outturn variance has moved favourably **£0.23M** from the position reported at quarter 3.

	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Portfolio Outturn	0.23 F	0.00	0.23 F

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

<b>Division / Service Activity</b>	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Community Safety, Alcohol Related Crime, CCTV	0.09 F	0.05 F	0.04 F
Safer Communities	0.16 F	0.00	0.16 F
Other	0.02 A	0.05 A	0.03 F
<b>Total</b>	<b>0.23 F</b>	<b>0.00</b>	<b>0.23 F</b>

**There are no SIGNIFICANT movements between Qtr 3 and Outturn for the Portfolio.**

## 5. HOMES & CULTURE PORTFOLIO

### KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has overspent by **£0.44M** at year-end. The Portfolio outturn variance has moved adversely by **£0.39M** from the position reported at quarter 3.

	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Portfolio Outturn	0.44 A	0.05 A	0.39 A

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

<b>Division / Service Activity</b>	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Leisure Contracts	0.29 A	0.00	0.29 A
Private Sector Housing	0.21 A	0.08 A	0.13 A
Others	0.06 F	0.03 F	0.03 F
<b>Total</b>	<b>0.44 A</b>	<b>0.05 A</b>	<b>0.39 A</b>

The **SIGNIFICANT** movements between Qtr 3 and Outturn for the Portfolio are:

<b>Service Area</b>	<b>Movement in Variance between Qtr 3 and Outturn 2019/20 £M</b>	<b>Explanation</b>
Leisure Contracts	0.29 A	There have been additional costs incurred through the year end contracted utility adjustment of £0.1M plus ongoing costs of £0.2M for the upkeep of St Mary's Leisure Centre following the loss of the provider.



## 6. LEADERS PORTFOLIO

### KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has underspent by **£1.36M** at year-end. The Portfolio outturn variance has moved favourably by **£1.23M** from the position reported at quarter 3.

	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Portfolio Outturn	1.36 F	0.13 F	1.23 F

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

<b>Division / Service Activity</b>	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Strategic Management of the Council	0.37 F	0.06 F	0.31 F
Business Improvement	0.37 F	0.00	0.37 F
Corporate Communications	0.37 F	0.00	0.37 F
Property Services	0.21 F	0.07 F	0.14 F
Central Repairs & Maintenance	0.17 F	0.00	0.17 F
Others	0.13 A	0.00	0.13 A
<b>Total</b>	<b>1.36 F</b>	<b>0.13 F</b>	<b>1.23 F</b>

The **SIGNIFICANT** movements between Qtr 3 and Outturn for the Portfolio are:

<b>Service Area</b>	<b>Movement in Variance between Qtr 3 and Outturn 2019/20 £M</b>	<b>Explanation</b>
Strategic Management of the Council	0.31 F	The variance is due to part year savings arising from the Resource Review of the management structure. This has produced a favourable outcome in the final quarter of the year following implementation in January.

Business Improvement	0.37 F	The favourable movement includes unutilised Brexit funding of £0.22M which is proposed to be carried forward into 2020/21. There have also been staff savings within the team due to ongoing vacancies of £0.15M.
Corporate Communications	0.37 F	Savings have occurred in the social media budget from transferring services back from Capita along with reduced advertising and print services savings.

## 7. PLACE & TRANSPORT PORTFOLIO

### KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has overspent by **£0.85M** at year-end. The Portfolio outturn variance has moved adversely by **£0.93M** from the position reported at quarter 3.

	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Portfolio Outturn	0.85 A	0.08 F	0.93 A

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

<b>Division / Service Activity</b>	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
City Services - Commercial Services	0.21 A	0.02 A	0.19 A
City Services - District Operating Areas	0.50 A	0.19 A	0.31 A
City Services - Waste Operations	0.02 A	0.11 F	0.13 A
Parking & Itchen Bridge	0.14 A	0.03 F	0.17 A
Planning	0.21 A	0.00	0.21 A
Regulatory Services	0.23 F	0.14 F	0.09 F
Supplier Management	0.12 F	0.00	0.12 F
Other	0.12 A	0.01 F	0.13 A
<b>Total</b>	<b>0.85 A</b>	<b>0.08 F</b>	<b>0.93 A</b>

The **SIGNIFICANT** movements between Qtr 3 and Outturn for the Portfolio are:

<b>Service Area</b>	<b>Movement in Variance between Qtr 3 and Outturn 2019/20</b> <b>£M</b>	<b>Explanation</b>
City Services – District Operating Areas	0.31 A	There has been high usage of overtime and temporary staff whilst the Phase 3 restructure bedded down in the last quarter of the year. There has also been increased costs for fuel and damage & repair for vehicles. Several tippers have needed major repairs, requiring external hire of replacement vehicles.
Planning	0.21 A	The number of planning applications has slowed during the year and there are fewer large schemes, which incur more significant fees, than last year. Uncertainty around Brexit has had an impact on planning applications and also the supply of builders in the local area has decreased which impacts on the level of planned works.

## 8. RESOURCES PORTFOLIO

### KEY REVENUE ISSUES – OUTTURN 2019/20

The Portfolio has underspent by **£2.01M** at year-end. The Portfolio outturn variance has moved favourably by **£1.72M** from the position reported at quarter 3.

	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Portfolio Outturn	2.01 F	0.29 F	1.72 F

A summary of the Portfolio outturn variance and movement since the last quarter is shown in the table below:

<b>Division / Service Activity</b>	<b>Outturn Variance £M</b>	<b>Forecast Variance Qtr 3 £M</b>	<b>Movement from Qtr 3 £M</b>
Strategic Finance & Commercialisation	0.82 F	0.35 F	0.47 F
Business Operations and Digital	0.62 F	0.00	0.62 F
Intelligence, Insight & Communications	0.35 F	0.00	0.35 F
OD Strategy, Workforce Planning & Employee Relations	0.21 F	0.06 A	0.27 F
Legal and Governance	0.01 F	0.00	0.01 F
<b>Total</b>	<b>2.01 F</b>	<b>0.29 F</b>	<b>1.72 F</b>

The **SIGNIFICANT** movements between Qtr 3 and Outturn for the Portfolio are:

<b>Service Area</b>	<b>Movement in Variance between Qtr 3 and Outturn 2019/20 £M</b>	<b>Explanation</b>
Strategic Finance & Commercialisation	0.47 F	<p><b>Local Taxation &amp; Benefits</b> £0.31M underspend, savings have incurred due to the Council Tax gainshare no longer being required, along with savings on legal expenses and staff vacancies.</p> <p><b>Projects &amp; Change</b> £0.18M underspend due to greater rechargeable staff time across the Capital and Service budgets.</p>

		<p>Further savings have been made from vacancies and lower banking fees (£0.08M).</p> <p><b>Centrally Apportioned Overheads</b>, £0.10M overspend due to some areas no longer being chargeable.</p>
Business Operations and Digital	0.62 F	<p><b>Capita Partnership Services</b> showed a £0.93M underspend which was due to contractual penalties on IT rollout, it is proposed to carry it forward to fund the rollout of Office 365.</p> <p><b>Procurement Services</b>, additional interim staff costs of £0.30M were incurred following minimal transfer of staff from Capita. Permanent staff have now been appointed.</p>
Intelligence, Insight & Communications	0.35 F	<p><b>Customer Services</b> savings from vacancies and restructure efficiencies completed in the last quarter following the return of Capita services, over and above planned savings.</p>
OD Strategy, Workforce Planning & Employee Relations	0.27 F	<p>Savings resulting from significant vacancies and restructure efficiencies, completed in the last quarter, following the return of Capita services over and above planned savings.</p>

## 9. NON-PORTFOLIO

### KEY REVENUE ISSUES – OUTTURN 2019/20

Non-Portfolio Net Expenditure has underspent by **£9.18M** at year-end. The outturn variance has moved favourably by **£5.08M** from the position reported at quarter 3.

Financing has underspent by **£1.14M** at year end. The outturn variance has moved favourably by **£1.14M** from the position reported at quarter 3.

	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Non-Portfolio Net Expenditure	9.18 F	4.10 F	5.08 F
Financing	1.14 F	0.00	1.14 F

A summary of the Non-Portfolio outturn variance and movement since the last quarter is shown in the table below:

Division / Activity	Outturn Variance £M	Forecast Variance Qtr 3 £M	Movement from Qtr 3 £M
Levies & Contributions	0.06 A	0.00	0.06 A
Capital Asset Management	0.64 F	0.09 F	0.55 F
Other Expenditure & Income	8.60 F	4.01 F	4.59 F
<b>Total Non-Portfolio Net Expenditure</b>	<b>9.18 F</b>	<b>4.10 F</b>	<b>5.08 F</b>
Council Tax	0.05 F	0.00	0.05 F
Business Rates	0.81 A	0.00	0.81 A
Non-Specific Government Grants & Other Funding	1.91 F	0.00	1.91 F
<b>Total Financing</b>	<b>1.14 F</b>	<b>0.00</b>	<b>1.14 F</b>

The **SIGNIFICANT** movements between Qtr 3 and Outturn for Non-Portfolio areas are:

Area	Movement in Variance between Qtr 3 and Outturn 2019/20 £M	Explanation
Capital & Asset Management	0.55 F	Reduced brokerage costs and higher return on investments than budgeted.
Other Expenditure & Income	4.59 F	Lower net spend on Housing Benefits than previously forecast and release of funds, including the contingency amount, held centrally to provide for unforeseen pressures or risks
Business Rates and Non-Specific Government Grants & Other Funding	1.10 F	<p>These two areas need to be considered together due to the inter-relationship between the share of retained business rates and S31 business rates grants.</p> <p>£0.53M of the £7.40M Covid-19 Emergency Funding Grant received in late March 2020 has been used to offset costs within services, with the remainder being carried forward into 2020/21.</p> <p>The Government distributed the 2018/19 surplus on the business rates levy account in March 2020. Southampton's share was £0.19M.</p> <p>£0.37M improvement on overall position for business rates/S31 grants due to lower contribution to the Solent Pool than budgeted.</p>



### Carry Forwards of Budget

<b>Portfolio</b>	<b>£M</b>	<b>Description</b>
Adult Care	0.15	Service transformation and delivery of savings
Aspiration, Children & Lifelong Learning	0.24	To fund administrative costs within Children's Social Care and to help with the re-introduction of children back into school
Green City & Environment	0.30	Flood defence works, city parks upkeep and Green City launch event
Healthier & Safer City	0.16	Domestic homicide reviews
Homes and Culture	0.04	Heritage works
Leader	0.32	Customer Relationship Management system and Brexit costs
Place & Transport	0.16	Local Plan and food safety inspections
Resources	0.99	Primarily relates to IT including Office 365, Contracts Management system and Revenues & Benefits software
<b>Total Carry Forwards</b>	<b>2.36</b>	

In addition to the above, £10.40M of revenue grants have also been carried forward through reserves. This includes £6.87M of COVID-19 Emergency Funding Grant.

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Property Investment Fund as at 31 March 2020

	Purchase Date	Purchase Price	Purchase Costs	Capital Investment	2019/20 Rent per annum	Interest	MRP Charge	Valuation 31 March 2019	Valuation 31 March 2020	2019/20 Change in Valuation
		£	£	£	£	£	£	£	£	£
3 Ely Road, Cambridge	08/09/16	6,125,000	343,438	6,468,438	405,797	-155,573	-96,674	6,269,525	6,299,075	29,550
241 & 271 Winchester Road, Southampton	05/10/16	14,000,000	689,500	14,689,500	912,591	-353,298	-219,541	13,866,830	10,801,510	-3,065,320
Unit 50, Warth Park Way, Raunds, Northants	23/04/17	8,200,000	328,000	8,528,000	474,585	-205,107	-127,455	8,170,575	8,394,170	223,595
<b>Total</b>		<b>28,325,000</b>	<b>1,360,938</b>	<b>29,685,938</b>	<b>1,792,973</b>	<b>-713,978</b>	<b>-443,669</b>	<b>28,306,930</b>	<b>25,494,755</b>	<b>-2,812,175</b>

Rate of Return  
6.04% Gross  
2.14% Net

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# Agenda Item 9

## Appendix 5

### Housing Revenue Account Outturn 2019/20

	Final Budget £M	Outturn £M	Outturn Variance £M	Forecast Variance Qtr 3 £M	Variance Movement from Qtr 3 £M
<b>Expenditure</b>					
Responsive repairs	11.33	12.64	1.32 A	0.20 F	1.52 A
Housing investment	5.19	4.52	0.67 F	0.38 F	0.29 F
Rents payable	0.10	0.14	0.04 A	0.00	0.04 A
Debt management	0.09	0.07	0.01 F	0.05 A	0.06 F
Supervision & management	23.08	22.89	0.19 F	0.24 F	0.05 A
Interest & principal repayments	6.56	5.19	1.37 F	0.97 F	0.40 F
Depreciation	19.97	19.60	0.37 F	0.00	0.37 F
Direct revenue financing of capital	7.94	8.96	1.02 A	0.00	1.02 A
<b>Total expenditure</b>	<b>74.24</b>	<b>74.01</b>	<b>0.23 F</b>	<b>1.74 F</b>	<b>1.51 A</b>
<b>Income</b>					
Dwelling rents	70.16	69.50	0.66 A	0.00	0.66 A
Other rents	1.16	1.25	0.09 F	0.00	0.09 F
Service charge income	2.28	2.23	0.05 A	0.05 A	0.00
Leaseholder service charges	0.64	1.01	0.37 F	0.20 F	0.17 F
Interest received	0.01	0.02	0.01 F	0.00	0.01 F
<b>Total income</b>	<b>74.24</b>	<b>74.01</b>	<b>0.23 A</b>	<b>0.15 F</b>	<b>0.39 A</b>
<b>(Surplus) / Deficit for the year</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.89 F</b>	<b>1.89 A</b>

NB Numbers are rounded

The SIGNIFICANT movements between Qtr 3 and Outturn for the Portfolio are:

Service Area	Movement in Variance between Qtr 3 and Outturn 2019/20 £M	Explanation
Responsive Repairs	1.52 A	Expenditure for 2019/20 has finished closer to the 2018/19 outturn than the budget (£12.64M in 2019/20 vs £12.95M in 2018/19) due to the ongoing demand for repairs work on housing stock within the HRA. This may be a reflection of major capital works expenditure being materially less than the 2019/20 budget as to offset this underspend works have been carried out on housing stock on a more reactive than planned basis.

Cyclical Maintenance (Housing Investment)	0.29 F	Delays in recruitment to the Capital Assets Team have resulted in a reduction in the cyclical maintenance carried out. None of the statutory landlord responsibilities have been affected by this reduction. The favourable movement since quarter 3 is due to the ongoing recruitment delay.
Interest & Principal Repayments	0.40 F	As a result of the HRA capital programme outturn being less than budgeted, the amount of borrowing required for capital financing has decreased, leading to a reduction in the interest and principal payable.
Depreciation	0.37 F	A combination of higher than anticipated Right To Buy sales (leading to lower stock numbers) and lower than projected inflation figures (leading to lower replacement costs) has resulted in a reduced depreciation cost.
Direct Revenue Financing of Capital	1.02 A	There is a larger than budgeted surplus on the HRA with this differential used for capital financing. This maintains HRA balances at £2M at the end of the financial year. This has a knock-on effect of reducing overall HRA debt by using direct revenue financing (revenue contributions) instead.
Dwelling Rents	0.66 A	There has been part of a week of rent carried forward over the next five years due to 2019/20 being a 53 week rent year. There is also an element of higher voids due to the estate regeneration project.

**COUNCIL TAX COLLECTION FUND REVENUE ACCOUNT**  
**FOR YEAR ENDED 31ST MARCH 2020**

Original Estimate	Revised Estimate	Actual	Variance Adverse / (Favourable)
2019/20 £M	2019/20 £M	2019/20 £M	2019/20 £M
<b>Council Tax</b>			
<b><u>Income</u></b>			
<b>(117.98) Total Council Tax Income</b>	<b>(117.72)</b>	<b>(117.38)</b>	<b>0.33</b>
<b><u>Expenditure</u></b>			
<b>120.36 Total Council Tax Expenditure (incl. precepts)</b>	<b>119.49</b>	<b>121.49</b>	<b>2.00</b>
2.39 Council Tax - Deficit / (Surplus) for the Year	1.77	4.11	2.33
(2.39) Council Tax - Deficit / (Surplus) Brought Forward	(1.48)	(1.48)	0.00
<hr/> <b>0.00 Council Tax Deficit / (Surplus) Carried Forward</b>	<hr/> <b>0.29</b>	<hr/> <b>2.63</b>	<hr/> <b>2.33</b>
<b>Business Rates</b>			
<b><u>Income</u></b>			
<b>(115.35) Total Business Rates Income</b>	<b>(108.70)</b>	<b>(108.30)</b>	<b>0.40</b>
<b><u>Expenditure</u></b>			
<b>118.45 Total Business Rates Expenditure</b>	<b>113.56</b>	<b>112.98</b>	<b>(0.58)</b>
3.10 Business Rates - Deficit / (Surplus) for the Year	4.86	4.68	(0.18)
(3.10) Business Rates - Deficit / (Surplus) Brought Forward	(5.36)	(5.36)	0.00
<hr/> <b>0.00 Business Rates Deficit / (Surplus) Carried Forward</b>	<hr/> <b>(0.50)</b>	<hr/> <b>(0.68)</b>	<hr/> <b>(0.18)</b>
<b>0.00 Total Collection Fund Deficit / (Surplus) Carried Forward</b>	<b>(0.21)</b>	<b>1.95</b>	<b>2.16</b>
<b>Council Tax (Surplus)/Deficit</b>			
Contribution (to)/ from SCC		2.23	
Contribution (to)/ from HPCC		0.30	
Contribution (to)/ from HFRA		0.10	
Council Tax Collection Fund Balance c/f		<hr/> 2.63	
<b>Business Rates (Surplus)/Deficit</b>			
Contribution (to)/ from SCC		(1.07)	
Contribution (to)/ from MHCLG		0.40	
Contribution (to)/ from HFRA		(0.01)	
NDR Collection Fund Balance c/f		<hr/> (0.68)	
<b>Total SCC (Surplus)/Deficit</b>		<hr/> <hr/> <b>1.16</b>	

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<b>CAPITAL OUTTURN 2019/2020 AND REVISED CAPITAL PROGRAMME</b>				
1.	The focus for this report is on the capital outturn position for 2019/20, the variances compared with the agreed programme, the financing of the capital spend and any changes to the programme.			
<b>2019/20 CAPITAL OUTTURN POSITION</b>				
2.	The total General Fund capital expenditure in 2019/20 was £56.03M compared to an estimate of £88.10M, giving a variance of £32.07M or 36.40% of the programme. The variance is comprised of £31.26M net slippage and £0.81M of underspends.			
3.	The total HRA capital expenditure in 2019/20 was £41.05M compared to an estimate of £47.35M, giving a variance of £6.30M or 13.31% of the programme. The variance is comprised of £6.36M net slippage and £0.06M of overspend.			
4.	The performance of individual capital programmes in 2019/20 is summarised in table 1 and 2.			
<b>Table 1 – Summary of the General Fund &amp; HRA Capital Outturn 2019/20</b>				
	<b>Approved Programme</b>	<b>Actual</b>	<b>Variance</b>	
	<b>£M</b>	<b>£M</b>	<b>£M</b>	<b>%</b>
Adult Care	0.54	0.11	(0.43)	(79.6)
Aspiration, Children and Lifelong Learning	21.15	19.17	(1.98)	(9.4)
Healthier and Safer City	3.42	2.06	(1.36)	(39.8)
Homes and Culture	0.26	0.34	0.08	30.8
Leader	2.23	1.89	(0.34)	(15.2)
Place and Transport	33.66	29.08	(4.58)	(13.6)
Resources	26.84	3.38	(23.46)	(87.4)
<b>Total GF Capital Programme</b>	<b>88.10</b>	<b>56.03</b>	<b>(32.07)</b>	<b>(36.4)</b>
Total HRA Capital Programme	47.35	41.05	(6.30)	(13.3)
<b>Total Capital Programme</b>	<b>135.45</b>	<b>97.08</b>	<b>(38.37)</b>	<b>(28.3)</b>

**Table 2 – 2019/20 Breakdown of Variance By Programme**

<b>Programme</b>	<b>Slippage/ (Rephasing) £M</b>	<b>(Under)/ Over Spend £M</b>	<b>Variance £M</b>
Adult Care	0.00	(0.43)	(0.43)
Aspiration, Children and Lifelong Learning	(2.74)	0.76	(1.98)
Healthier and Safer City	(0.41)	(0.95)	(1.36)
Homes and Culture	(0.01)	0.09	0.08
Leader	(0.34)	0.00	(0.34)
Place and Transport	(4.30)	(0.28)	(4.58)
Resources	(23.46)	0.00	(23.46)
<b>Total GF Capital Programme</b>	<b>(31.26)</b>	<b>(0.81)</b>	<b>(32.07)</b>
Total HRA Capital Programme	(6.36)	0.06	(6.30)
<b>Total Capital Programme</b>	<b>(37.62)</b>	<b>(0.75)</b>	<b>(38.37)</b>

5. Reasons for major variances on individual schemes since the last reported position are detailed for each Programme in annex 2.1. The single largest item by far is £20M for the Property Investment Fund, where no investment was made and given market conditions may not be made during 2020/21. Without this one transaction, the variance is reduced to £18.37M, or 13.6% of the approved programme.

**CAPITAL FINANCING**

6. The resources used to finance the 2019/20 expenditure for each programme are summarised in table 3 below.

**Table 3 – Capital Financing 2019/20**

	<b>General Fund £M</b>	<b>HRA £M</b>	<b>Total £M</b>
Total Financing Required	<b>56.03</b>	<b>41.05</b>	<b>97.08</b>
<b>Financed By: -</b>			
Council Resources	17.26	4.00	21.26
Capital Receipts	0.25	7.96	8.21
Direct Revenue Financing	2.88	8.96	11.84
Capital Grants	31.65	0.19	31.84
Contributions	3.99	0.34	4.33
MRA	0.00	19.60	19.60
<b>Total</b>	<b>56.03</b>	<b>41.05</b>	<b>97.08</b>

7. Any over spends on individual schemes are financed from identified additional funding or from savings elsewhere within the programme. Programmes are

	required to balance their capital programmes within the resources available to them, this may result in reduced outputs where an overspend results in reductions being made elsewhere in the programme.																																
8.	The impact of scheme variances for 2019/20 on future years' capital expenditure will feed into future capital programme updates aligned to Council priorities.																																
	<b>THE 5 YEAR CAPITAL PROGRAMME</b>																																
9.	Table 4 shows a comparison of the amended capital estimate for the period 2019/20 to 2024/25 including any amendments noted elsewhere within this report, compared with the previously reported programme for the same period, and shows a decrease of £0.12M based on the adjustments reported.																																
10.	<p><b>Table 4 – Programme Comparison</b></p> <table border="1"> <thead> <tr> <th></th> <th>2019/ 2020 £M</th> <th>2020/ 2021 £M</th> <th>2021/ 2022 £M</th> <th>2022/ 2023 £M</th> <th>2023/ 2024 £M</th> <th>2024/ 2025 £M</th> <th>Total £M</th> </tr> </thead> <tbody> <tr> <td>Amended Programme</td> <td>97.08</td> <td>405.65</td> <td>169.02</td> <td>181.33</td> <td>79.95</td> <td>47.59</td> <td>980.62</td> </tr> <tr> <td>Previous Programme</td> <td>135.45</td> <td>367.07</td> <td>169.02</td> <td>181.33</td> <td>80.28</td> <td>47.59</td> <td>980.74</td> </tr> <tr> <td><b>Variance</b></td> <td><b>(38.37)</b></td> <td><b>38.58</b></td> <td><b>0.00</b></td> <td><b>0.00</b></td> <td><b>(0.33)</b></td> <td><b>0.00</b></td> <td><b>(0.12)</b></td> </tr> </tbody> </table>		2019/ 2020 £M	2020/ 2021 £M	2021/ 2022 £M	2022/ 2023 £M	2023/ 2024 £M	2024/ 2025 £M	Total £M	Amended Programme	97.08	405.65	169.02	181.33	79.95	47.59	980.62	Previous Programme	135.45	367.07	169.02	181.33	80.28	47.59	980.74	<b>Variance</b>	<b>(38.37)</b>	<b>38.58</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.33)</b>	<b>0.00</b>	<b>(0.12)</b>
	2019/ 2020 £M	2020/ 2021 £M	2021/ 2022 £M	2022/ 2023 £M	2023/ 2024 £M	2024/ 2025 £M	Total £M																										
Amended Programme	97.08	405.65	169.02	181.33	79.95	47.59	980.62																										
Previous Programme	135.45	367.07	169.02	181.33	80.28	47.59	980.74																										
<b>Variance</b>	<b>(38.37)</b>	<b>38.58</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.33)</b>	<b>0.00</b>	<b>(0.12)</b>																										
11.	There have been a number of Delegated Decision Notices (DDN) since the previous programme, totalling £0.09M. This has been offset by net underspends of £0.75M which have been removed from the programme. Details of the additions since the February Capital Update can be found in annex 2.2.																																
12.	Additions of £0.54M to the Children and Learning programme in 2020/21 are to be approved by full Council and are detailed in annex 2.3, to be funded from government grant. The programme remains fully funded.																																
<b><u>SUPPORTING DOCUMENTATION</u></b>																																	
<b>Annexes</b>																																	
1.	GF & HRA Major Variance Explanations																																
2.	GF & HRA Programme Variations																																
3.	GF & HRA Programme Additions for Approval																																

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### GF & HRA MAJOR VARIANCE EXPLANATIONS SINCE LAST REPORTED POSITION

<b>ASPIRATIONS, CHILDREN AND LIFELONG LEARNING</b>	
	<b><u>Slippage and Re-phasing</u></b>
1.	<u>Secondary Expansion St Marks (Re-phase of £0.94M from 2020/21 to 2019/20)</u> Greater progress has been made in 2019/20 than anticipated requiring budget to be re-phased that had previously been slipped into 2020/21. The project has a pre-construction agreement with the preferred contractor under which a design has been developed and enabling works have progressed. This has allowed earlier progress on the investigations and studies required to submit a planning application.
2.	<u>R&amp;M Programme for School (Slippage of £0.87M from 2019/20 to 2020/21)</u> Some works are reliant on summer holiday access to schools to be carried out. If the programme misses those windows unfortunately the work needs to be re-phased to another convenient time. Schools affected are Townhill Roof Works, Mount Pleasant Clock Work and Maytree Nursery Roof. In the case of Townhill Park there has also been a change to the scope of work as it was identified in the design phases that there is a need for a significant amount of further work. A full review of options for the school is being commissioned.
3.	<u>Sholing Technical College Renovation (Slippage of £2.02M from 2019/20 to 2020/21)</u> A funding transfer agreement is in place with the learning trust for the school who are managing the works which were anticipated to be completed in 2019/20. However the trusts completion of works is progressing slower than anticipated and funds will not be transferred until completion. This project does not impact pupil capacity.
	<b><u>Over &amp; Under Spends</u></b>
4.	<u>Schools Devolved Capital (Overspend of £0.97M in 2019/20, an increase of £0.97M since last reported position)</u>  The schools capital work programme is undertaken throughout the year and funded through devolved capital funding. The capital spend is not included in forecasts during the year but is added to the capital financing out turn statement. The over spend is funded from grant allocations.
<b>PLACE AND TRANSPORT</b>	
	<b><u>Slippage and Re-phasing</u></b>
5.	<u>Congestion Reduction - Intelligent Transport Systems (Re-phase of £1.00M from 2020/21 to 2019/20)</u> The Transforming Cities Fund (TCF) schemes planned for 2020/21 meant that it was important to get this scheme completed earlier than originally planned to then allow more network capacity and resources to focus on these TCF projects in the new financial year.

6.	<p><u>Congestion Reduction - Electric Vehicle Action Plan (Slippage of £0.51M from 2019/20 to 2020/21)</u></p> <p>The Council's depots required charge points to be fitted for the new electric fleet as a priority. As a result installation of twelve additional charge points planned for city centre car parks needed to be delayed. In addition, the installation of on-street residential charge points has been placed on hold due to a legal issue relating to the electricity supply and attempts to find a hardware solutions that will integrate with street lamp columns. An alternative hardware solution has now been found and the project will deliver on-street charge points for residents in 2020/21. The delivery of the 12 additional charge points are part of the wider 2020/21 programme. Additional staff resources are being secured to ensure an uplift in the programme delivery.</p>
7.	<p><u>Additional Roads Programme (Slippage of £0.66M from 2019/20 to 2020/21)</u></p> <p>The overall highways programme was adjusted in-year based on scheme priority and asset management prioritisation which has resulted in the delivery schedule for this scheme being revised. This meant that several road work projects that were originally planned for 2019/20 will now be delivered in 2020/21.</p>
8.	<p><u>Electric vehicle purchases (Slippage of £0.82M from 2019/20 to 2020/21)</u></p> <p>The first batch of electric vehicles was scheduled for delivery in late March 2020, however this has been delayed due to the COVID 19 outbreak. Deliveries are now taking place in April 2020, respecting lockdown and social distancing measures.</p>
9.	<p><u>Public Transport – Clean Bus Technology Fund (Slippage of £1.15M from 2019/20 to 2020/21)</u></p> <p>This is a grant scheme where operators claim from the Council the cost of retrofitting cleaner engines in their fleet of vehicles. There is a set process the bus operators must follow in order to receive the grant. A key step in this process is have the retrofitting independently certified prior to submitting a claim, this certification process is taking longer than anticipated due to capacity issues with the certifiers. Final grant claims from operators are now expected in 2020/21.</p>
<b>RESOURCES</b>	
	<b><u>Slippage and Re-phasing</u></b>
10.	<p><u>Civic Centre Upgrade (Slippage of £0.73M from 2019/20 to 2020/21)</u></p> <p>Revenue works to the civic centre were prioritised to bring a range of improvements to the working and public spaces. This meant that some of the capital programme was re-timed to allow these works to be carried out as a priority. Following the emergence of the Covid19 pandemic non-essential projects were paused to allow key personnel to focus on Covid19 related works.</p>
11.	<p><u>Desktop Refresh Programme (Slippage of £0.97M from 2019/20 to 2020/21)</u></p> <p>Planned delivery of desktop IT hardware was due to be received in March 2020 but due to supplier operational issues the delivery will now be received in April 2020, as a result this phase of the project will now be completed in the 2020/21.</p>

12.	<p><u>Client Case Management System (Slippage of £1.66M from 2019/20 to 2020/21)</u></p> <p>This project has been delayed as the supplier Care Works were not able to meet the initial timeframe. Software delivery has been moved from December 2019 to July 2020. Also the delivery of laptops for field workers was delayed to April 2020.</p>
13.	<p><u>Property Investment Fund (Slippage of £20.00M from 2019/20 to 2020/21)</u></p> <p>Initial plans were for investment in late 2019/20. Due to the current economic climate property investment will not now be undertaken until the 2020/21 or later. Investment opportunities will be carefully reviewed to determine when the best return can be achieved.</p>
<b>HOUSING REVENUE ACCOUNT (HRA)</b>	
	<b><u>Slippage and Rephasing</u></b>
14.	<p><u>Oaklands Site (Re-phasing of £1.27M from 2020/21 to 2019/20)</u></p> <p>The Oaklands Development has progressed with an improved timescale than originally anticipated and as a result there is a requirement to re-profile the budget for the project to reflect this. A revised budget for this project was set as part of the HRA budget setting process to ensure it was sufficient.</p>
15.	<p><u>Total Mobile (Slippage of £0.53M from 2019/20 to 2020/21)</u></p> <p>A lack of resource available that were trained to install the new programme, has delayed go live. Resources will be evaluated in the new financial year to ensure the project is achieved.</p>
16.	<p><u>Energy Company Obligation - Canberra Towers (Slippage of £0.60M from 2019/20 to 2020/21)</u></p> <p>This project has needed to be re-profiled to 2020/21 to ensure that whilst going through the process of appointing the consultants to work on the project there has been effective involvement of all key parties including Hampshire Fire and Rescue. Budget has been slipped into 2020/21 to match the planned spend.</p>
17.	<p><u>Block Modernisation Programme (Slippage of £0.89M from 2019/20 to 2020/21)</u></p> <p>This project had been re-profiled compared with the original plans to be able to include additional fire safety measures including sprinklers to supported housing block as part of the scheme. Budget has been slipped into 2020/21 to match the planned spend.</p>
18.	<p><u>Estate Regeneration Woodside/Wimpson (Slippage of £1.17M from 2019/20 to 2020/21)</u></p> <p>The contractor has experienced challenges on site including severe adverse weather conditions and also the provision of appropriate power from Scottish and Southern Energy. This affected the programme of works.</p>

19.	<p><u>Right to Buy Satisfactory Purchase Scheme (Slippage of £1.33M from 2019/20 to 2020/21)</u></p> <p>This scheme has been re-profiled to tie in with the delivery of the 1000 homes programme, clear criteria and processes are being established to ensure that the properties acquired meet the needs of the housing register and the council stock requirements. The funding requires slippage into 2020/21 to facilitate the purchase of individual properties based on availability and suitability of properties on the market.</p>
20.	<p><u>Townhill Park Regeneration (Slippage of £1.49M from 2019/20 to 2020/21)</u></p> <p>The funding currently in this programme is focused around the costs associated with the decommissioning of blocks. In some cases negotiations take longer to conclude and in this instance this related to leaseholders in Plot 9 which has caused the spend to be slower than anticipated. The Council will continue negotiations in 2020/21 and will seek to use the Compulsory Purchase Orders route as a last resort. Once the purchase is complete, demolition of the building can resume.</p>



## VARIATIONS SINCE LAST REPORTED POSITION

Portfolio	Scheme	£M	Approval Type	Funding Source
<b><u>Additions to the Programme</u></b>				
Homes and Culture	Arts Gallery Improvements	0.02	**	Grant
		<u>0.02</u>		
Leaders	West Quay Phase 3 Watermark West Quay	0.05	**	Grant
		<u>0.05</u>		
Place and Transport	Daisy Dip Play Area	0.02	**	Grant
		<u>0.02</u>		
	<b>TOTAL GF</b>	<u><b>0.09</b></u>		
<b>Total Variations to the Overall Programme</b>		<u><b>0.09</b></u>		
 <b><u>Approval Type Summary</u></b>				
		£M		
* Approved By Council/Cabinet		0.00		
** Approved under Delegated Powers		0.09		
^ Approval Required		0.00		
<b>Total Variations to the Overall Programme</b>		<u><b>0.09</b></u>		

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<b>GENERAL FUND AND HRA CAPITAL OUTTURN 2019/20 - PROPOSED PROGRAMME CHANGES FOR APPROVAL</b>	
	<b>Children and Learning</b>
1.	<p><u>Schools Devolved Capital: scheme total £1.42M (proposed increase of £0.40M)</u></p> <p>Approval is sought for the addition of £0.40M to the Children and Learning programme and approval to spend this sum in 2020/21; funded by government grant. The schools capital works programme is undertaken throughout the year and funded through devolved capital funding. Schools decide on the allocation of this grant and can decide on the timing of spend to complete school schemes.</p>
2.	<p><u>Springwell School - Main Expansion; Scheme total £3.92M (proposed increase of £0.45M)</u></p> <p>Approval is sought for the addition of £0.45M funded by government grant to the Children and Learning programme and approval to spend this sum in 2020/21; to meet an extension of time claim and associated costs resulting from the re-design of foundations due to the discovery of unexpected drainage pipes.</p>
3.	<p><u>Bitterne Park Autism Resource Base: scheme total £0.64M (proposed increase of £0.02M)</u></p> <p>Approval is sought for the addition of £0.02M funded by government grant to the Children and Learning programme and approval to spend this sum in 2020/21; to meet additional costs as a result of non-completion on time. The Council is looking at options for redress.</p>
4.	<p><u>St Denys scheme: total £2.57M (proposed increase of 0.01M)</u></p> <p>Approval is sought for the addition of £0.01M funded by government grant to the Children and Learning programme and approval to spend this sum in 2020/21; to meet costs of variations to the project that have fallen outside of the main contract.</p>
5.	<p><u>Sholing Technical College Renovation: scheme total £2.47M (proposed increase £0.01M)</u></p> <p>Approval is sought for the addition of £0.01M funded by government grant to the Children and Learning programme and approval to spend this sum in 2020/21; to meet the cost of a boiler replacement prior to academisation.</p>
6.	<p><u>Schools Condition Allocation: scheme total £7.59M (proposed decrease of £0.33M)</u></p> <p>Approval is sought for the reduction of £0.33M to the Children and Learning programme funded by government grant. This grant will be used to fund the additions above.</p>

Note item: Further to the above, Council agreed to revise the capital programme on 24 June for: (i) Transforming Cities Fund to £118.57M by 2024/25 (was £155.73M) and (ii) to add the Future Transport Zones to the programme at £28.76M by 2022/23.

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# Agenda Item 9

Appendix 11

<b>Reserve</b>	<b>Balance as at 31/03/2020</b>	<b>Forecast at Quarter 3</b>	<b>Difference</b>
	<b>£M</b>	<b>£M</b>	<b>£M</b>
MTFR Reserve	50.32	41.69	8.63
Taxation Reserve	0.00	0.00	0.00
Organisational Design Reserve	6.64	6.73	(0.09)
Revenue Grant Reserve	9.52	0.00	9.52
Capital Funding Risk	0.00	0.00	0.00
Portfolio Carry Forwards	2.60	0.24	2.36
PFI Sinking Fund	4.52	4.58	(0.06)
Insurance General Reserve	2.81	2.94	(0.13)
Revenue Contributions to Capital	4.26	2.00	2.26
On Street Parking Reserve	3.09	2.63	0.46
Digital Strategy	6.16	4.29	1.87
DSG Reserve	(7.42)		(7.42)
Other	3.70	2.24	1.46
<b>Sub-Total</b>	<b>86.20</b>	<b>67.34</b>	<b>18.86</b>
Schools' Balances	1.56	0.00	1.56
<b>Total</b>	<b>87.76</b>	<b>67.34</b>	<b>20.42</b>

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<b>DECISION-MAKER:</b>	Cabinet		
<b>SUBJECT:</b>	COVID-19: Leisure Contracts: Financial and Commercial Impact		
<b>DATE OF DECISION:</b>	14 July 2020		
<b>REPORT OF:</b>	<b>Cabinet Member for Finance and Income Generation, Cllr Barnes-Andrews</b>		
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Divisional Head of Supplier Management, Paul Paskins</b>	Tel: 023 8083 4353
	<b>E-mail:</b>	<a href="mailto:paul.paskins@southampton.gov.uk">paul.paskins@southampton.gov.uk</a>	
<b>Executive Director</b>	<b>Name:</b>	<b>John Harrison</b>	Tel: 023 8083 4897
	<b>E-mail:</b>	<a href="mailto:john.harrison@southampton.gov.uk">john.harrison@southampton.gov.uk</a>	
<b>STATEMENT OF CONFIDENTIALITY</b>			
<p>Appendix 1 of this report is not for publication by virtue of category 7A (obligation of Confidentiality) of paragraph 10.4 of the Council's Access to Information Procedure Rules, as contained in the Council's Constitution.</p> <p>It is not in the public interest to disclose this information as Appendix 1 contains confidential and commercially sensitive information. It would prejudice the Council's ability to operate in a commercial environment, obtain best value in contract negotiations and prejudice the Council's commercial relationships with third parties if they believed the Council would not honour obligations of confidentiality.</p>			
<b>BRIEF SUMMARY</b>			
<p>This report concerns the financial impact to the Council relating to its main leisure contract as a result of the closure of leisure facilities following Her Majesty's Government ("Government")'s legislation and instructions relating to the COVID-19 pandemic.</p>			
<p>The report also concerns a proposed contract with Solent University to operate the building known as St Mary's Leisure Centre until the end of December 2021 to aid Southampton's and the Council's recovery plan following the COVID-19 pandemic.</p>			
<b>RECOMMENDATIONS:</b>			
	(i)	<p>Delegate authority to the Executive Director Finance and Commercialisation, following consultation with the Cabinet Member for Finance and Income Generation, to reach financial settlement of claims from Places for People Leisure Management Ltd within the parameters detailed in the confidential Appendix 1 of this report and to finalise, following consultation with the Service Director Legal and Governance, the associated deed of variation relating to the service in the future.</p>	

	(ii)	Delegate authority to the Head of Supplier Management to agree and finalise, following consultation with the Service Director, Legal and Governance a contract with Solent University (“SU”) to operate the building currently known St Mary’s Leisure Centre (“the Centre”) as a community hub until 31 December 2021.
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**REASONS FOR REPORT RECOMMENDATIONS**

1.	Service delivery contracts allocate risk between the Council and its suppliers and the recommendation (i) of this report ensures that the Council honours its contractual commitments in relation to its main leisure contract.
2.	The contract with SU will ensure that the Centre can re-open as a “community hub” facility in a speedy and safe manner to support the local community and residents as the easing of the COVID-19-related restrictions allow.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

3.	Not following recommendation (i) would put the Council in breach of its financial obligations contained in the leisure contract. This would almost certainly mean a lengthy delay to the re-opening of leisure facilities with the attendant impact on affordable leisure opportunities in the City and the associated impacts on the physical and mental health of users of these facilities. Furthermore, it is likely that legal proceedings against the Council would ultimately result.
4.	The Council could seek to sell the freehold for the Centre, seek to procure an alternative operator or “mothball” the building. All of these options are likely to lead to lengthy delays in the Centre re-opening and would not result in the community-related outcomes sought by the Council.

**DETAIL (Including consultation carried out)**

**Leisure Contract**

5.	<p>The Council commissions sport and leisure activities through three arrangements:-</p> <ul style="list-style-type: none"> <li>a. The main Leisure Contract (“the Leisure Contract”) with Places for People Leisure Management Ltd (“PfP”), who sub-contract operations to Active Nation (“AN”).</li> <li>b. St Mary’s Leisure Centre (“SMLC”) with Solent University (“SU”).</li> <li>c. Southampton Golf Course with MyTime Active (“MTA”).</li> </ul> <p>This paper concerns the first two of these arrangements only.</p>
6.	The Leisure Contract concerns the operation of leisure facilities with an overarching objective to increase participation in leisure activities across the city.
7.	The scope of the Leisure Contract includes indoor centres and outdoor facilities: The Quays, Bittern, Page 128 Centre, Chamberlayne Leisure Centre,



	Southampton Water Activities Centre, Woodmill, Outdoor Sports Centre, Alpine Snowboard Centre, Lordshill recreation ground, Mayfield recreation ground, Green Park, Millbrook recreation ground, the Veracity ground, Riverside Park and Hoglands Park.
8.	The Leisure Contract commenced in 2010 and is due to expire in 2025.
9.	In response to Government instructions, all leisure facilities provided via the Leisure Contract closed from 20 <sup>th</sup> March 2020.
10.	The Council has acted to date in accordance with the Government's Procurement Policy Note 02/20. In summary, this advises local authorities to take actions to ensure that suppliers who are "at risk" of non-performance, insolvency or significant financial difficulties as a result of the COVID-19 outbreak are in a position to continue to provide such services as far as is possible and resume full contract delivery once the outbreak is over.
11.	The Council is now adopting the latest Policy Procurement Note 04/20, which is effective from 1 July 2020.
12.	It is anticipated that the operational, and therefore financial impact, of the measures and legislation introduced as a result of the COVID-19 pandemic will continue well beyond the initial period during which facilities have been closed. Appendix 1 reflects this anticipation.
13.	The Council has worked closely with the organisations providing services under the its leisure contracts ("the Service Providers") throughout the period of the pandemic with the aim of safeguarding services, supporting the Service Providers and safeguarding the Council and its customers' interests.
14.	This paper focuses on the financial implications of the COVID-19 pandemic period rather than service delivery matters.
15.	In common with most contractual arrangements, the Leisure Contract contains a risk profile and allocation which places obligations and risks on both parties in particular circumstances. The Service Provider's prices for delivering its contractual obligations – and therefore the price the Council pays, known as the "Management Fee" – are based on this risk profile.
16.	Confidential Appendix 1 contains a contractual, commercial and financial assessment of the position. This information is commercially sensitive.
17.	Appendix 1 also describes the parameters within which it is recommended authority is delegated to the Executive Director for Finance and Commercialisation to agree final financial settlement(s) following consultation with the Cabinet Member for Finance and Income Generation.
<b>St Mary's Community Hub</b>	
18.	Cabinet approved a report on 15 October 2019 to commence a competitive process to seek to create a community hub in the building known as St Mary's Leisure Centre ("the Centre") following the completion of an operating

	contract with SU.
19.	This process resulted in the Council receiving four bids, none of which – based on a detailed evaluation - met the Council’s specified requirements and, as a result, the Council did not grant a lease or contract in respect of the Centre.
20.	As a result – and based on legal advice – the Council has entered into in-principle direct negotiations with SU for SU to continue to operate the Centre until December 2021.
21.	The Centre will be operated from such time as it can safely re-open until December 2021 as a Community Hub, broadly in accordance with the intentions and vision set out in the associated Cabinet Report of 15 October 2019.
22.	It is recommended that Cabinet delegates authority to the Head of Supplier Management to finalise and sign a contract with SU to operate the Centre as a community hub until 31 December 2021.
23.	During the period between the date of this report and December 2021, the Council intends to review its Corporate Asset Management Plan, the scope of which includes the Centre, and its overarching leisure strategy.
24.	It is anticipated that these reviews will inform the Council’s proposed approach to the future of the Centre.
<b>RESOURCE IMPLICATIONS</b>	
<b><u>Capital/Revenue</u></b>	
25.	No direct capital implications are anticipated, although Cabinet are asked to note that the Council’s existing liabilities relating to building and asset maintenance are unaltered. Condition surveys indicate that the St Mary’s Community Hub building has a number of maintenance requirements and will need significant investment in the short to medium term.
26.	The anticipated revenue implications in respect of the Leisure Contract are summarised in Appendix 1.
27.	The additional annual financial pressure associated with SU operating the Centre will be based on actual costs and is anticipated to be £90,576. This includes but is not limited to, staffing, routine maintenance and utility costs. This pressure is estimated on the basis of taking into account an assumed annual income of £60,000.
28.	Cabinet are asked to note that the Centre is currently closed and, therefore, the assumed annual income of £60,000 is an additional pressure until such time as the Centre can be re-opened; at this point the £60,000 pressure will be reduced proportionately and adjusted by the impact of any associated operating and social distancing measures.

<b><u>Property/Other</u></b>	
29.	The Council's existing liabilities relating to building and asset maintenance are unaltered.
<b>LEGAL IMPLICATIONS</b>	
<b><u>Statutory power to undertake proposals in the report:</u></b>	
30.	The powers undertake the proposals of this report are contained in Section 1 of the Localism Act 2011.
<b><u>Other Legal Implications:</u></b>	
31.	The assessment of the contractual and legal position relating to the leisure contracts included within the scope of this paper is contained at Appendix 1.
32.	The procurement process in respect of the Centre carried out in late 2019 failed to produce any suitable tenders and therefore as a result, the Council is entitled to make a direct award for materially the same requirement to Solent University. In any case, given the primary purpose of the proposed arrangement is to let the building to Solent to use as a community hub, with only insubstantial service obligations imposed by an ancillary contract, it is likely that the arrangement would not be caught by the Public Contracts Regulations 2015, it being a transaction primarily for the disposal of land.
<b>RISK MANAGEMENT IMPLICATIONS</b>	
33.	The leisure sector in general is facing significant financial challenges and those risks apply – and will continue – to apply to the Council's Service Providers. The Council will continue to work closely with its Service Providers to manage those risks but will also act decisively to safeguard its interests and those of its customers.
34.	It is likely that the coming months will result in significant challenges if, and when, the Government permits the re-opening of leisure facilities. At the point of drafting this report, no such announcements have been made in respect of indoor leisure facilities. It is anticipated that social distancing and other mitigating measures could result in reduced footfall and challenges to the viability of operating some facilities and activities. These will be managed – and the associated risks mitigated – on a case-by-case basis and through liaison and negotiation with the Council's Service Providers.
<b>POLICY FRAMEWORK IMPLICATIONS</b>	
35.	None
<b>KEY DECISION?</b>	<b>No</b>
<b>WARDS/COMMUNITIES AFFECTED:</b>	No direct on any wards from the financial settlement of claims. St Mary's Community Hub affects the Bevois Ward

SUPPORTING DOCUMENTATION

**Appendices**

1.	Contractual, Commercial and Financial Assessment
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**Documents In Members' Rooms**

1.	N/A
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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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**Data Protection Impact Assessment**

Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.	No
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**Other Background Documents**

Other Background documents available for inspection at: N/A

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.	N/A

Document is Confidential

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<b>DECISION-MAKER:</b>	<b>CABINET COUNCIL</b>		
<b>SUBJECT:</b>	<b>1000 HOMES PROGRAMME</b>		
<b>DATE OF DECISION:</b>	14 JULY 2020 (Cabinet) 15 JULY 2020 (Council)		
<b>REPORT OF:</b>	<b>CABINET MEMBER FOR CULTURE AND HOMES, CLLR KAUR</b>		
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Service Manager Regeneration &amp; Development, John Maillard</b>	Tel: 023 8083 3979
	<b>E-mail:</b>	<a href="mailto:John.Maillard@southampton.gov.uk">John.Maillard@southampton.gov.uk</a>	
<b>Executive Director</b>	<b>Name:</b>	<b>Kate Martin</b>	Tel: 023 8083 2134
	<b>E-mail:</b>	<a href="mailto:Kate.Martin@southampton.gov.uk">Kate.Martin@southampton.gov.uk</a>	
<b>STATEMENT OF CONFIDENTIALITY</b>			
<p>Confidential - Appendices: 2, 3 and 4 contains information deemed to be exempt from general publication based on Category 3 and 7(A) of paragraph 10.4 of the Council's Access to Information Procedure Rules. In applying the public interest test this information has been deemed exempt from publication due to confidential sensitivity and confidentiality. It is not considered to be in the public interest to disclose this information. It would prejudice the Council's ability to operate in a commercial environment and prejudice commercial relations with 3<sup>rd</sup> parties.</p>			
<b>BRIEF SUMMARY</b>			
<p>The purpose of this report is to seek approval to proceed with the remainder of the 1000 council homes programme. As part of this programme, which began in the summer of 2018, 274 homes have either been delivered, or are under construction, this report seeks approval to fund the remaining 726 homes. The aim is for all of these to be affordable homes, there will be a mix of council rented and shared ownership properties. The Ministry of Housing, Communities and Local Government defines social and affordable homes as social, affordable and intermediate which includes shared ownership. This development will be funded from a mix of council borrowing, Right-to-Buy (RtB) income and the sale of the shared ownership properties. Grant funding will also be sought. The council home programme is aligned with the council's corporate priorities of creating a city that is Greener, Fairer and Healthier.</p>			
<b>CABINET</b>			
<b>RECOMMENDATIONS:</b>			
	(i)	<p>Subject to the financial approvals of Council, to delegate authority to the Director of Place following consultation with the Cabinet Member for Homes and Culture, Executive Director Communities, Culture and Homes, the Executive Director Finance and Commercialisation and the Service Director Legal and Governance:</p>	

		<ul style="list-style-type: none"> <li>- To deliver a programme in accordance with the overall financial parameters and assumption outlined in this report and to approve and agree the details of each individual scheme which will be based on a specific scheme by scheme business case evaluation.</li> <li>- To establish a new Programme Board to oversee the delivery of the programme.</li> <li>- To enter into contracts with consultants, design teams and construction companies as required.</li> <li>- To agree the final housing and tenure mix for each individual scheme.</li> <li>- To approve funding applications and successful awards towards this programme.</li> <li>- To take any other actions required, ancillary approvals or enter into any agreements required to give effect to this decision.</li> </ul>
<b>COUNCIL</b>		
<b>RECOMMENDATIONS</b>		
	(i)	To approve a capital programme with a total scheme cost of £144m and expenditure of the programme within the Housing Revenue Account Capital Programme to deliver a programme of affordable council rented and shared ownership properties. To be funded from £83.9 loan finance paid through rental and sales income, £23,2m retained Right-to-Buy and grants plus £36.9m capital receipt from shared ownership sales.
	(ii)	To approve the appropriation of land from the General Fund to the Housing Revenue Account as required in order to deliver the programme.
<b>REASON FOR THE REPORT RECOMMENDATIONS</b>		
1.	<p>The council has an ambition as set out in the Corporate Plan to deliver 1000 council homes by 2025, this is underpinned by:</p> <ul style="list-style-type: none"> <li>• The identification of a need for affordable homes in the city, whilst new homes are being delivered, there is a gap between the need for and the provision of affordable homes.</li> <li>• The impact that a new homes programme will have on growth in the city and region, leading to new jobs, apprenticeships, investment in the local construction industry and growth.</li> <li>• A longer-term vision to continue to provide homes for those in need across the city.</li> <li>• The aim to address the continual reduction of the council stock of around 100-150 homes per year through the RtB programme</li> <li>• The ability for the council to have control over the delivery of homes to address the local need.</li> <li>• Giving opportunities through the Housing Revenue Account to give residents secured tenancies.</li> <li>• The ability through shared ownership to help households into property ownership that may not otherwise have been achievable.</li> </ul>	



2.	On 29 <sup>th</sup> October 2018 the government implemented the removal of the HRA borrowing cap to encourage councils to deliver new homes to help address the national housing crisis. 274 new homes are either already delivered or under construction in Southampton as part of the 1000 council homes programme. This report seeks approval to use this borrowing option in addition to the retained RtB income plus grant income that can be secured to deliver the remaining 726 homes. Approval is sought for the full capital budget to proceed with this programme.
3.	<p>This programme will help deliver council priorities of making Southampton Greener, Fairer and Healthier.</p> <ul style="list-style-type: none"> <li>• Greener – This council homes programme will aim to deliver better quality, energy efficient homes that are working towards the RIBA Climate Challenge target for 2025. Homes will be more affordable to heat and maintain.</li> <li>• Fairer – In a time of economic uncertainty, this council homes programme will help to stimulate the local economy by creating jobs. It will also provide access to homes that match local need in areas such as affordability and adaptability.</li> <li>• Healthier – Good quality of homes improves the quality of life and has a positive impact on the health and wellbeing of communities.</li> </ul>
<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>	
4.	Do Nothing – this is not a recommended option given the current and future demand for homes in the city as outlined in paragraph 12.
5.	Sale of all vacant sites for capital return– this would secure a capital receipt for the council but would not maximise the number of affordable homes or deliver more council homes. This is evidenced by the reduction in the number of affordable homes built in the city by developers in recent years.
6.	Sale of all sites for less than best value for the provision of more affordable homes – this would secure a significantly reduced capital receipt and could secure affordable homes, but not council homes with secured tenancies.
7.	A Joint Venture for all sites – this approach would not maximise the number of affordable council homes on the site and has a lengthy programme of selection and implementation associated with it.
8.	Sale and Lease back – this option involves an external investor funding the development in return for a rental payment over a period which may vary but is generally between 20-40 years, it relies on a mix of affordable and market rent properties. The model does not allow for Right-to-Buy to apply. This is a complex arrangement with financial risk and procurement issues. This option does not maximise the number of affordable homes on the site as there would need to be a significant percentage of market rental properties, so it relies on a demand for market rent across the sites.
<b>DETAIL (Including consultation carried out)</b>	
9.	In 2017 the National Audit Office advised that house building was not keeping up with demand. “Since the 1980s, demand for housing in England has increased. Housebuilding, however, has not kept pace with demand. Public sector housebuilding has fallen and the number of homes added by the

	<p>private sector has been vulnerable to both economic recessions and the cost of finance to potential homeowners.” The report also stated that “for housebuilding to match future need, it must increase in most parts of the country”. The National Audit Office also outlined that the number of social rented homes had decreased.</p> <p><a href="https://www.nao.org.uk/wp-content/uploads/2017/01/Housing-in-England-overview-Summary.pdf">https://www.nao.org.uk/wp-content/uploads/2017/01/Housing-in-England-overview-Summary.pdf</a></p> <p>Following this report as part of the Autumn Budget 2017 the government confirmed its commitment to delivering 300,000 homes per year.</p> <p><a href="https://www.gov.uk/government/publications/autumn-budget-2017-documents/autumn-budget-2017">https://www.gov.uk/government/publications/autumn-budget-2017-documents/autumn-budget-2017</a></p> <p>Following on from the 2017 announcement to deliver 300,000 homes per year, on the 29th October 2018 the Housing Revenue Account (HRA) borrowing cap was formally removed with the publication of the Limits on Indebtedness (Revocation) Determination 2018. In the HM Treasury Budget Policy Paper October 2018, “enabling councils to increase house building to around 10,000 homes per year.”</p> <p><a href="https://www.gov.uk/government/news/government-announces-new-generation-of-council-housing">https://www.gov.uk/government/news/government-announces-new-generation-of-council-housing</a></p> <p>A further financial commitment was made in the budget in March 2020 with a £10.9bn increase in housing investment to support the commitment to build at least 1 million new homes by the end of Parliament, and an average of 300,000 homes a year by the mid 2020s.</p> <p><a href="https://www.gov.uk/government/publications/budget-2020-documents/budget-2020">https://www.gov.uk/government/publications/budget-2020-documents/budget-2020</a></p>
10.	<p>On the 21st June the Local Government Association commented that 100,000 post pandemic social homes should be built per year. The organisation states that councils should build more council homes where they are needed and ““spearhead the national recovery from the virus”</p> <p><a href="https://www.local.gov.uk/100000-social-homes-year-needed-part-covid-19-recovery-councils-warn">https://www.local.gov.uk/100000-social-homes-year-needed-part-covid-19-recovery-councils-warn</a></p> <p>Research for the LGA also highlighted the economic benefits to councils building new homes, stating that they found that every £1 invested in a new social home generates £2.84 in the wider economy with every new social home generating a saving of £780 a year in housing benefit.</p>
11.	<p>This new homes programme will deliver significant economic benefits for the city, helping to stimulate recovery in the local economy. This includes an estimated 1089 jobs (based on the One Public Estate calculation of 1.5 jobs per home), additional spending in the local economy and supply chain, and an increase in opportunities for skills training and apprenticeships. Using the figures from the LGA research this would equate to an investment of £78.6m in the wider economy.</p>
12.	<p>The removal of the HRA borrowing cap has given councils a significant opportunity to deliver new homes. The first project to be approved locally</p>

	using this new funding measure was the project to build 103 council homes on the former Oaklands School site which was agreed by council in July 2019. Through approval of this report, the council plans to continue to take advantage of this opportunity to help facilitate the delivery of homes that are needed within the city.
13.	The council homes programme will focus on addressing need and current gaps within the wider market, the following information highlights the need for affordable new homes that has been identified. Whilst the range of new homes completed in Southampton per year has been on average around 800 between 2008-2018, the number of affordable homes delivered significantly reduced over that time due to developers stating that there is a lack of viability to do so.
14.	As at September 2019 there were 15,636 tenancies in council homes, however there is substantial demand in the city for more affordable homes. In addition to this around 105 – 150 council homes are lost from the stock per year as a result of the RtB process. Based on the same date there were 8,254 families on the general needs housing register waiting for a home. 1 bedroom properties are most in demand, however the average wait is longest for 3 and 4 bedroom homes. A lack of dwellings accessible to wheelchair users is evident and there is a demand for supported accommodation for Learning Disability clients to meet a growing need in the city. There is a further need in Southampton to help address increased homelessness. While all rough sleepers have been sheltered during lockdown, there is a growing need for temporary and move on accommodation.
15.	During the period of lockdown the home has increasingly become a workplace, a home school location and at times the place for most if not all social activity and leisure time. There is an important focus therefore on affordability but also the design to enhance quality of life. This also includes the need for more energy efficient homes that are cheaper to heat.
16.	The council intends to continue to contribute to the housing market to address the gaps highlighted above. It therefore seeks approval for funding to deliver a further 726 homes tailored in terms of size and design predominantly to meet the needs of those on the housing register. This is in addition to the 274 which is already approved and either delivered or under construction. This programme will therefore prioritise the delivery of 1 and 3 bedroom homes, the developments will include provision for adult social care clients and there will be a focus on accessibility and carbon reduction and energy efficiency in line with the green aspirations of the council. These homes will also be designed to be managed and maintained by the council and the design and quality will reflect this.
17.	The council has: <ul style="list-style-type: none"> <li>- Identified the potential sites for the delivery of this programme (see Appendix 2)</li> <li>- Reviewed each site including the potential housing densities (see Appendix 3)</li> <li>- Carried out an overarching financial appraisal for the overall programme based on financial assumptions (see Appendix 4)</li> </ul>

	<ul style="list-style-type: none"> <li>- Worked with key departments across the council to identify the demand for not only general needs but also other client group needs</li> <li>- Developed overarching council requirements in terms of design and specification for the Southampton Home. (see Appendix 1)</li> </ul>
18.	<p>It is the council's approach for the programme to be financially viable, demonstrate value for money and not have a wider impact on the HRA. In order to deliver the programme the council will need to procure consultants and contractors. For each project, the council will procure an Employer's Agent (EA) who will act as contract administrator for the duration of the contract. The EA will report to the council's in house project lead officer. The EA will assess the most advantageous procurement route and will advise the council, prior to proceeding with the appointment of contractors. The EA will also carry out a value for money assessment which will include benchmarking the cost of the scheme with reference to other comparable cost data in order for the council to make an informed decision about each contractor appointment.</p>
19.	<p>For all sites, the council aims to utilise a Design &amp; Build contract where the main contractor is appointed to design and construct the work. The stage at which the contractor is appointed may vary depending on the individual project requirements and design input required. Contractors may be procured to develop more than one site, where appropriate to improve the efficient use of council resources. The council will use framework agreements for the appointments of contractors.</p>
20.	<p>As mentioned earlier in this report the pandemic has further highlighted the need for quality homes in the city. A Draft Design Manual for the future Southampton Home (Appendix 1) has been developed by the councils Property Design Team this sets out the requirements for new homes in the city. The manual sets out the aspirations and standards that designers are encouraged to embrace when developing new housing on behalf of the council. In support of the Green City Charter the manual sets out the general principles which will improve energy efficiency thereby reducing energy bills for council residents and a reduction in the carbon footprint. The Design Manual also reflects the quality needed in these homes which will be managed and maintained by the council in the long term. Unlike developers looking to sell properties after construction the council needs to consider the long term costs of managing and maintaining these properties so quality is key. These measures will be assessed on a project by project basis when each site is approved. The themes of the Manual are outlined below.</p> <ul style="list-style-type: none"> <li>• Be a home for life</li> <li>• Be part of a community</li> <li>• Be comfortable</li> <li>• Be safe</li> <li>• Be efficient</li> </ul>
21.	<p>Engagement with communities within areas of regeneration is an important part of this programme for each of the projects within the programmes:</p> <ul style="list-style-type: none"> <li>• All the stakeholders will be identified for each project</li> <li>• An action plan will be developed to ensure that communities and stakeholders are effectively engaged in relation to each project</li> </ul>

	<ul style="list-style-type: none"> <li>• There will be a separate communication plan developed for the whole programme.</li> </ul>
22.	Alongside the construction of new homes the council will take advantage of the other opportunities available to contribute to the housing programme and aid place shaping which could include acquisitions such as buying back council homes and working with other developers across the city.
23.	A new Programme Board will be established to oversee the delivery of the 1000 Homes programme, this will be chaired by the Executive Director of Place. Individual scheme approval will be delegated to the Director of Place following consultation with others including Cabinet Member for Homes and Culture

## RESOURCE IMPLICATIONS

### Capital/Revenue

24..	<p>The total estimated cost of the scheme is £144m applying the assumptions made and it is proposed that this will be funded as outlined in the table below, with the programme assumptions are built into Appendix 4.</p> <table border="1"> <thead> <tr> <th>Source of Funding</th> <th>Total £M</th> </tr> </thead> <tbody> <tr> <td>Sales income from RtB and assumed grants</td> <td>23.2</td> </tr> <tr> <td>Capital Receipts ( sale of Shared Ownership)</td> <td>36.9</td> </tr> <tr> <td>Borrowing</td> <td>83.9</td> </tr> <tr> <td>Total</td> <td>144.0</td> </tr> </tbody> </table> <p>The forecast costs are based on a cost per square metre rate that has been benchmarked against other construction projects, there has also been a mark up to include provision for design features to work towards the RIBA Climate Challenge target of 2025. All the council homes as part of this programme will be Affordable homes as there is a gap in the market currently. Each scheme will be considered under a separate evaluation with a business case made, with any local factors, new market rates etc. allowed for and, if agreed, the financial year phasing applied into the capital programme within the overall cost envelope.</p> <p>The role of the Employers Agent will be to scrutinise the predicted costs of each scheme at key stages throughout the project lifecycle; critically prior to entering into a contract for the construction to reduce the risk of changes to the final contract sum.</p> <p>This report provides delegated authority to finalise the details of each scheme and to enter into contract with the building contractor and consultants as may be required to develop the scheme.</p>	Source of Funding	Total £M	Sales income from RtB and assumed grants	23.2	Capital Receipts ( sale of Shared Ownership)	36.9	Borrowing	83.9	Total	144.0
Source of Funding	Total £M										
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Borrowing	83.9										
Total	144.0										

25.	<p>A Financial Appraisal has been produced by the council which forecasts (based on a range of assumptions) that the cost of borrowing can be paid back over a 45-year period. The assumptions are summarised in Appendix 4. The high level assumptions are as follows:</p> <ul style="list-style-type: none"> <li>• That the council aims to deliver 100% Affordable housing tenures on council owned land.</li> <li>• That the council aims to achieve at least 20% social rent overall.</li> <li>• That the rented homes will adopt the National Described Space Standards set out in 2015 by the Government providing the standards for bedrooms, storage and internal areas in new dwellings across all tenures where possible.</li> <li>• The aim is that the homes will be built to the RIBA Climate Challenge target for 2025 which will result in improved energy efficiency and lower energy bills.</li> <li>• That both affordable rent and Shared Ownership is necessary for the overall financial viability and does not adversely affect the HRA.</li> </ul>
26.	<p>The Financial Appraisal has assumed a level of subsidy across the overall programme. This will likely take the form of RtB receipts and/or grant programme. Projects will run concurrently and the Project Board will not commit to an individual scheme until the funding mix is secured.</p>
27.	<p>As outlined in the report previously, further funding has been made available nationally for investment in house building and it is likely that new programmes will invite submission for shovel ready schemes. Homes England (“HE”) already provides funding to Registered Providers to contribute as gap funding towards affordable homes, these could be developed for Social Rent, Affordable Rent or Shared Ownership. This current funding programme extends until 2022, and while it is likely that further funding programmes will be announced to follow this current round, the timing of this is uncertain. Discussions are ongoing with HE and the local Wayfarer Consortium through which applications in Southampton are made to HE. The scheme costs for Affordable Rent and Social Rent properties assumes a level of Right to Buy and HE funding. A level of HE funding is assumed within the financial model.</p>
28.	<p>In parallel with this growing demand for affordable homes there is an annual reduction in the number of council affordable homes available as a result of the sales of council properties under the RtB scheme. Between 2014 and 2019 between 105 and 165 tenants exercised their RtB each year. The income from these sales can be spent on the delivery of new homes, up to 30% of the cost of each home can be funded by the RtB income. If it is not spent within three years this has to be returned to the government with interest. Over the last year this income has been invested in Potters Court, Townhill Park and the Oaklands Development.</p>
29.	<p>In addition to the cost of construction, the financial modelling includes assumptions relating to on costs for this programme, for example: planning fees, legal costs, valuation fees, site survey fees, architects fees, employer’s agent fees, Fire Risk Assessments, project management fees, demolition costs and marketing fees for the shared ownership units. Internal resources will be used where possible and additional staff may be needed in some areas of the council to support this programme. In some cases these services</p>

	are not carried out by the council and in this respect these will be procured externally.
30.	<p>Prior to entering into any contract with a main contractor to develop a housing project, the council will carry out financial checks to confirm the financial capacity and stability of the company. NHBC insolvency cover will be obtained and if necessary, a Parent Company Guarantee will be requested. There will be a need for the council to re-examine the council's approach to assessing contractor risk to align with procurement and financial risks.</p> <p>Payments will be made to contractors on a monthly basis following certification by the Contract Administrator. Pre-construction design work and surveys together with associated management costs may be paid in advance of a building contract to progress planning approvals and feasibility costings. There are financial risks to this programme which are heightened by Covid19. These risks could have an impact on the assumptions built into the existing financial appraisal and business case. These risks include:</p> <ul style="list-style-type: none"> <li>• Impact of Covid19 – social distancing regulation changes, potential of a second wave, the impact on the construction sector.</li> <li>• Counterparty risk.</li> <li>• General inflation and the cost of borrowing.</li> <li>• Demand in the housing market in relation to Shared Ownership properties.</li> <li>• Homes England Funding being available.</li> </ul> <p>Paragraph 41 outlines the risk management process.</p>
<b><u>Property/Other</u></b>	
31.	The rented homes will be added to the council's housing stock and will be managed by the housing management team and maintained under the council's asset management process. The new homes will come with a 12-month defects liability period, 10-year NHBC guarantee or other approved building warranty, and some individual elements of the construction will carry longer warranty periods. The delivery programme will be the responsibility of the Regeneration and Development Team within the Property Division.
<b>LEGAL IMPLICATIONS</b>	
<b><u>Statutory power to undertake proposals in the report:</u></b>	
32.	The Council's power to acquire property for housing purposes is pursuant to Section 17 Housing Act 1985 (HA 85). The Council also has the right of first refusal to purchase a RTB property for the first 10 years after the sale pursuant to Section 156A HA 1985. The Council has the right to provide housing accommodation by erecting or converting houses or by acquiring houses under Section 9 HA 85.
33.	Under Section 11(6) of the Local Government Act 2003, local authorities are required to spend retained Right to Buy receipts within three years, and for the receipts to fund no more than 30% of the cost of a replacement unit. Where a local authority is unable to spend receipts within three years they have to be returned to the Ministry of Housing, Communities and Local Government, together with interest (currently 4% above base rate).

	RtB receipts must be applied in accordance with relevant legislation and guidance and particularly the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (as amended) and the terms of any retention agreement reached under section 11(6) of the Local Government Act 2003 modifying the applicability of the regulations
34.	<p>The legislation that allows the council to appropriate the land into the Housing Revenue Account from the General Fund is Section 19 of the Housing Act 1985. Land appropriation is carried out by a transfer of debt equal to the valuation of land from the General Fund to the HRA to reflect the value and benefit of the asset transfer.</p> <p>The council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness-the best value duty.</p> <p>Under Section 3 of the Local Government Act 1972 the Council has the power to do anything incidental to the exercising of any of its functions.</p> <p>The general power of competence under section 1 of the Localism Act 2011 gives local authorities a broad range of powers "to do anything that individuals generally may do" subject to limits within other legislation and there are no adverse limits on the proposed scheme under the current legislation.</p>
<b><u>Other Legal Implications:</u></b>	
35.	Southampton City Council owns the freehold of the sites to be used for this housing development programme. Investigations concerning any covenants, third party rights, contracts or rights of way on the site that would affect or restrict house building will need to be carried out for all sites. Most of the land is currently held by the Housing Revenue Account. The land held by the General Fund is required to develop a site, this will need to be appropriated to the Housing Revenue Account. This will result in a financial payment to the General Fund.
36.	Contractors will be procured in a public procurement compliant way, ordinarily by using an OJEU compliant national framework agreement. This will involve a mini-competition tender exercise set out in the appropriate framework agreement. The council has access to several OJEU compliant frameworks for the appointment of main contractors. The Employers Agents will be appointed through either a traditional competitive tender process or via a mini-competition tender exercise using an OJEU compliant framework.
37.	This housing programme will include the granting of Affordable Rented properties. Affordable Rented properties will be delivered in line with Homes England guidance at up to 80% of market rate. The affordability of these properties and impact on the housing register has been reviewed, and Southampton City Council's Tenancy Strategy is currently being updated to reflect the Council's approach to delivering Affordable Rent properties on a scheme by scheme basis.



38.	Legal Services will also consider the use of HRA funds for this programme/projects to ensure government guidance and the Council's Section 11(6) agreement are complied with.
39.	<p>In taking this decision Members must be aware of their obligations under Section 149 of the Equality Act 2010. This section contains the Public Sector Equality Duty (PSED). It obliges public authorities, when exercising their functions to have 'due regard' to the need to:</p> <ul style="list-style-type: none"> <li>• Eliminate discrimination, harassment and victimisation and other conduct which the Act prohibits;</li> <li>• Advance equality of opportunity; and</li> <li>• Foster good relations between people who share relevant protected characteristics and those who do not.</li> </ul> <p>The relevant protected characteristics under the Equality Act are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Members are advised to read the Equality Safety Impact Assessment in Appendix 5.</p>
40.	This report seeks approval to enter into agreements necessary to deliver the programme. This includes demolition notices. The current Initial Demolition Notices (IDN's) for Townhill Park Regeneration scheme that preclude 'Right to Buy' expires in January 2021. The council is required to seek to renew these. This requires an application and approval by the Secretary of State.
<b>RISK MANAGEMENT IMPLICATIONS</b>	
41.	There are risks in undertaking the 1,000 homes programme and a best practice approach will be taken to risk in terms of identifying, assessing and managing risks at all stages throughout the programme. An overall programme risk register has been developed and will be kept under review throughout the programme. Each individual project will also have its own risk register. The Programme Board will receive regular reports relating to the current position of the risk register and all the actions and mitigations will be kept under review. The Programme Board will also receive regular finance updates on each of the projects within the programme. The financial risks are described in paragraph 30 of this report, there are also other risks such as those linked to planning which include securing approval for the densities required and nitrates issues.
<b>POLICY FRAMEWORK IMPLICATIONS</b>	
42.	The proposal in this report reflects the Council's Corporate Plan, the Green City Charter, Southampton City Council Housing Strategy 2016-2025 and the Core Strategy.
<b>KEY DECISION?</b>	Yes
<b>WARDS/COMMUNITIES AFFECTED:</b>	ALL
<u>SUPPORTING DOCUMENTATION</u>	
<b>Appendices</b>	
1.	Designer Manual

2	Map of Potential Sites
3	List of Potential Sites
4	Financial Assumptions
5.	Equality and Safety Impact Assessment

**Documents in Members' Rooms**

1.	None	
<b>Equality Impact Assessment</b>		
<b>Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.</b>		<b>Yes</b>
<b>Data Protection Impact Assessment</b>		
<b>Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.</b>		<b>No</b>
<b>Other Background Documents</b>		
<b>Other Background documents available for inspection at:</b>		
<b>Title of Background Paper(s)</b>	<b>Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)</b>	
1.	None	



# DESIGNERS' MANUAL THE SOUTHAMPTON HOME

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## Permission statement

This document, including assumptions and caveats, must be read as a whole so that no part may be taken out of context. Neither the whole nor any part of this report or any reference to it may be included in any published document, circular or statement in any way without the written approval of Southampton City Council. Any further report on this document must be the subject of consultation with the authors.

## Authors

Prepared by: V Orekan and K Bond

Checked by: V Orekan

Reviewed by: P Orde

## Revision status

Date	Comments	Revision
16.06.2020	First issue to members	A

## Introduction

1. The purpose of this Designers' Manual is to provide a reference resource for design teams working on SCC housing projects. The checklists provide a platform for approval and guidance for what should be provided in each project.
2. The context of the manual has been driven by SCC tenants' needs and values – safety, health, comfort, efficiency and sustainability – and embedding this within the corporate priorities for the city identified within the Green City Charter 2019. This manual has been prepared by SCC Design Services as a technical manual for use with design consultants, rather than a public policy document. This manual is for use at the earliest stage of a build project (RIBA Stages 0 and 1) to establish the project brief prior to progressing to design stages.
3. The manual was originally written for the delivery of new council-owned homes, under the 1000 Homes programme, however the manual also applies to upgrades and refurbishments where design consultants are still expected to read and apply the guidance where relevant.
4. References have been made to several local and national documents stretching beyond the minimum statutory regulations. The document does not replace current local planning policy or national legislation which designers are expected to be familiar with.
5. Part 1 sets out the aspirations and design intent and standards for the Southampton Home with reference to local and national guidance within five chapters and reflects the goals within SCC's Corporate Plan 2020-2025 for the city to be a greener, fairer and healthier place.
6. The five chapters of Part 1 describing the Southampton Home are:
  1. Be part of the community
  2. Be comfortable
  3. Be efficient
  4. Be safe
  5. Be a home for life

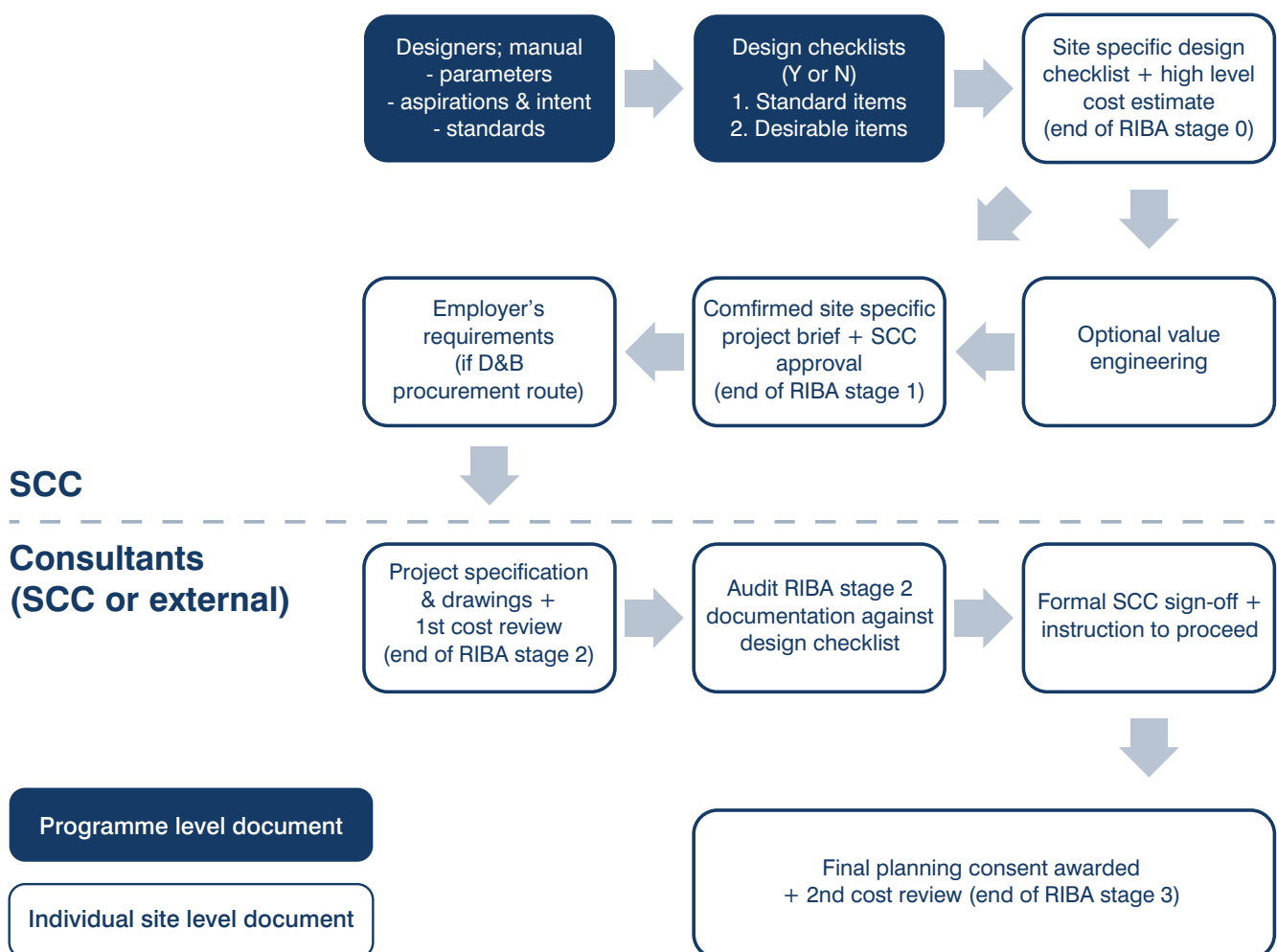
7. Part 2 sets out checklists where it is incumbent upon the designers to take the client representative through the checklist point by point and agree what is being provided. As well as initialling each point of inclusion or divergence, a brief explanation is required as a matter of record and prior to obtaining the SCC client approval to proceed.
8. Within Part 2, items that are 'enhancements' to the Southampton Home standard are identified, as well as items which are specific to a special housing project. The inclusion for such items will be for SCC to determine within the client role and in setting the individual project brief.
9. For an individual dwelling, SCC will need to confirm:
  - a. Wheelchair accessible category based on Building Regulations Part M Volume 1:
    1. Visitable (not acceptable for 1 bedroom dwellings)
    2. Adaptable
    3. Fully accessible.
  - b. Number of bedrooms: a family designated dwelling will have two or more bedrooms
  - c. Number of persons: all new dwellings will be designed for at least two persons
  - d. Gross Internal Area (GIA), informed by the Nationally Prescribed Space Standards, is based on number of bedrooms AND number of persons; for example a three-bedroom house suitable for a family of six persons is larger than a three-bedroom house for a family of four.
10. Part 2 is set out in four sections, progressing from the macro to micro as follows:
  1. Site wide
  2. Building exterior
  3. Common and service areas
  4. Individual dwellings
11. This important document sets out the aspirations and standards expected by SCC in the delivery of new council-owned housing, the Southampton Home. The future challenges presented by both the environment and changing demographics mean that properties have to be built to a different standard than what has been provided traditionally.
12. This manual looks to set out the general principles that designers are expected to embrace when developing designs on behalf of SCC. These have been set at a standard higher than industry requirements to ensure the delivered council-owned homes are fit for current and future occupation, as well as leaving a positive legacy for the social housing in Southampton.

## Purpose of this document

The Designers' Manual has been prepared by SCC Design Services and is part of the Strategic Brief. All consultants are required to read and apply the information contained in the manual from the start of a project, to form a site specific project brief. The manual and checklists can then be referred to by all parties throughout all the project stages to ensure compliance.

The purpose of this Designers' Manual is to provide a reference resource for design teams working on SCC housing projects. The checklists ensure the right amount of detail is provided for each project.

This Designers' Manual will assist in maintaining consistency across the portfolio in products, materials, dimensions and design approach, and will give guidance on the minimum standard accepted by SCC. It is acknowledged that the minimum standard is particular to each property and frequently driven by the project budget.





## **How to use this document**

The Designers' Manual is a controlled document and it is the responsibility of its users to ensure they are in possession of and working to the latest revision. It is anticipated that the document will be maintained by Design Services within SCC Property. A formal revision will be issued annually in response to project level feedback from SCC officers working with tenants and dealing with the management and maintenance of council homes.

Mandatory and statutory regulations and rules apply to all aspects of this Designers' Manual with particular reference to compliance with the current Building Regulations, directives issued by the Ministry of Housing, Communities & Local Government (MHCLG), relevant British Standards, and health and safety standards promoted or controlled by the Health & Safety Executive. It is assumed that professional consultants are familiar with these standards and how to apply them where required.

Part 1 sets out the aspirations and design intent and standards for the Southampton Home with reference to local and national guidance. It is set out in five chapters and reflects the goals within SCC's corporate plan 2020-2025 for the city to be a greener, fairer and healthier place.

Part 2 sets out checklists where it is incumbent upon the designers to take the client representative through the checklist point by point and agree what is being provided. As well as initialling each point of inclusion or divergence, a brief explanation is required as a matter of record and prior to obtaining the client approval to proceed.

## **Part 1 - The Southampton Home Standard**

*“Every house, every product of architecture... must be a fruit of our endeavour to build an earthly paradise for people.” – Alvar Aalto<sup>1</sup>*

Part 1 sets out the aspirations and standards targeted by SCC in the delivery of new council-owned housing, the Southampton Home. The future challenges presented by both the environment and changing demographics mean that properties have to be built to a different standard than what has been provided traditionally.

## 1. Be part of the community

*“Nothing in this world is more simple and more cheap than making cities that provide better for people.” – Jan Gehl<sup>2</sup>*

SCC homes must positively contribute to the local and global communities. They should address current issues while not compromising the wellbeing of future communities.



All projects	Descriptor
<p>1.1 SCC <i>Housing Strategy 2016-2025</i><sup>3</sup> states that the aim for the city is to have 'good quality housing and vibrant communities'. SCC's <i>Residential Design Guide</i> (SPD)<sup>4</sup> establishes robust guidance from the local planning authority to help maintain this. The purpose is to set a benchmark for quality. Attention is also drawn to the <i>National Design Guide</i><sup>5</sup> prepared by MHCLG with its 10 key principles and examples of best practice, which planning officers are to use in order to assess the proposed design merits of submitted planning applications.</p>	
<p>1.2 During early project stages (RIBA 0-1) the design team are to review the <i>Residential Design Guide</i>, prepare contextual analysis and identify precedents appropriate for the site to establish a benchmark. Pre-application advice from the local planning authority must be sought to confirm the principle of proposals, e.g. density, layout, storey heights. This feedback will indicate additional survey requirements, such as ecology, tree surveys, archaeology and traffic surveys.</p>	<p>Attractive and modern</p>
<p>1.3 Community consultation (stakeholder engagement) must be carried out in accordance with the community engagement plan established by the SCC Project Manager for the site as proposals are developed.</p>	
<p>1.4 Further pre-application advice (<i>item 1.2 above</i>) from the local planning authority must be sought once a concept design has been developed (during RIBA 2) to confirm principles of material, boundary fencing and form.</p>	

All projects	Descriptor
<p>1.5 SCC has adopted a <i>Parking Standards Supplementary Planning Document</i> (SPD)<sup>6</sup> for the area outside of the <i>City Centre Action Plan</i>. It provides more detail on the planning policy for car and cycle parking and other relevant policies in the determination of planning applications for residential developments. This includes the proportion of accessible bays.</p> <p>1.6 This <i>Parking Standards</i> policy must be reviewed and used as a guide by the design team. Pre-application advice (<i>items 1.2 &amp; 1.4 above</i>) from the local planning authority must be sought once a concept design has been developed (during RIBA 2) to confirm amount and type (car, accessible, cycle) of parking provision for tenants and visitors.</p> <p>1.7 For specialist housing provision, dedicated accessible parking bays will be required; the number is to be confirmed with the local planning authority.</p> <p>1.8 With major projects (10+ dwellings), designers must consider providing parking away from the dwelling in secure car parks. This is to encourage people to walk to and from their cars, reducing anti-social behaviour and improving air quality of the residential areas. SCC is keen to promote a less car-centric design approach to larger developments. In addition, proposals, where in close proximity to existing green space, must include measures that protect the green space from being parked on. This must be discussed with the local planning authority as part of pre-application advice during RIBA stage 2.</p> <p>1.9 Designers must consider ease of travel and unloading for furniture relocation trucks to the building entrance.</p> <p>1.10 <i>SCC Air Quality Strategy 2019-2025</i><sup>7</sup>, reinforced by the <i>Green City Charter 2019</i>,<sup>8</sup> makes a commitment to encourage the uptake of low-emission technologies and vehicles. In respect of communal parking within residential developments, at least one in every four car parking spaces must have a 7-22kW load balanced charge point.</p> <p>1.11 All new parking spaces for individual homes must have the infrastructure to enable a charging point to be installed. These charging points must meet the requirements of the <i>Electric Vehicle Homecharge Scheme (EVHS)</i><sup>9</sup>.</p>	<p>Parking</p>

All projects	Descriptor
<p>1.12 Designers must demonstrate compliance with the principles of sustainable development by completion of the <i>Green Space Factor tool</i><sup>10</sup> for the local planning authority. The default position should be to use vegetation to achieve permeability. However, permeable and semi-permeable hard-ground surfaces must be specified to minimise run-off and help alleviate flooding; there should be no discharge from the developed site for rainfall depths up to 5mm. This includes those surfaces specified for cycle or car parking.</p> <p>1.13 Designers are to explore use of green roofs on buildings, particularly where this could contribute to the sustainable urban drainage strategy. Use of green roofs will contribute to the Green Grid. The ongoing maintenance requirements of such roofs must be identified during RIBA stage 1 for approval by SCC client prior to proceeding to RIBA stage 2.</p>	Ground treatment
<p>1.14 As part of the <i>Green City Charter</i>, for each individual home proposed with its own garden (note the minimum space requirements detailed within Part 2 of the <i>SCC Residential Design Guide</i>), an appropriate tree will be planted in the garden or amenity space of that residence. The species of tree, typically native species will be required, must be agreed with the local planning authority's tree officer during pre-application consultation.</p> <p>1.15 A landscape architect, or other suitably experienced professional, must be involved in the specification of the landscaping proposals and the maintenance management strategy, for submission to the local planning authority. Landscape proposals must be informed by ecological input (see item 1.18) to ensure ecological benefits are delivered as well as the visual benefits. Landscaped areas to be adopted by the council must be agreed by the City Services parks and landscaping departments.</p>	Tree planting
<p>1.16 In accordance with section 4.6 of the Residential Design Guide, new developments will provide adequate open space and play space, meeting the future needs of the community. SCC recognises that green space is important for bringing communities together. As required by the local planning authority (see <i>Residential Design Guide</i> para. 4.6.9) and through community consultation play facilities are to be proposed for local children in accordance with BS EN 1176-1:2017.</p>	Play facilities

All projects	Descriptor
<p>1.17 In accordance with section 6.2 of the <i>Residential Design Guide</i>, shortfalls in community services and facilities, including commercial units, may need to be addressed in the development. Where appropriate, community consultation (stakeholder engagement) must be carried out in accordance with the community engagement plan established for the site, by the SCC Project Manager, as proposals are developed to ensure these facilities are considered.</p>	<p>Mixed use developments</p>
<p>1.18 The sites on which SCC homes are built must be managed effectively from development to occupation, to ensure their ecological value is enhanced. This also reflects item 4 of the <i>Green City Charter 2019</i><sup>12</sup> – “We will protect and enhance our natural environment.” The approach to ecological mitigation will be informed by pre-application advice from the SCC’s planning ecologist. The design team must seek to obtain this feedback and advice before proceeding to RIBA stage 2 so that a suitably qualified ecologist can be appointed at an early stage if necessary.</p>	<p>Ecological impact</p>
<p>1.19 In line with SCC’s <i>Sustainable Procurement Policy</i><sup>13</sup>, contractors appointed to deliver the homes will be required to ensure that all timber is obtained from sustainable sources which employ a recognised forestry management system (e.g. PEFC or FSC) in line with the government’s timber procurement policy. This requirement will be included in the contract preliminaries and specifications.</p> <p>1.20 Landscaping works associated with the construction must ensure sustainable nursery stock is provided not using peat.</p>	<p>Responsible sourcing</p>
<p>1.21 The <i>Green City Charter</i> for Southampton states as its first goal – “We want to be carbon neutral by 2030.” As such, designers must use the UK Green Building Council’s <i>Net Zero Carbon Buildings: A Framework Definition</i><sup>14</sup> to inform proposals. The LETI (London Energy Transformation Initiative) approach<sup>15</sup> to achieving Net Zero Operational Carbon is SCC’s preferred approach to achieving net zero.</p> <p>1.22 SCC has noted that a Net Zero Carbon building has two aspects: i) Net zero carbon construction; and ii) Net zero carbon operational and there is opportunity for carbon offsets with both aspects. The development will also need to contribute to a local carbon offset fund<sup>16</sup>, through an S106 agreement.</p>	<p>Carbon footprint</p>

All projects	Descriptor
<p>1.23 Designers are encouraged to be innovative. The use of timber construction is recognised by SCC as a way of reducing carbon. If timber construction is proposed then a specialist fire engineer must be involved with the development of proposals to construction.</p>	Carbon footprint
<p>1.24 Designers are to use the BRE <i>Green Guide to Specification</i><sup>17</sup> to inform proposed building materials with 80% of identifiable products to have A+, A or B rankings and no products with D or E rankings to be specified.</p>	Environmental impact of materials
<p>1.25 Designers must refer to the <i>Residential Design Guide</i> (RDG), Part 9 Waste Management, as a minimum, to ensure the layout of new homes provides adequate space for the sorting and storage of waste. The RDG provides detailed guidance on <b>internal and external</b> requirements, including requirements for maximum carry distances for residents (30m) and collection workers (10m).</p> <p>1.26 The RDG includes requirement for buildings with multiple dwellings where storage will be required for larger communal bins. The design team must refer this and consult with SCC Waste Management where proposals are innovative (such as below ground storage) or concerns dwellings for residents with special needs.</p> <p>1.27 Designers must note that a National Waste Review<sup>18</sup> is taking place and SCC may adjust storage requirements in line with the outcomes. It is important that proposals respond to current requirements and these must be identified within the project brief at end of RIBA stage 2.</p> <p>1.28 Externally, the waste store must be separate from any other externally accessed facility, such as cycle storage, plant room or garden storage. Internally, there must be adequate space to facilitate the segregation of waste streams to ensure effective recycling. Ideas can be found within the RDG, Part 9.</p> <p>1.29 Innovation is encouraged when it comes to storing waste, such as below ground storage solutions to reduce pest issues, 'bin blight' and odour pollution. Designers are encouraged to refer to case studies and solutions promoted by APSE (Association for Public Service Excellence) and discuss project level proposals with SCC Waste Management during RIBA stage 2.</p>	Waste

## 2. Be comfortable

*“Architecture is really about well-being. I think that people want to feel good in a space... On the one hand it’s about shelter, but it’s also about pleasure.” – Zaha Hadid<sup>19</sup>*



SCC dwellings must be comfortable to live in and meet the needs of all residents who rely on them home. The buildings must not present a long-term risk to the physical or mental health of any Southampton citizen.

All projects	Descriptor
<p>2.1 SCC will confirm the preferred bed-space, person-occupancy and tenure type of dwellings to be delivered within the specific project briefs for each site. All dwellings are to be designed to meet current <i>Nationally Described Space Standards</i>, including the storage requirements.<sup>20</sup></p> <p>2.2 An open-plan layout is acceptable but the circulation must not compromise use of the room space. With family accommodation, i.e. dwellings for three or more persons, a hallway must be provided.</p> <p>2.3 Where the project is delivering specialist accommodation, such as for elderly persons or residents with physical or mental disabilities, design proposals must comply with <i>Building Regulations Part M Vol. 1 Dwellings Category 2 or Category 3</i>. The client must confirm at the start of RIBA stage 1 which category building is required for the site. This must be recorded in the checklist as a statement, for all parties, of what SCC is going to receive.</p>	<p>Space standards</p>



All projects	Descriptor
<p>2.4 In accordance with National Institute for <i>Health and Care Excellence (NICE) Guideline NG149</i><sup>21</sup> in order to maximise resident comfort, building products and finishes must minimise volatile organic compounds (VOCs) and formaldehyde. This will be by using:</p> <ul style="list-style-type: none"> <li>i) inherently non-VOC or non-formaldehyde emitting materials such as brick, glass, concrete, ceramic tile, metal etc.; and</li> <li>ii) paints, wood-based products, flooring materials, insulation, adhesives which meet the standards identified in table 9, emissions criteria by building product type from <i>HQM England Technical Manual 2015</i>.<sup>22</sup></li> </ul> <p>2.5 Designers should be aware that a quality standard for indoor air quality is currently being prepared by NICE and the expected publication is October 2020.<sup>23</sup></p> <p>2.6 Following practical completion of a dwelling (or group of dwellings) and before occupation, an indoor air quality test will be carried out in accordance with the methodology and representative sampling criteria identified within <i>HQM England Technical Manual 2015</i>.<sup>24</sup></p>	<p style="text-align: center;">Indoor pollutants</p>
<p>2.7 Based on Building Regulations Part L1A<sup>25</sup> paragraph 2.41, all designers must aim for the area of glazing in a dwelling to be at least 20% of the total floor area. Exceptions to this must be confirmed with the client.</p> <p>2.8 All daylighting allowances and fenestration designs must be designed in accordance with BS EN 17037: 2018 <i>Daylighting in Buildings</i>, particularly with regards to potential overheating which must be managed by the design proposals. Use of the Good Homes Alliance tool<sup>26</sup> is encouraged.</p>	<p style="text-align: center;">Daylighting</p>

All projects	Descriptor
<p>2.9 The homes must be designed to achieve airborne and impact sound insulation values between dwellings that are at least 5dB improvement on the performance standards set out in <i>Building Regulations 2010: Approved Document Part E - Resistance to the passage of sound</i>. The Part E Robust Details may be used to inform the construction details where appropriate.</p> <p>2.10 Pre-completion testing is required to ensure compliance with Part E1.</p> <p>2.11 With regards to shared dwellings for residents with special needs, the residents may be considered as similar to patients in hospital, where there is a need for staff to hear sounds of distress, so this over-rides privacy. The acoustic requirements for this type of accommodation must be confirmed with the client as part of the client brief and recorded in the checklist for sign-off.</p> <p>2.12 An acoustician or acoustic consultant must be appointed, where appropriate, at an early stage to carry out surveys and give advice on construction responses to external sound sources (for example: traffic sounds).</p>	Sound
<p>2.13 The design temperatures for the dwellings is appropriate to the needs of the occupants<sup>27</sup>, as follows:</p> <ul style="list-style-type: none"> <li>- Bathrooms – 20-22°C</li> <li>- Bedrooms – 17-19°C</li> <li>- Hall/stairs/landings – 19-24°C (less stringent temperature control is acceptable)</li> <li>- Kitchen – 17-19°C</li> <li>- Living rooms – 22-23°C</li> <li>- Toilets – 19-21°C</li> </ul> <p>2.14 Specialist dwellings, such as those specifically designed for older residents, will require temperatures to the upper limits of the design temperature range. The design team will confirm this for individual projects and record in the checklist for sign-off.</p> <p>2.15 Designers must design out overheating, not only from solar gains but also from pipe runs and internal heat gains (see item 2.8). Use of the Good Homes Alliance tool is encouraged and the adequate mitigation of over-heating must be demonstrated to SCC prior to submission for planning consent.</p>	Thermal comfort

All projects	Descriptor																		
<p>2.16 Mechanical ventilation systems incorporating heat recovery must be explored as an option on dwellings at RIBA stage 1 on all projects. These systems are dependent on a high degree of airtightness and suitable maintenance access. Therefore a holistic approach must be taken and demonstrated on the project to ensure the final solution is appropriate for an individual project. The final requirements must be recorded and confirmed by client and designer using the checklists.</p> <p>2.17 Following the UK government consultation on the Future Homes Standard, there are proposed changes to Part F of the Building Regulations which have an impact on dwellings. New Part F regulations will come into force mid/ late 2020. The design team must note this and ensure that the design complies with current legislation.</p>	Ventilation																		
<p>2.18 RIBA 2030 Climate Challenge<sup>28</sup> provides Best Practice Health target metrics for all buildings related to the occupants' health. Designers must refer to these as the minimum target levels for all proposed dwellings. Any enhancement on these targets must be identified by the client within the project brief and signed off by client and designer using the checklists.</p> <p><b>RIBA 2030 Climate Challenge target metrics for all buildings</b></p> <table border="1" data-bbox="113 1182 1061 1451"> <thead> <tr> <th data-bbox="113 1182 338 1256">Best Practice Health Metrics</th> <th data-bbox="338 1182 759 1256"></th> <th data-bbox="759 1182 1061 1256">References</th> </tr> </thead> <tbody> <tr> <td data-bbox="113 1256 338 1294">Overheating</td> <td data-bbox="338 1256 759 1294">25-28 °C maximum for 1% of occupied hours</td> <td data-bbox="759 1256 1061 1294">CIBSE TM52, CIBSE TM59</td> </tr> <tr> <td data-bbox="113 1294 338 1332">Daylighting</td> <td data-bbox="338 1294 759 1332">&gt; 2% av. daylight factor, 0.4 uniformity</td> <td data-bbox="759 1294 1061 1332">CIBSE LG10</td> </tr> <tr> <td data-bbox="113 1332 338 1370">CO<sub>2</sub> levels</td> <td data-bbox="338 1332 759 1370">&lt; 900 ppm</td> <td data-bbox="759 1332 1061 1370">CIBSE TM40</td> </tr> <tr> <td data-bbox="113 1370 338 1408">Total VOCs</td> <td data-bbox="338 1370 759 1408">&lt;0.3 mg/m<sup>3</sup>)</td> <td data-bbox="759 1370 1061 1408">Approved Document F</td> </tr> <tr> <td data-bbox="113 1408 338 1451">Formaldehyde</td> <td data-bbox="338 1408 759 1451">&lt;0.1 mg/m<sup>3</sup>)</td> <td data-bbox="759 1408 1061 1451">BREEAM</td> </tr> </tbody> </table>	Best Practice Health Metrics		References	Overheating	25-28 °C maximum for 1% of occupied hours	CIBSE TM52, CIBSE TM59	Daylighting	> 2% av. daylight factor, 0.4 uniformity	CIBSE LG10	CO <sub>2</sub> levels	< 900 ppm	CIBSE TM40	Total VOCs	<0.3 mg/m <sup>3</sup> )	Approved Document F	Formaldehyde	<0.1 mg/m <sup>3</sup> )	BREEAM	Health
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All projects	Descriptor
<p>2.19 All new SCC homes must have clear, barrier free access from the street. External access routes must allow for dropped kerbs, ramps, textural changes and other landscape features to assist unimpeded access for all tenants and visitors. Colour and texture contrasts should be included for residents with visual impairments or dementia. A suitably qualified professional must be appointed where the project deals with a multiple dwelling block development rather than a site infill.</p> <p>2.20 In addition to complying with the current building regulations, for buildings containing multiple dwellings which have a communal area, the following features are required:</p> <ul style="list-style-type: none"> <li>• A handrail is provided to both sides of any ramp or staircase (compliant with BS8300)</li> <li>• Access control for main entrance doors</li> <li>• Mail boxes to secure mail, if the client confirms that access to individual letter boxes is not acceptable</li> <li>• Footpaths, up to 1:21 gradient are the preferred access from the public highway; if a ramp has to be incorporated into the external access due to existing levels, this ramp must comply with BS8300</li> <li>• Conventional passenger lifts, large enough to accommodate emergency stretcher use, must be provided in accordance with BS8300; signage must include braille numbering</li> <li>• Lift access must be provided for dwellings at first floor or above; any exceptions to this must be confirmed by the client as part of the project brief. Designers are to also refer to section 4.3 concerning security of communal areas.</li> </ul>	<p>Communal and shared areas</p>

All projects	Descriptor
<p>2.21 All windows will be triple glazing and of a suitable material to support that triple glazing. The inner pane will remain at internal room temperature and therefore provide for a cosier experience for the inhabitants, particularly during colder weather. There are also acoustic and energy-efficiency benefits that triple glazing provides in addition to the thermal comforts. Any exceptions to triple glazing must be confirmed by the client as part of the project brief. Please also see comments under item 2.8</p>	<p>Glazing</p>
<p>2.22 The CIBSE <i>Guide A, Environmental Design</i> will be used by the design team to assist in the setting of appropriate criteria for and develop an integrated design that meets SCC's client brief. The building services engineers must use a project specific checklist based on the CIBSE Guide A, figure 0.3 flow chart. This checklist must be provided to SCC as evidence of the design development during RIBA stage 2.</p>	<p>Environmental Design Method</p>

### 3. Be efficient

*“The measure of a society is found in how they treat their weakest and most helpless citizens.” – Jimmy Carter<sup>29</sup>*

SCC homes must fully embrace the Green City Charter by featuring both man-made and natural resources. SCC strives to build efficiently, without wasting materials or public funding, leaving tenants with homes that are efficient to run.



All projects	Descriptor								
<p>3.1 Following a specific commitment made in the 2017 housing white paper <i>'Fixing our broken housing market'</i>,<sup>30</sup> the UK Government launched a cross-industry working group. The white paper identified that the housing industry, at that time, had not embraced some of the faster and more efficient construction methods that were being used in other construction sectors. In March 2019 the UK Government published the <i>MMC definition framework</i><sup>31</sup>, developed by a specialist sub-group of the Ministry for Housing, Communities and Local Government. This is to be used by the design team during RIBA stage 1 to identify the most appropriate construction method for the project from the seven defined MMC categories, summarised below:<sup>32</sup></p> <ul style="list-style-type: none"> <li>• Categories 1 to 5 involve off-site or near-site pre-manufacturing.</li> <li>• Categories 6 to 7 involve site based process improvements.</li> </ul> <div data-bbox="113 1256 1078 1727"> <table border="1"> <tr> <td data-bbox="113 1256 338 1480"> <p><b>CATEGORY DEFINITION</b></p> </td> <td data-bbox="338 1256 587 1480"> <p><b>1</b> Pre-manufacturing (3D primary structural systems)</p> </td> <td data-bbox="587 1256 836 1480"> <p><b>2</b> Pre-manufacturing (2D primary structural systems)</p> </td> <td data-bbox="836 1256 1078 1480"> <p><b>3</b> Pre-manufacturing components (non-systemised primary systems)</p> </td> </tr> <tr> <td data-bbox="113 1480 338 1727"> <p><b>4</b> Additive manufacturing (structural and non-structural)</p> </td> <td data-bbox="338 1480 587 1727"> <p><b>5</b> Pre-manufacturing (non-structural assemblies &amp; sub-assemblies)</p> </td> <td data-bbox="587 1480 836 1727"> <p><b>6</b> Traditional building product led site labour reduction/productivity improvements</p> </td> <td data-bbox="836 1480 1078 1727"> <p><b>7</b> Site process led site labour reduction /productivity/assurance improvements</p> </td> </tr> </table> </div> <p>The final proposed construction method must be confirmed as an output of RIBA stage 2 so that it can be identified within the planning application (RIBA stage 3).</p>	<p><b>CATEGORY DEFINITION</b></p>	<p><b>1</b> Pre-manufacturing (3D primary structural systems)</p>	<p><b>2</b> Pre-manufacturing (2D primary structural systems)</p>	<p><b>3</b> Pre-manufacturing components (non-systemised primary systems)</p>	<p><b>4</b> Additive manufacturing (structural and non-structural)</p>	<p><b>5</b> Pre-manufacturing (non-structural assemblies &amp; sub-assemblies)</p>	<p><b>6</b> Traditional building product led site labour reduction/productivity improvements</p>	<p><b>7</b> Site process led site labour reduction /productivity/assurance improvements</p>	<p>Modern Methods of Construction (MMC)</p>
<p><b>CATEGORY DEFINITION</b></p>	<p><b>1</b> Pre-manufacturing (3D primary structural systems)</p>	<p><b>2</b> Pre-manufacturing (2D primary structural systems)</p>	<p><b>3</b> Pre-manufacturing components (non-systemised primary systems)</p>						
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All projects	Descriptor
<p>3.2 The building must be designed with a 'fabric first' approach, i.e. maximising the performance of materials and components that make up the fabric of the building before considering the impact of building services systems on energy efficiency.<sup>33</sup></p> <p>SCC's <i>Residential Design Guide</i> (SPD) in item 1.1 (above) reinforces this approach to make it a requirement for all new housing.</p> <p>Fabric first will include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Position and orientation of building types</li> <li>• Improving fabric U-values (floors/walls/roofs/doors/windows)</li> <li>• Reducing thermal bridging (typically at construction junctions)</li> <li>• Improving airtightness (typically air leakage occurs around openings and junctions)</li> </ul> <p>3.3 <i>Accredited Construction Details</i> must be used by the designers of technical information to inform the construction detailing – the current versions are available on the <i>Planning Portal</i><sup>34</sup>. Originally developed to assist the construction industry to comply with the performance standards in the Building Regulations Part L Approved Documents, the details focus on issues concerning insulation continuity (cold bridging) and airtightness. They contain indicative detail drawings for the following construction types:</p> <ul style="list-style-type: none"> <li>• Steel frame</li> <li>• Timber frame</li> <li>• Masonry cavity wall insulation</li> <li>• Masonry external wall insulation</li> <li>• Masonry internal wall insulation</li> </ul>	<p>'Fabric first' design</p>

All projects	Descriptor
<p>3.4 SCC recognises that fuel poverty is a major issue in Southampton and wishes to address this in the design of its council homes, to deliver reduced energy bills for tenants.</p> <p>3.5 Following the UK government consultation on the Future Homes Standard, there are proposed changes to Part L of the Building Regulations which have an impact on dwellings. New Part F regulations will come into force mid/late 2020. The design team must note this and ensure that the design complies with current legislation.</p> <p>3.6 The LETI approach for energy efficiency and carbon management is recognised as good practice and is SCC's preferred approach. The targets for SCC homes are as follows:</p> <ul style="list-style-type: none"> <li>- Total Energy Use Intensity (EUI) - Energy use measured at the meter should be equal to or less than: 35 kWh/m<sup>2</sup>/yr (GIA) for residential.</li> <li>- Space heating demand should be less than 15 kWh/m<sup>2</sup>/yr for all building types.</li> </ul> <p>The EUI target is in line with the RIBA 2030 Climate Challenge target for 2030. See item 3.17 for RIBA 2030 Climate Challenge targets where SCC is looking for further stretch targets to be achieved with regards to carbon emissions (see items 1.21 &amp; 1.22) and water usage (see item 3.13).</p> <p>3.7 In addition to demonstrating compliance to <i>Building Regulations Part L1A</i>, all dwellings, following completion, will require an <i>Energy Performance Certificate</i><sup>35</sup> to comply with <i>Energy Performance of Buildings (England and Wales) Regulations 2012</i>.</p>	<p>Reduction in fuel bills</p>



All projects	Descriptor
<p>3.8 SCC is committed to creating a 'cleaner, green, healthier and more sustainable city.'<sup>36</sup> It is widely accepted that fossil fuels are a finite resource and their use needs to be minimised. It is proposed that the designs for the new council homes use no fossil fuels directly, i.e. no gas or oil supplies. Proven alternative fuel sources for domestic settings must be used – such as heat pumps, heat recovery systems, solar panels.</p> <p>3.9 The intention is to limit the use of combustion appliances within the proposed developments. Should the design team demonstrate that it is necessary to incorporate a boiler into the development, designers must first explore the use of combustion appliances using renewable fuels (such as bio-fuels), possibly as a district heating source. The use of individual boilers in dwellings using finite fossil fuels (gas or oil) must only be considered if it can be proved that there is no reasonable alternative.</p> <p>3.10 If the use of combustion appliances is unavoidable and is approved by the client, compliance with <i>Building Regulations Part J Combustion appliances and fuel storage</i> is required.</p>	<p>Reduction in fossil fuel use</p>
<p>3.11 If the proposal is considered a major development under planning legislation, i.e. 10 or more dwellings, the design team must consider minimising operational energy demand, consumption and carbon dioxide emissions. An energy specialist must be appointed, at RIBA stage 0, to assist in developing the brief, to define an energy strategy for the proposed development. This must be carried out in line with <i>BREEAM Communities RE 01</i> criteria<sup>37</sup> and include as a minimum:</p> <ol style="list-style-type: none"> <li>1. A prediction of the baseline energy demand and associated emissions for a Building Regulation compliant development to cover site-wide consumption.</li> <li>2. Recommendations for reducing energy use and associated emissions beyond baseline levels through implementation of energy-efficient measures</li> <li>3. Opportunities to further reduce emissions through the use of decentralised energy</li> <li>4. Opportunities to further reduce emissions through the installation of local (on-site or near-site) low or zero carbon (LZC) energy sources</li> <li>5. Summary of the CO<sub>2</sub> savings resulting from items 2, 3 and 4 above.</li> </ol>	<p>Master-planning &amp; decentralised energy</p>

All projects	Descriptor																
<p>3.12 In line with goal 8 of the <i>Green City Charter</i> “support the generation of sustainable energy” the design team must consider generating more electricity than required for operational use of an individual dwelling, contributing to the aim of net zero carbon dwellings (see 1.18). No target figure is provided though the intention is that the proposal must generate more electricity than it consumes. As battery storage technology develops, SCC will review setting a minimum target. Appropriate calculations and statements must be provided during RIBA stage 3 so that it can be ratified for the relevant planning consent information.</p>	<p>Generate electricit</p>																
<p>3.13 Water is one of the resources referred to in the <i>Green City Charter</i> and SCC local planning authority currently has a target that new build homes must meet the standard of 105 litres/person/day internal water use. This lies between the 2020 and 2025 RIBA Climate Challenge target for water usage. It is an improvement on the current <i>Building Regulation Part G - Sanitation, hot water safety and water efficiency</i> (2016) standard of 125 litres/person/day.</p> <p>3.14 A fittings approach will be required to achieve the water usage standard and this falls within the optional requirement, paragraphs 2.8 to 2.12 of Approved Document Part G which identifies maximum consumption for water fittings as follows:</p> <table border="1" data-bbox="183 1193 1064 1624"> <thead> <tr> <th data-bbox="183 1193 557 1252">Water fitting</th> <th data-bbox="557 1193 1064 1252">Maximum consumption</th> </tr> </thead> <tbody> <tr> <td data-bbox="183 1252 557 1303">WC</td> <td data-bbox="557 1252 1064 1303">4/2.6 litres dual flash</td> </tr> <tr> <td data-bbox="183 1303 557 1355">Shower</td> <td data-bbox="557 1303 1064 1355">8 l/min</td> </tr> <tr> <td data-bbox="183 1355 557 1406">Bath</td> <td data-bbox="557 1355 1064 1406">170 litres</td> </tr> <tr> <td data-bbox="183 1406 557 1458">Basin taps</td> <td data-bbox="557 1406 1064 1458">5 l/min</td> </tr> <tr> <td data-bbox="183 1458 557 1509">Sink taps</td> <td data-bbox="557 1458 1064 1509">6 l/min</td> </tr> <tr> <td data-bbox="183 1509 557 1561">Dishwasher</td> <td data-bbox="557 1509 1064 1561">1.25 l/place setting</td> </tr> <tr> <td data-bbox="183 1561 557 1624">Washing machine</td> <td data-bbox="557 1561 1064 1624">8.17 l/kilogram</td> </tr> </tbody> </table> <p>The designers and specifiers must ensure these consumption requirements are referred to in order to achieve less than 105 litres/person/day as the local target.</p>	Water fitting	Maximum consumption	WC	4/2.6 litres dual flash	Shower	8 l/min	Bath	170 litres	Basin taps	5 l/min	Sink taps	6 l/min	Dishwasher	1.25 l/place setting	Washing machine	8.17 l/kilogram	<p>Water efficiency</p>
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All projects	Descriptor																				
<p>3.15 Compliance may be demonstrated by use of a water calculator.</p> <p>3.16 Designers must note the following with regards to the type of dwelling that is being designed:</p> <p>Baths – required for all family accommodation (two or more bedrooms) Showers – are acceptable in non-family accommodation</p> <p>3.17 If the proposal is for special needs accommodation, the bathroom requirements must be identified with the client and confirmed as part of the project brief in the checklists as a statement of what SCC is going to get.</p>	Water efficiency																				
<p>3.18 Where the SCC client is looking for further stretch targets to be achieved, the RIBA 2030 Climate Challenge<sup>38</sup> targets will be referenced as below and confirmed within the checklists for sign off by client and designer:</p> <p><b>RIBA 2030 Climate Challenge target metrics for domestic buildings</b></p> <table border="1" data-bbox="113 1010 1082 1431"> <thead> <tr> <th>RIBA Sustainable Outcome Metrics</th> <th>Current Benchmarks</th> <th>2020 Targets</th> <th>2025 Targets</th> <th>2030 Targets</th> </tr> </thead> <tbody> <tr> <td>Operational Energy kWh/m<sup>2</sup>/y</td> <td>146 kWh/m<sup>2</sup>/y (Ofgen benchmark)</td> <td>&lt; 105 kWh/m<sup>2</sup>/y</td> <td>&lt; 70 kWh/m<sup>2</sup>/y</td> <td>&lt; 0 to 35 kWh/m<sup>2</sup>/y</td> </tr> <tr> <td>Embodied Carbon kgCO<sub>2</sub>/em<sup>2</sup></td> <td>1000 kgCO<sub>2</sub>e/m<sup>2</sup> (M4i benchmark)</td> <td>&lt; 600 kgCO<sub>2</sub>e/m<sup>2</sup></td> <td>&lt; 450 kgCO<sub>2</sub>e/m<sup>2</sup></td> <td>&lt; 300 kgCO<sub>2</sub>e/m<sup>2</sup></td> </tr> <tr> <td>Potable Water Use Litres/person/day</td> <td>125 l/p/day (Building Regulations England and Wales)</td> <td>&lt; 110 l/p/day)</td> <td>&lt; 95 l/p/day)</td> <td>&lt; 75 l/p/day)</td> </tr> </tbody> </table>	RIBA Sustainable Outcome Metrics	Current Benchmarks	2020 Targets	2025 Targets	2030 Targets	Operational Energy kWh/m <sup>2</sup> /y	146 kWh/m <sup>2</sup> /y (Ofgen benchmark)	< 105 kWh/m <sup>2</sup> /y	< 70 kWh/m <sup>2</sup> /y	< 0 to 35 kWh/m <sup>2</sup> /y	Embodied Carbon kgCO <sub>2</sub> /em <sup>2</sup>	1000 kgCO <sub>2</sub> e/m <sup>2</sup> (M4i benchmark)	< 600 kgCO <sub>2</sub> e/m <sup>2</sup>	< 450 kgCO <sub>2</sub> e/m <sup>2</sup>	< 300 kgCO <sub>2</sub> e/m <sup>2</sup>	Potable Water Use Litres/person/day	125 l/p/day (Building Regulations England and Wales)	< 110 l/p/day)	< 95 l/p/day)	< 75 l/p/day)	Climate Challenge targets
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All projects	Descriptor
<p>3.19 Sustainable Urban Drainage Systems (SUDS) must be explored by a drainage designer during RIBA stage 1 as the SCC LPA policy states SUDS must be incorporated into all development to help manage the city's drainage systems. The local planning authority must be consulted with reference to the proposed solution as part of pre-application discussions and applications.</p> <p>3.20 Drainage capacity checks, for both foul and surface waste water, must be carried out with Southern Water during RIBA stage 1, to inform drainage proposals. The drainage engineer must note the timescales involved with these checks to ensure follow up with the utility to obtain.</p> <p>3.21 Opportunities for grey water and rain water harvesting/recycling must be explored by a drainage engineer during RIBA stage 1 as part of a sustainable drainage proposal. This applies where either the proposal is considered a major development (10+ dwellings) or the site does not allow the use of alternative, more common, SUDS, such as soakaways or swales. Consideration is to be given to green roofs on all developments – see item 1.11.</p>	<p>Drainage</p>
<p>3.22 As part of achieving the required fuel conservation emissions rates, long-life lamp fittings must be energy efficient.</p> <p>3.23 Consideration must be given to the positioning and placement of light fittings and sockets with regards to health and safety guidelines and best practice. If a hard-to-reach lamp cannot be avoided, then a long-life lamp and fitting must be specified.</p> <p>3.24 The client will confirm where other fittings or appliances are to be specified as part of the project; this is more likely to be needed for special needs accommodation, for example with the provision of communal laundry facilities. Any such appliance must comply with the guidance available under <i>BREEAM Ene 08 Energy Efficient Equipment</i>.<sup>39</sup></p>	<p>Other fittings</p>

## 4. Be safe

*“The ache for home lives in all of us, the safe place where we can go as we are and not be questioned.” – Maya Angelou<sup>40</sup>*

SCC residents identified that a safe home must be one of the key factors for a council home and this principle is to be embraced within all design proposals.



All projects	Descriptor
<p>4.1 The design for all the projects will be carried out in accordance with the Construction (Design and Management) (CDM) Regulations 2015 which requires identification and notification of Client (SCC), Principal Designer and Principal Contractor roles to the Health and Safety Executive (HSE). SCC will appoint a Principal Designer at the start of a project.</p> <p>4.2 Concerning pre-construction management of H&amp;S risks, the client and design team are to note the CDM legislation aims to improve health and safety by helping the project team to:</p> <ul style="list-style-type: none"> <li>- Plan the work so the risks involved are managed from start to finish</li> <li>- Have the right people for the right job at the right time</li> <li>- Cooperate and coordinate work with others</li> <li>- Have the right information about the risks and how they are being managed</li> <li>- Communicate this information effectively to those who need to know</li> <li>- Consult and engage with workers about the risks and how they are being managed.</li> </ul> <p>Health and safety must be included as an agenda item for all design team and project control group meetings.</p>	<p>Health and safety</p>
<p>4.3 Where the site concerns development of a block, i.e. not an infill site, the designer must follow the standards and principles of <i>Secured By Design Homes 2019</i> guidance Section1: Development layout and design<sup>41</sup>. This section provides guidance on all aspects of design and layout that impact on the creation of a safe and secure environments, including:</p> <ul style="list-style-type: none"> <li>- Road layout</li> <li>- Footpath design</li> <li>- Communal areas and play space</li> <li>- Dwelling boundaries</li> <li>- Car parking</li> <li>- Lighting.</li> </ul>	<p>Site layouts</p>

All projects	Descriptor
<p>4.4 The doors and windows of the new dwellings must meet the requirements of <i>Building Regulations Approved Document Part Q – Security</i> which concerning the design and installation of secure doorsets and windows. To comply with Part Q, the design team must specify doorsets and windows manufactured to a design meeting British Standards PAS 24: 2012. This also applies to any communal doors and windows. For people with disabilities, doors may need to be automated so the option to add automation at a later date must be considered. See also items 4.24 and 4.27. The specific brief requirements must be identified and confirmed within the checklists.</p> <p>4.5 Designers must follow the standards and principles of <i>Secured by Design Homes 2019</i> guidance Section 2a for new dwellings which covers not only doorsets and window security, as described in the Building Regulations Part Q, but also:</p> <ul style="list-style-type: none"> <li>- Adjacent glazing panels</li> <li>- Garage doorsets</li> <li>- Door chains and viewers</li> <li>- Secure mail delivery</li> <li>- Rooflights and roof windows</li> <li>- Conservatories or sun rooms</li> <li>- Lightweight framed walls in buildings containing multiple dwellings</li> <li>- Communal external lighting</li> <li>- Utility meters</li> <li>- Access control for buildings containing multiple dwellings</li> <li>- Door entry systems</li> <li>- CCTV and recording, management and maintenance protocols</li> <li>- Mail delivery in buildings containing multiple dwellings</li> <li>- Lighting for buildings containing multiple dwellings</li> <li>- Loft hatches</li> </ul> <p>4.6 Designers must follow the standards and principles within <i>Secured by Design Homes 2019</i> guidance Section 3 for the following features:</p> <ul style="list-style-type: none"> <li>- Communal car parking</li> <li>- External storage facilities (e.g. cycle store)</li> <li>- Integral storage facilities (e.g. communal bin, mobility scooter or cycle stores)</li> <li>- Intruder alarms</li> <li>- Private external lighting</li> </ul>	<p>Physical security</p>

All projects	Descriptor
<p>4.7 All steps, stairs and changes of levels must be designed in accordance with BS8300, Part 1 External and Part 2 Buildings. See also 2.20 concerning the design of steps.</p> <p>4.8 Designers will need to work with SCC and stakeholders to ensure that special resident groups, such as elderly, or those with physical or mental disabilities are protected from fall, collision and impact hazards. This may require standards above the minimum stipulated by the requirements of <i>Building Regulations Approved Document Part K – Protection from falling, collision and impact</i>. Specific requirements must be identified and confirmed within the checklists.</p> <p>4.9 All roof spaces must be accessible from within the building and be fitted with an insulated and draught proof loft access hatch. In blocks of apartments, loft hatches must only be located in communal and be lockable.</p> <p>4.10 Flat roofs are normally unacceptable as a design solution but where they are unavoidable they shall have a 30-year insurance-backed guarantee. Any flat roof areas must be provided with a means of safe access for maintenance purposes only, with due consideration taken to protect the integrity of the roof surface. Access to this route will be lockable. Residents must not be able to access flat roof areas unless they are specifically designed e.g. as a terrace, balcony etc.</p> <p>4.11 In communal blocks, residents must not be able to access any equipment or services related to the communal aspects of the block, such as lift motor room, service risers, landlord's services or stores etc.</p>	<p>Protection and minimising hazards</p>

All projects	Descriptor
<p>4.12 All fire safety design must be carried out in a manner compliant with BS9999:2008 and the proposed building must meet the requirements of <i>Building Regulations Approved Document Part B Fire safety - Volume 1: Dwellings covering:</i></p> <p>B1 Means of warning and escape  B2 Internal fire spread (linings)  B3 Internal fire spread (structure)  B4 External fire spread  B5 Access and facilities for the fire service</p> <p>4.13 The design team must consult current guidance notes<sup>42</sup> concerning the use of certain materials, including external wall insulation, high pressure laminate (HPL) cladding and aluminium composite cladding. These notes must be consulted if the scheme concerns multi-storey and multi-occupied building.</p> <p>4.14 The design team must consult with SCC's Building Control Service (not an Approved Inspector) during RIBA stage 1 on proposals to specifically discuss compliance with Part B. Building Control typically discuss proposals with Hampshire Fire &amp; Rescue Service and this must take place before planning application submission so any guidance can be incorporated in the planning submission documents.</p> <p>4.15 In addition to meeting the requirements of Building Regulations Part B, the design team must consult with SCC's Programme Manager – Fire Safety<sup>43</sup> to confirm specification is satisfactory at RIBA stage 2.</p> <p>4.16 The design team must produce a fire strategy drawing for the building and site to convey all the fire safety aspects of the proposed dwelling(s). This is required for all proposed dwellings.</p> <p>4.17 For proposals of multi-storey and multi-occupied buildings, the design team must include a dedicated fire engineer, named in the contract documentation</p>	<p>Fire safety</p>



All projects	Descriptor
<p>4.18 The proposed designs will need to meet the relevant British Standards as identified within the Building Regulations, notably:</p> <p>BS 5266-1 Emergency lighting  BS 5446-2 Fire detection and fire alarm devices for dwellings  BS 5839-6 Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises  BS 9251 Fire sprinkler systems for domestic and residential occupancies</p> <p>4.19 Means of escape from dwellings must comply with recommendations of <i>Approved Document B Fire Safety</i>. Smoke detection will be required in accordance with BS 5839 and escape windows must be provided to habitable rooms on the first floor of two-storey dwellings.</p> <p>4.20 External walls of any high-rise buildings must be non-combustible and recommendations on the management of fire safety issues throughout the project must meet the recommendations arising from the <i>Fire Safety Bill</i> and the <i>Building Safety Bill</i> (part of the post-Grenfell recommendations). Any exceptions must be confirmed with the client. See item 4.13 (above).</p>	<p>Fire safety</p>
<p>4.21 If the proposal is for specialist housing where there will be vulnerable residents, the design team is to note that a sprinkler system is mandatory. The client will confirm the extent of the system within the project brief at the start of RIBA stage 1.</p> <p>4.22 If the proposal is for a building over 11m high<sup>44</sup>, the design team must note that a sprinkler system will be required. The client will confirm the extent of the system within the project brief at the start of RIBA stage 1.</p>	<p>Sprinklers</p>

All projects	Descriptor
<p>4.23 For buildings which are designed for residents with specialist needs, there may be a requirement for an emergency voice communication system. The client is to confirm the type of system(s) required within the project brief and this must be noted in the checklist and initialled.</p> <p>4.24 Any emergency voice communication system must meet BS 5839-9 <i>Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems [2011]</i>.</p>	Emergency communication
<p>4.25 Doorsets must be specified for all external and internal doors, i.e. the fabrication and installation of the door together with its frame. For fire resisting doorsets, certified evidence of fire performance tested in accordance with BSEN 1634, will be required in the form of a product conformity certificate. All fire doors must be clearly and permanently marked with their declared fire-resistance period (e.g. FD30S). These requirements must be identified in the contract documents. Consideration for future automation must also be given when products are selected. See also item 4.4 (above).</p> <p>4.26 3<sup>rd</sup> Party Certification of the complete doorset is mandatory (door, frame and ironmongery). This testing must be in accordance with BS 476-22 or BS EN 1634; international test certification not meeting this standard is not acceptable. Currently GRP Composite Doors do not comply and must not be used.</p> <p>4.27 Contractors fitting fire doors need to be FIRAS registered and installers must hold 3<sup>rd</sup> party certification as qualified fire door installers. Evidence must be provided and kept on file at SCC.</p> <p>4.28 Fire doors must take account of the likely user groups; i.e. in supported schemes residents could have difficulties in opening the doors due to the weight and closer resistance and automatic closers should be considered in these situations. See also item 4.4.</p>	Fire doors

## 5. Be a home for life

*“We must work for simple, good, undecorated things, but things which are in harmony with the human being and organically suited to the little man in the street.” – Alvar Aalto<sup>45</sup>*

SCC homes must be exemplar homes for the city’s residents, reflecting a long shelf-life, robustness and flexibility for those who will live in them.



All projects	Descriptor																				
5.1 The minimum design life of the building elements and materials, subject to appropriate maintenance, shall be as follows:	Design life																				
<table border="1"> <thead> <tr> <th data-bbox="186 763 821 853"></th> <th data-bbox="821 763 1070 853">Minimum design life (years)</th> </tr> </thead> <tbody> <tr> <td data-bbox="186 853 821 943">Structural elements, pitched roof coverings, external wall finish</td> <td data-bbox="821 853 1070 943">60</td> </tr> <tr> <td data-bbox="186 943 821 1099">Canopies, eaves and rainwater goods Wet heating distribution system pipework, radiators Bathrooms</td> <td data-bbox="821 943 1070 1099">40</td> </tr> <tr> <td data-bbox="186 1099 821 1137">Windows</td> <td data-bbox="821 1099 1070 1137">35</td> </tr> <tr> <td data-bbox="186 1137 821 1294">Flat roof constructions (with insurance backed guarantee) Electrical wiring Storage heaters</td> <td data-bbox="821 1137 1070 1294">30</td> </tr> <tr> <td data-bbox="186 1294 821 1332">GRP roofing materials (certified minimum life)</td> <td data-bbox="821 1294 1070 1332">25</td> </tr> <tr> <td data-bbox="186 1332 821 1370">External doors</td> <td data-bbox="821 1332 1070 1370"></td> </tr> <tr> <td data-bbox="186 1370 821 1408">Fixtures and fittings</td> <td data-bbox="821 1370 1070 1408">15</td> </tr> <tr> <td data-bbox="186 1408 821 1447">Internal floor and wall finishes</td> <td data-bbox="821 1408 1070 1447">10</td> </tr> <tr> <td data-bbox="186 1447 821 1498">Decorations</td> <td data-bbox="821 1447 1070 1498">5</td> </tr> </tbody> </table>			Minimum design life (years)	Structural elements, pitched roof coverings, external wall finish	60	Canopies, eaves and rainwater goods Wet heating distribution system pipework, radiators Bathrooms	40	Windows	35	Flat roof constructions (with insurance backed guarantee) Electrical wiring Storage heaters	30	GRP roofing materials (certified minimum life)	25	External doors		Fixtures and fittings	15	Internal floor and wall finishes	10	Decorations	5
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All projects	Descriptor
<p>5.2 Southampton is in a coastal location with an aggressive marine environment (the city limits are within 20km of Southampton Water) and designers must take this into account with regards to the durability of elements and components and the impact on material degradation/corrosion.</p> <p>5.3 In recognition of social factors which may cause accidental or malicious damage to council buildings, all partition and plasterboard systems must be specified that have a duty rating identified in accordance with BS 5234-2:1992 as follows:</p> <ul style="list-style-type: none"> <li>- Internal walls within dwellings – Heavy duty (<b>HD</b>), reflecting situational chance of accident occurring or misuse</li> <li>- Internal walls to communal areas – Severe duty (<b>SD</b>), reflecting situation prone to abnormally rough use</li> </ul> <p>5.4 Moisture-resistant plasterboard must be specified for all bathrooms, wet rooms and kitchens.</p>	<p>Durability of products</p>
<p>5.5 Proposals need to reflect ease of maintenance with attention given to:</p> <ul style="list-style-type: none"> <li>- Placement of building and guttering with regards to leaf fall in autumn</li> <li>- Access to any roof surfaces requiring annual maintenance</li> <li>- Products that do not fade or degrade with sunlight exposure</li> <li>- No high-gloss external panels which quickly show dirt and impairments</li> <li>- Selecting colours and materials that are readily available and where possible standard across all projects. SCC Asset Management must be consulted on the final specified proposals and products.</li> </ul> <p>5.6 SCC's maintenance contractor must be consulted on proposals as they develop throughout the design process. This is particularly important for mechanical and electrical aspects and the development of centralised energy proposals.</p> <p>5.7 New landscaping proposals (see also item 1.13) must consider the retention of mature landscape features, such as trees, and low maintenance design, i.e. appropriate sized plants for the space they will grow into, reducing amount of annual pruning required.</p>	<p>Ease of Maintenance</p>

All projects	Descriptor
<p>5.8 Non-family accommodation must be adaptable for residents that may need facilities to aid access. Such dwellings must be designed to meet <i>Category 2 of Building Regulations Approved Document Part M1</i>. The client will confirm exceptions to this requirement (i.e. <i>Category 1 Visitable dwellings</i>) within the project brief for the specific site. The designers are to reflect this requirement by including (but not limited to):</p> <ul style="list-style-type: none"> <li>- Pattring within bathroom partition walls for future installation of wall-fixed grab rails</li> <li>- Reinforcement for ceiling-fixed hoist installations</li> <li>- Barrier-free access and design, including a lift or space for a lift to accommodation at first floor or above.</li> </ul> <p>5.9 Provision for mobility scooters is also a possible adaptation that may be required within the dwellings. This would require both physical space and a charging facility for a scooter to be used by a resident. The client will confirm this requirement within the project brief for the specific site. The design team must seek confirmation on this aspect for all dwellings designed for residents with special needs.</p> <p>5.10 Designers must review <i>Part 8 Adaptability of SCC's Residential Design Guide</i> (see items 1.1 and 1.2) which refers to consideration of opportunities for adaptation.</p> <p>5.11 Part 8.2 of the <i>Residential Design Guide</i> refers to the <i>Lifetime Homes Principles</i> devised by the <i>Joseph Rowntree Foundation</i>. The <i>Lifetime Homes Standard</i><sup>46</sup> must be considered by the design team and incorporated where reasonable as examples of best practice to allow access for all. (See also items 2.19 and 5.7). For convenience these 16 principles are summarised here:</p> <ol style="list-style-type: none"> <li>1. Parking width or widening capability</li> <li>2. Approach to dwelling from parking (distance, gradients, widths)</li> <li>3. Approach to all entrances</li> <li>4. Entrances</li> <li>5. Communal stairs and lifts</li> <li>6. Internal doorways and hallways</li> <li>7. Circulation space</li> <li>8. Entrance-level living space</li> <li>9. Potential for entrance-level bed-space</li> <li>10. Entrance-level WC and shower drainage</li> <li>11. WC and bathroom walls</li> </ol>	<p style="text-align: center;">Future proofing</p>

All projects	Descriptor
<p>12. Stairs and potential through-floor lift in dwelling</p> <p>13. Potential for fitting of hoists and bedroom/bathroom relationship</p> <p>14. Bathrooms</p> <p>15. Glazing and window handle heights</p> <p>16. Location of service controls</p> <p>Where this guidance duplicates or conflicts with other requirements, the design team must confirm project brief requirements with the client. Any selections or decisions made must be recorded in the checklist and initialled by SCC client and designer.</p> <p>5.12 Designers must identify at RIBA stage 2, concept design, where it is not possible to incorporate a specific Lifetime Homes Standard principle into the design proposal. This must be noted in the checklist and initialled by the designer and SCC client.</p>	<p>Future proofing</p>
<p>5.13 <i>Building Regulations Part R</i> – Physical infrastructure for high-speed electronic communications networks contains guidance on in-building physical infrastructures to allow connection to a high-speed communications network. Designers must ensure that the building complies with the relevant aspects of <i>Building Regulations Approved Document Part R</i> related to provision of:</p> <ul style="list-style-type: none"> <li>- A network termination point</li> <li>- An access point (for multi-dwelling buildings)</li> <li>- Ducting/conduit and/or trays in riser.</li> </ul>	<p>Technology</p>
<p>5.14 All the projects must meet BIM Level 2 requirements, complying with BS EN ISO 19650. As such, it is expected that the design team will use appropriate tools to meet this requirement. SCC will require a BIM Execution Plan to be submitted and agreed.</p> <p>5.15 SCC Property will be using NBS BIM Toolkit to define roles and information delivery on the project from the start of RIBA stage 2 onwards.</p> <p>5.16 Outputs from design consultants must comply with BS1192. SCC are currently exploring the use of BIM for facilities management.</p>	<p>Building Information Modelling</p>

All projects	Descriptor
<p>5.17 In order to ensure the homes and the systems within them are performing as designed, the design consultants must adopt the principles of CIBSE <i>Soft Landings</i><sup>47</sup> throughout the design development. This will involve reaching out to all stakeholders, including users, at the earliest stages of the project to understand the use of spaces. The design team must ensure that the client has considered adequate consultation with the relevant user group.</p> <p>5.18 Appropriate training for the new tenants must be identified prior to construction. The designers must work closely with relevant tenant liaison officers to ensure tenants are prepared for living in their new home. There must be training sessions prior to occupation and post-occupancy evaluation during each season. This will be particularly important where newer technologies and systems are incorporated, such as heat recovery.</p>	
<p>5.19 The design team must prepare a schedule that identifies and includes:</p> <ul style="list-style-type: none"> <li>- A suitable timescale for commissioning of all building services and control systems in line with appropriate best practice guidance</li> <li>- A suitable timescale for testing building fabric, in accordance with appropriate standards (e.g. airtightness testing and/or thermographic survey)</li> <li>- A suitable timescale and requirements for demonstrating the building and its systems to SCC Asset Management</li> <li>- An itemised list of any SCC Planning conditions and how they are to be met and their means of verification (i.e. air tightness testing)</li> <li>- With the Principal Designer, a suitable timescale for record information preparation (including as-built drawings) and the Health and Safety file. This schedule must be available as part of the tender information for the main contractor to ensure this is programmed into the project delivery before any award of practical completion can be considered.</li> </ul>	Commissioning

## **Part 2: Housing design checklists**

### **1. Site wide**

- 1.1 General
- 1.2 External lighting
- 1.3 Fire services
- 1.4 Waste management
- 1.5 Landscape

### **2. Building exterior**

- 2.1 Security and access control
- 2.2 Maintenance and roof access
- 2.3 External walls
- 2.4 Glazing

### **3. Common and services areas**

- 3.1 Main entrance
- 3.2 Common areas
- 3.3 Services areas
- 3.4 Vertical circulation

### **4. Individual dwelling**

- 4.1 Dwelling entrance
- 4.2 Internal stairs
- 4.3 Primary living room
- 4.4 Kitchen
- 4.5 Bathroom
- 4.6 Bedroom
- 4.7 Built-in storage
- 4.8 Balconies and private gardens
- 4.9 Aluminium joinery
- 4.10 Electrical requirements
- 4.11 Mechanical requirements
- 4.12 Separating walls



## 1. Site wide

Both the SCC client and the Lead Designer must initial the boxes of the right-hand column to indicate that they have read and understood each clause. Where further explanation is required, a response column is included. The response is required to be explanatory and one-word answers are insufficient. If a clause is not applicable to the specific project, this must be clearly stated.

Clauses are highlighted, either where they represent an enhancement on the minimum standard to be achieved or as a requirement for special needs housing. These are a benchmark and are not intended to diminish the importance of clauses which are not highlighted.

### Key:



An enhanced standard



A standard for special needs housing (their specific inclusion is to be confirmed by the SCC client)

### Contents:

1.1: General

1.2: External lighting

1.3: Fire services

1.4: Waste management

1.5: Landscape

1.1	General	Requirement	Response	Initials
a	Residential Design Guide and land ownership	Design should comply with the SCC <i>Residential Design Guide</i> .		
		Designs encroaching onto Highways land are to be compliant with the <i>Streetscape tool kit Southampton, Design Guidance for the Public Realm</i> . Designs must be consulted and agreed with Balfour Beatty.		
b	Site access	Ensure that the site entrance has identity.		
		SCC homes are places of residence which sometimes have a relationship with the public through public walkways or cross-site links.		
		Design defensible space at the front of the building.		
		Additional security may be required with some special needs groups – client to advise.		
		Secure gated compounds are not being sought, but clear definition between private and public space is.		
c	Vehicular entrance	Assess the suitability of the width of the crossing in relation to the public/private transition, the compliance and the ease of gradient.		
		Unadopted vehicle circulations areas must be designed to safely withstand the loadings of refuse vehicles, removal trucks, fire engines and the like without deforming or subsiding. The minimum total thickness of construction should not be less than 450 mm.		
		Analyse the adequacy of and the necessity for: vehicle crossing, speed bump and speed restriction signage, pedestrian crossing.		
		For major projects and communal buildings with a central cycle store, consider cyclist access. Preferably this is not mixed with the pedestrian realm.		
		Consider definition of the threshold with materials or other design means.		
d	Pedestrian entrance	Ensure that pedestrian entrance is delineated from the vehicular entrance.		
		Include a dropped kerb for the vehicular entrance.		

1.1	General	Requirement	Response	Initials	
e	Signage	Street name plates and direction signs should be clearly visible and be fixed at an appropriate height in accordance with the local authority requirements.			
		Door numbers and road signs shall be provided in accordance with the requirements of the Post Office and Local Authority. The Contractor is to organise these matters and details shall be confirmed to the Employer.			
f	Boundaries	Define the site boundaries by means of fencing, retaining walls and other landscape elements. Trees must be planted well within boundaries, not used to mark them as this becomes an issue with who owns/is responsible for them.			
		There is a need to retain permeability of wildlife, e.g. hedgehogs, at boundaries; this must be considered within the solution.			
		SCC's <i>Residential Design Guide</i> presents opportunities for establishing the appropriate level of visual permeability for the site.			
g	Service vehicles	Waste truck travel is to be analysed by a highways engineer, based on current vehicles within SCC's fleet, and the analysis provided to the Project Manager (including tracking diagrams).			
		The analysis must identify: <ul style="list-style-type: none"> <li>- Pedestrian hazards especially visibility of small children or ambulatory.</li> <li>- Potential for damage to property (low walls, bollard, pole lamps etc.)</li> </ul>			
		Clear access is to be facilitated for ride on mower to grassed areas in landscape design. Consult with SCC Open Spaces.			
		Consider the noise impact on tenants when specifying speed bumps or other physical speed reduction measures.			

1.1	General	Requirement	Response	Initials
h	Tenant parking	Refer to <i>SCC Residential Design Guide</i> , Maximum Parking Standards, for numbers. Manual item 1.6 above refer.		
		In some cases traffic survey may be required to determine an appropriate numbers of parking.		
		Parking bays must be future proofed with vehicle charging provision – see 1.5n.		
		Car parking bays/spaces shall be designed to withstand the loadings of cars and light vans without deforming or subsiding. Full kerbs and/or bollards are required to restrict access to pedestrian and planting areas.		
		Dropped kerbs are to be provided at the junctions of footpaths with car parking areas. This is in addition to any requirements of the SCC highways authority.		
		Car parking spaces must be defined using permanent delineation.		
		The design may vary, depending on the land ownership (housing land or highways land). Highways land: any design to comply with the <i>Streetscape tool kit Southampton, Design Guidance for the Public Realm</i> .		
		Consider planting behind the parking bays, looking towards dwellings. If habitable rooms are overlooking that parking, screening may be required to avoid flashing the car lights towards the rooms.		
i	Visitor parking	SCC's Housing Service will specify visitor car-park requirements for each site during the planning stage.		
		If these requirements are not clearly stated, the designer has the responsibility to request them from the Project Manager.		
		SCC may require a dedicated space for visiting care or medical staff if the project concerns a specialist care housing. This should be identified by SCC within the brief.		
		Locate visitor parking signage and ensure that the signage is clearly visible and unambiguous.		

1.1	General	Requirement	Response	Initials
j	Contractor maintenance parking	SCC Housing Operations may require a dedicated contractor car-park to be provided for the use of maintenance contractors.		
		Discuss this requirement with the SCC Project Manager.		
k	Accessible parking bays	Provide accessible parking to all sites as required by the planning authority and the project specific brief. Manual item 1.7 above refer.		
		Locate these bays near accessible/ ambulant apartments where provided.		
l	Emergency vehicle bays	No Parking zones may be required at the front of each building.		
		Discuss with SCC Building Control, who will liaise with Hampshire Fire & Rescue Service, to agree all the details.		
m	Bicycle storage	Provide dedicated bicycle storage and/or cycle stores as per SCC <i>Residential Design Guide</i> . Manual items 1.1 & 1.6 above refer. 'Sheffield' stands or Josta-style stackers to be specified.		
		Provide lockable cycle store for residents; contents must not be visible from street.		
		External cycle parking for visitors; secure bolted fixing for bicycle stand is required to the ground/wall.		
n	Truck unloading	Consider ease of travel and unloading for furniture relocation trucks to the building entrance.		
o	Mobility scooters	Create defined space for mobility scooter parking, where part of the brief. SCC needs to confirm how many are required as part of the brief.		
		Provide for secure power recharge facilities, isolated from general tenant use.		
		Prepare a drawing to indicate space provision, weatherproofing, security, charging.		
p	Taxi bay	Provide a taxi pick-up drop off area in shared buildings with elderly or disabled tenants. This will be confirmed in the project brief.		

1.1	General	Requirement	Response	Initials
q	Pavement markings	Marking to be consulted and agreed with SCC Highways team. Any new marking on housing land to be consistent with Highways markings.		
r	Kerbing	All new concrete kerbing to parking areas and driveways is to be heavy duty.		
		All kerbs to be compliant with SCC Highways team standards.		
s	Shelter	Design the main building entrance as the primary shelter for waiting, building identification and weather respite. As with all other common space this is a designated smoke-free zone.		
t	Smoke free	All SCC homes are smoke-free. We are seeking to reduce the health risks of passive smoking and associated litter, protect our properties and empower tenants to their right to live in a healthy environment.		
		Apartments are to be smoke free as well as communal areas including entranceways, hallways, and service areas.		
		Over and above this is the fact that smoking is not allowed in common areas as it is a fire hazard. Place smoke-free signage in the above areas.		
		Designated outdoor areas may be required for smoking and may include weather shelters or seating. This requirement will be contained in the project-specific design brief.		

1.1	General	Requirement	Response	Initials
u	External tap	Provide an external tap, or taps if required, in an appropriate location, with an internal isolation valve.		
		An external tap is to be designed for all houses; location to be considered.		
		For blocks of flats, please refer to project-specific brief.		
		Alternatively water butts may be installed to avoid any metering issues with shared buildings (see also item 4.8f), to minimise water usage or as part of rainwater collection for sustainable urban drainage. (See SCC <i>Green City Charter 2019</i> ).		
		Provide drainage; do not place taps over unfinished surfaces; provide sump or connect gully into storm water system.		
v	Building orientation	Optimising the building orientation for use of solar panels must be considered at the earliest stage.		
		Orientation of the building must not be at the expense of existing retained trees or any proposed trees, where future maintenance must be considered. i.e. the tree must not require constant pruning, often life shortening, to prevent shading solar panels.		

1.2	External Lighting	Requirement	Response	Initials
a	Parking and roadway lighting	Street lighting to be consulted with SSE (Scottish & Southern Energy) at early design stage.		
		Provide general area and street lighting to a determined lux level based on the assessed risk of the site.		
		Lighting must be designed and positioned, in a maintainable location and with due consideration of existing tree canopy cover.		
		Design out lighting disturbance or light spill to wildlife, tenants and neighbours.		
b	Path lighting	Adequate exterior lighting is essential and should be provided to all communal areas and areas in need of supervision. It must be sufficient but no more and be directed to where it is needed. All external lighting shall be to a standard that would be acceptable to the highway authority for adoption.		
		Lighting must be designed to minimise ecological impact and specified to consider warmth of light, LEDs, not near trees or shrubs, wavelength; light pollution; designers must refer to Guidance Note 08/18 produced by the Institute of Lighting Professionals with the Bat Conservation Trust		
		Light fittings should be sited to avoid nuisance to residents. Lighting should not be positioned in close proximity to bedroom windows wherever possible. White light is preferred for security reasons. Light fittings should be low or renewable energy dusk to dawn controlled units of robust and vandal resistant construction and be readily maintainable – all to the approval of the Employer.		
		All external lighting which is not directly attributed to a dwelling to be from an unmetered landlords supply provided from the street lighting mains.		
		All external path lighting meets the <i>Secured By Design</i> standards.		
c	Building entrance lighting	Ensure building entrances, front doors and signage are well-lit.		
		The building entry sign is to have a dedicated light.		
		Lighting to be recessed into any entrance canopies.		



1.3	Fire Services	Requirement	Response	Initials
a	General	The fire safety aspects of all proposals must be designed in accordance with BS9999 Code of practice for fire safety in the design, management and use of buildings. Refer to item 4.12 above.		
b	Monitoring	Specification and recommendations must comply with SCC's current <i>Fire Safety Action Plan</i> .		
c	Fire systems	Building risks identified (3 Key Gateways)  The first gateway point is to satisfy the JCA (Joint Competency Authority) that the building is accessible by the Fire Service, which must be determined before the building gets planning permission.		
		Secondly, the duty holder must satisfy the JCA that key building safety risks are understood and will be managed and that "robust" processes are in place, before building work can start.		
		Thirdly, the JCA must be satisfied that the signed-off design has been followed before occupation can start.		
d	Critical (fire) design points	No HPL or ACM cladding to be specified. Refer to items 4.13 and 4.19 above. No flammable materials in balcony construction		
		No flammable materials in balcony construction; all balconies are to be constructed of non-combustible material.		
		Recommendation that all buildings over 11 metres have sprinklers installed. Refer to items 4.12, 4.17 and 4.21 above.		
		Designers to ascertain whether sufficient water supply and pressure is available at the outset of any sprinkler proposals.		
		Rockwool intumescent mastic and fire batts to be used for all fire stopping.		
		HILTI Fire Collars – or equivalent (certified) product – to be used on pipework.		
		Fire-rated sheathed electrical cables to be used; cable installations must be secured in a non-combustible way.		

1.3	Fire Services	Requirement	Response	Initials
d	Critical (fire) design points	Fire Engineer to be appointed as part of the design team and named in the documents.		
		Early engagement with Hampshire Fire & Rescue Service (HFRS) is required (often SCC Building Control will carry this out).		
		Sprinkler systems is to be installed in special needs housing. Designers to ascertain whether sufficient water supply and pressure is available at the outset.		
e	Entry fail safes	Automatic doors must open freely in the event of a fire.		
		Fire engineers to incorporate design solutions that allow building entrance doors to release (fail open) in the event of fire alarm activation.		
f	Evacuation zones	Detailed fire strategy drawings will be required.		
g	Emergency (fire) box	Fire box to be located in warden's office or entrance lobby for shared accommodation.		
		The fire box is to includes details for the fire brigade like: service cut offs, master access keys, keys for the lifts etc.		
		If CCTV is installed, this key box should be monitored by a camera.		

1.4	Waste management	Requirement	Response	Initials
a	General – access to and provision for waste bins	Provide appropriate waste disposal systems.		
		Houses: provide storage space for a minimum of two external bins of 80 litres capacity and glass recycling container to each dwelling with a private garden, unless prescribed differently by the local authority.		
		SCC can also provide bins for green waste, for an additional charge, so space needs to be allowed to accommodate an additional bin.		
		Blocks of flats: provide adequate number of Eurobins to serve needs of residential/commercial use (refer to <i>SCC Residential Design Guide</i> for more information).		
		Bin store ideally to be integrated with the building, not separate. Fire, fire detection, security and refuse collection should be considered. Bins to be easily wheeled out of the bin store up to collection point by the kerb side. No steep gradients, dropped kerb to be designed for the bin collection route.		
		If any separate, external bin stores are provided, the bin store is to be constructed to include a roof, secure door and ventilation.		
		Discourage dumping by non-residents through appropriate design and location to the street as far as possible.		
		Consider the location of rubbish areas in relation to building entrances and proximity to openable windows in relation to smell.		
		Consultation with SCC Waste Management is essential if the proposal is for residents with special needs.		
Location of bins to be considered with regard to the noise of 'back-up [reversing] beepers' and the grinding of low gears, particularly in close proximity sheltered accommodation or dwellings for those with impairments.				
b	Recycling	Identify space in rubbish areas and locate signage for tenant separated recycling storage within the dwelling.		

1.4	Waste management	Requirement	Response	Initials
c	External rubbish enclosure	Bins, if storage is not designed in a building, are to be provided with a dedicated, secure, designed enclosure that is able to accommodate enough Eurobins (normal waste, recycling and bottles; sometimes also green waste).		
		The panels should be at least 2.1m high. Internally there should be bumpers all around to avoid damage caused by moving the Eurobins. If possible two entrances should be provided for security reasons.		
		An integral bin store to a building is the preferred option. This will require an internal gully/drainage for spills, hosing down, a sloped slab floor, natural ventilation, robust construction.		

1.5	Landscape	Requirement	Response	Initials
a	Landscape general	Landscape contractors are required to include a maintenance period of at least 12 months, or longer, depending on the nature of the proposal. Allow for handover to SCC in-house contractors at the end of rectification period.		
		Without compromising ecological net gain and biodiversity, all landscape elements must be designed for ease and cost-effective maintenance. Minimal or no specialised access equipment should be required to access landscaped areas.		
		Compost must not contain peat and any plants used in landscaping schemes must not be supplied in peat.		
		Consider how the landscaping will be maintained and ensure it is easy for SCC in-house operations team to continue maintenance after completion.		
		SCC Decent Neighbourhoods, Open Spaces, Tree Officer, Ecological Officer, Planning Authority, Highways /Balfour Beatty (if the proposal is on highways land) to be consulted with landscape proposals and the plant species being proposed.		
		Protection of existing green space in the vicinity of the site; measures to protect existing green space from people parking on it as a result of development.		

1.5	Landscape	Requirement	Response	Initials
	Landscape general	Landscape architects are required to use products that have been tested in the Southampton area and comply with Highways guidance unless agreed differently with SCC Housing Service.		
		Health and safety in design – consider sharp edges, changes in gradients, trip hazards, slip resistance. Also design out anti-social behaviour and any unwanted uses, such as ball games, where balls are kicked against house/block walls, cycling in pedestrian areas, and other non-wanted vehicular access/car parking. Health and safety is a primary consideration in the design of all landscapes.		
		Secure manholes with padlocks or tack welding, particularly grille type, especially where sites are likely to be frequented by young children.		
		Consider the impact of the wind on all vegetation, allow for support of young trees, solid bark nugget to planter beds and protect roots.		
		Where providing private on-ground gardens, maintenance must be considered. Common areas are maintained by SCC Open Spaces and community; private fenced gardens or courtyards are maintained by tenants.		
b	Vegetation general	Ensure that plants are fit for purpose and will not affect the life of the buildings they are planted around.		
		All plants are to go in at ground level (with exception of green walls and roofs) or where planting is part of a community garden where raised beds may be included (see item 1.5g).		
		Do not plant close to buildings – structural consultant to be consulted regarding impact on foundation design and proximity of planting.		
		Always specify UK native species and/or species of recognised value for wildlife; species to be agreed with planting consultees as item a.		
		Consideration to the Asthma Foundation website and avoid plant species that contribute to allergies and asthma sufferers. Generally avoid positioning plants under bedroom windows and near entrances.		

1.5	Landscape	Requirement	Response	Initials
b	Vegetation general	To achieve biodiversity benefits, planting should be of recognised value for wildlife. Schemes such as the RHS (rhs.org.uk) Plants for Pollinators demonstrate value for specific groups of species. A full list of plants for pollinators is available from the Royal Horticultural Society.		
		Do not specify plants that may be poisonous, particularly at sites that are likely to be frequented by young children or adults with special needs.		
		Plants of edible plants, such as strawberries and currants, could be used in appropriate positions. Planting of herbs, i.e. rosemary, in some planter beds is encouraged.		
		Where it is judged to be appropriate to provide a level of planting close to a building face, select appropriate shallow rooting and low-spread plantings that will not compromise the waterproofing or finish of the external walls. Maintain access for maintenance equipment. Facilities Maintenance contractors must be able to undertake maintenance to a building without being hindered by planting. Protect the building structure through proper drainage.		
c	Trees	Native UK tree species must be considered first.		
		Although the planting of edibles is desirable from a community perspective, the demographics of the site must be taken into account. There are examples of trees being stolen or relocated to private areas. Fruit trees may be included as an option however choice of location is key and needs to be considered at the pre-application stage. (Landscape schemes are only permitted to contain 15% berry/fruit bearing species within the Airport's Safeguarding Zone.) Also consider the potential issues with birds feeding on the fruit and therefore congregating around buildings and clothes drying areas. This will need further consultation if it is proposed.		
		Do not plant trees close to buildings: structural consultant to be consulted regarding impact on foundation design, species and proximity of planting.		

1.5	Landscape	Requirement	Response	Initials
c	Trees	Identify existing below ground services prior to locating trees to avoid clashes.		
		Consider large trees in relation to existing ground (clay) drainage and consider replacing with modern plastic pipework.		
		Consider increased tree planting in the area, beyond one in each garden, if the site or its surroundings can sustain more tree planting in order to carbon offset naturally.		
		All plants supplied by the contractor shall be obtained from a reputable nursery. Before stock is purchased the client reserves the right to inspect the nursery or to approve samples. All material supplied will be similar in size and quality to the approved samples and in accordance with the relevant parts of BS 3936. Any Advanced Nursery or Semi Mature trees to be supplied in accordance with BS 5236.		
		Tree stakes shall be set out on site according to the plan and approved by the architect/contract administrator/ employer's agent to avoid damage to drainage and service runs. The client also reserves the right to adjust the exact position of the trees.		
		Where trees are planted in grass they are to have an area of 500mm radius around the base free of grass and weeds, and mulched as per the shrub bed specification.		

1.5	Landscape	Requirement	Response	Initials
d	Planting beds	Provide 100mm minimum border to planting beds.		
		Plant low species at the front of beds and higher species at the centre or back of the beds.		
		Raised beds are to be used only where tenants adopt them, e.g. as part of a community garden, so must be easily removable if SCC needs to take over maintenance. Raised beds are to have drainage metal to first third, top two thirds are to contain a suitable compost nutrition (not containing peat) specifically for the growing of vegetables or decorative plants.		
		Fixings for raised beds must be concealed or flush for safety and aesthetics reasons.		
e	Grassed areas	All areas designated for grass shall be turfed (not grass seeded) – this includes all rear gardens to houses.		
		Amenity grass areas must contain low-growing wildflower species to achieve biodiversity enhancement.		
		Mowing strips are to be included against beds, walls, shin rails, fencing, railings, or similar; mowing strips are concrete 'margins' – up against vertical slabs so you don't have to trim right at the edge and it makes maintenance easier.		
		For communal amenity space, ensure that SCC Open Spaces maintenance have access for ride on mowers. (1200mm min. clear width is needed for mower access to any fenced off areas.) Turning circle for the ride on mower needs to also be considered, advice can be provided by the Open Spaces Operations Manager for the area.		
		Avoid planting grassed areas of less than 4m wide or 12m <sup>2</sup> as they are not easily maintained.		
f	Seating	For communal gardens, provide durable external seating where possible.		
		The provision of external gathering spaces encourages community interaction and should be investigated for all shared buildings and gardens.		
		Seat heights need to be considered for tenants of the accessible and adaptable units.		
		Consider the tenant demographic when locating and specifying seating, for example elderly will require more rest areas.		



1.5	Landscape	Requirement	Response	Initials
g	Community gardens, primarily as part of special needs housing proposals	Design must have community consultations.		
		The future maintenance of community gardens must be agreed with client and SCC Open Spaces.		
		Ensure that the gardens are adequately lit and feel secure, either by fencing or by way of overlooking/natural surveillance.		
		Consider fixed seating, tables, BBQ area, external tap, and external store as part of community garden design.		
h	Play areas	Play areas, where applicable and required by the planning authority, to meet community needs.		
		Must be designed in accordance with the project-specific community brief and public consultations.		
		Design consultants must visit other SCC Housing Service playground sites for precedent studies and best practice examples.		
		Consider the following: <ul style="list-style-type: none"> <li>- Types of equipment – longevity, safety, age appropriate</li> <li>- Childproof fencing, if any</li> <li>- Overlooking/surveillance</li> <li>- Proximity to buildings, shelter and sun</li> <li>- Ground materials and substrate – safety factors</li> <li>- Long-term maintenance</li> <li>- Aesthetics</li> <li>- Adult exercise equipment.</li> </ul>		
		Any value engineering proposals must be discussed with client, and any other stakeholders the client feels necessary to consult with, prior to incorporation.		
i	Sports court and recreational spaces	Community requirements, from the planning process, may include the provision of a sports facilities. Refer to the community-specific brief.		
		Location to be considered with regards to the impact on all residents.		
		All-weather sports courts must include the ability for a mechanical sweeper to access the site, so will need double-access gates and appropriate external access i.e. turning circles etc.  Also courts will be designed with a durable/hard-wearing top course such as a polymeric 4 coating.		
		Any value engineering proposals must be discussed with client, and any other stakeholders the client feels necessary to consult with, prior to incorporation.		

1.5	Landscape	Requirement	Response	Initials
j	Security	Apply crime-prevention design principles to all outdoor recreation areas – private and communal.		
		Communal areas should be overlooked by at least one dwelling.		
		All external design should meet the <i>Secured by Design</i> standard.		
k	Footpaths	New footpaths are to be minimum 1.2m wide.		
		Review the ownership of footpaths and follow SCC Highways guidance if footpath is on SCC Highways land.		
		Pedestrian walkways must be well lit and clearly sign posted.		
		No paths are to facilitate ponding, ensure sufficient cross falls (1:100) and subsurface free-draining material to semi permeable paths.		
		Consider cars over sailing the pavement from parking bays. A physical barrier might be required or a wider pavement.		
		Suitable materials for footpaths: <ul style="list-style-type: none"> <li>- Permeable surfacing is preferred as part of SUDS solutions</li> <li>- Concrete or brick paving (must include weed-prevention measures, permeable paving/sub-base is preferred)</li> <li>- Resin bound (must include weed-prevention measures)</li> <li>- Asphalt is cost effective and low maintenance. Where specifying for footpaths, combine with other materials for visual interest. Consider the hierarchy of public and private space in relation to the quality of materials. Asphalt may not be appropriate in all instances.</li> </ul>		
		Unsuitable materials for footpaths: <ul style="list-style-type: none"> <li>- Compacted hoggin</li> <li>- Shingle or pea gravel (these have the potential to spread).</li> </ul> Take care where pebbles or pea gravel are considered as they have the potential to spread or be used as missiles.		
		Footpaths must comply with the slip-resistant performance to British Standards.		
		Barrier-free access must be provided; aim for accessible footpaths wherever possible, consider including dropped kerb, tactile surfaces and other barrier-free principles to all footpath design.		

1.5	Landscape	Requirement	Response	Initials
l	Drying areas	Adequate provision for the drying of clothing must be provided.		
		Specify accessible clotheslines where accessible dwellings are part of project.		
		Extra consideration is to be given to adequate provision where family units are accommodated.		
		Consider adequate sun or wind exposure to external clothes lines, as well as passive surveillance from residences.		
		Houses with private gardens to be provided with a rotary dryer; an area of hardstanding must be provided adjacent to rotary dryers.		
		Clothes drying on private balconies should be retractable.		
		On-ground drying areas are the least preferred solution for communal blocks; these must be screened from streets, primary circulation routes and building entrances but visible from dwellings for security purposes.		
		Do not consider aspect of drying facilities in isolation, provide a holistic solution that works with all other aspects (e.g. heating and ventilation).		
m	Access to services	Ensure that access to manholes, fire hydrants and other service points is maintained, is visually clear and safe for service providers.		
		All legal aspects of accessing services, wayleaves, easements, must be met.		
n	Electric vehicle charging	Ducting and draw cord and feeder pillar to be installed to facilitate the installation by others of 7-22kW charge points – 25% of parking spaces, back to the landlords supply.		
		For each block of flats a further allowance of 50m from feeder pillar to a separate location.		
		Each house to have cabling from the consumer unit to an agreed point on the external wall (blanked off both ends) to facilitate potential future EV charging.		
		Consult with SSE – substation to be future proofed to allow for future EV charging. Supporting infrastructure should be reviewed to determine whether upgrades are required to meet expected future demands.		

## Approval of Part 1 – Site wide design

PROJECT:			REF:
	Approved SCC Housing Management	Approved SCC Asset Management	Approved Lead Design Consultant
Print name:			
Part 1.1: General			
Part 1.2: External lighting			
Part 1.3: Fire services			
Part 1.4: Waste management			
Part 1.5: Landscape			

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
SCC housing management client:

\_\_\_\_\_  
SCC asset management:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Lead Design Consultant:

\_\_\_\_\_  
SCC Project Manager:

## 2. Building exterior

Consultants are required to use the right-hand column to indicate using a tick ✓ that they have read and understood each clause. Where further explanation is required, a response column is included. The response is required to be explanatory and one-word answers are insufficient. If a clause is not applicable to the specific project, this must be clearly stated.

Clauses are highlighted, either where they represent an enhancement on the minimum standard to be achieved or as a requirement for special needs housing. These are a benchmark and are not intended to lessen the importance of clauses which are not highlighted.

Key:



An enhanced standard



A standard for special needs housing (their specific inclusion is to be confirmed by the SCC client)

### Contents:

Part 2.1: Security and access control

Part 2.2: Maintenance and roofs

Part 2.3: External walls

Part 2.4: Glazing

2.1	Security and access control	Requirement	Response	Initials
a	CCTV cameras	Establish the assessed risk of the site and allow for cameras if considered necessary. This is usually in response to anti-social behaviour and is an enhancement. This requirement will be confirmed by the client. If required, it will need to be designed in consultation with the response centre.		
		Carefully consider the location of cameras to minimise impact on trees; for example, continual pruning to allow site lines is not acceptable in terms of long-term maintenance.		
		Where budget does not allow for the installation of the cameras, future proof by installing the necessary conduit and cabling. This requirement is an enhancement and will be confirmed by the client.		
b	Access control (general needs and specialist housing apartment blocks)	Provide access control – fob entry – to all communal entrances to blocks of apartments, both front and rear access. These doors are to be automated, fob access with SCC12 key override.		
		Provide fob access control with SCC12 key override to internal doors of blocks of apartments, such as: - Communal doors to corridors - Doors to lift lobbies and stairwells - Doors to cycle stores		
c	Locks	Provide secure locks on a master key suited system for the following doors in buildings with multiple dwellings:  - Doors to plant rooms - Doors to roof access - Doors to riser cupboards - Doors to FM/staff only areas - Doors to commercial kitchen areas.		
d	Emergency box	See section 1.3f		

2.2	Maintenance and roofs	Requirement	Response	Initials
a	Maintenance	Design for ease of maintenance for all external surfaces, components and equipment.		
		Involvement of SCC Repairs and Maintenance teams during design stages.		
b	Pest control measures	Consider rodent, insect and pigeon/ seagull proofing to all penetrations, gutters, balconies and ledges, openings, washing lines, waste and other amenity areas; minimise window ledge depths; minimise climbing opportunities (for rodents).		
		Due to the coastal environment, careful consideration must be given to fixings, e.g. stainless steel or an aluminium alloy resistant to corrosion.		
		Refer to BPCA (British Pest Control Association) for guidance on new buildings.		
		Mitigation measures are included to all vulnerable areas.		
c	Roof access	Restrict tenant access to roofs and roof spaces (i.e. lofts).		
		Access doors must be specified as complete doorset.		
		Access hatches must be specified as frame and hatch complete, not separate.		
		See 2.1c concerning security for access doors.		
c	Rooftop drying areas	On some projects, rooftop drying areas may be considered, however only where full safety measures to prevent suicide attempts will be implemented.		

2.2	Maintenance and roofs	Requirement	Response	Initials
d	Roof safety anchors and guardrails	Consider access for maintenance to all roofs – how this is to be achieved safely must be identified within the designer’s risk hazards.		
		Identify collective control measures (i.e. protecting more than one person at any one time) for roof safety; these always take priority over personal control measures.		
		Design, install and certify an appropriate guardrail for the purposes of safely cleaning and maintaining the building.		
		If a personal safety system is designed, clear signage must be specified informing maintenance contractors about the roof safety system. Full product, operational and maintenance literature is to be provided with the as-built documentation. Full certification is required at practical completion along with clear details of ongoing certification and testing requirements.		
		Depending on the frequency of access, use of particular access equipment, e.g. MEWPs, temporary scaffolding, may be the safest way to carry out roof work. This may be particularly appropriate for pitched roofs and designers should then consider access and space around the building (e.g. scaffolding zone).		



2.2	Maintenance and roofs	Requirement	Response	Initials
e	Roofing	<p>Materials for new roofing:</p> <p>Pitched roofs materials: tiles, concrete, composite, clay, slate.</p> <p>Colour-coated steel is preferable to aluminium roofing as it is less likely to be damaged by maintenance contractors.</p> <p>Aluminium roofing is however appropriate in a sea spray zone and where used must be protected by a suitable access walkway.</p> <p>Flat roofs (if unavoidable): liquid membrane, ply, layered felt; consideration to final finish must be given if roof is overlooked. (Single ply roofing can look patchy if repairs are carried out).</p> <p>Green roofs should also be considered, particularly when as part of a SUDS and/or a sizeable area. The green roofs should be biodiverse to provide biodiversity net gain and contribute to the Green Grid. The design of green roofs should follow the recommendations of the <i>Green Roof Organisation</i> and <i>2014 Code of Practice</i>.</p>		
f	Ladder access roof	Project-specific – the brief is to be obtained from SCC Housing Operations Manager		
g	Ladder access service ducts	Project-specific – the brief is to be obtained from SCC Housing Operations Manager.		
h	Rainwater goods	Deep-flow rain water goods are specified preferred by SCC Housing Operations.		
		Valley gutters are to be avoided due to difficult maintenance access and prone to leakage.		
i	Life cycle costs	To be provided as part of the design process.		

2.3	External walls	Requirement	Response	Initials
a	Blockwork (existing buildings)	Chip back render systems to check sufficiency of joints, pointing and core fill and the inclusion of reinforcing steel.		
		Replace any unreinforced concrete block or brickwork.		
		If a render system is specified, an all through system should be specified – this is particularly required to minimise maintenance on tall buildings.		
b	Brickwork (existing buildings)	Check pointing condition, check for cracked joints due to settlement, check for cavity, check for ties.		
		Check for effectiveness and corrosion of flashings.  Brick veneer is not a preferred material for new buildings, however can be considered if good industry practice is followed in relation to thermal design and detailing.		
		Brick is generally a preferred material for elevations.		
c	Cladding	High pressure laminate (HPL) cladding and aluminium composite cladding must not be specified due to the fire risk. Refer to items 4.13 & 4.19 (above) refer. See also checklist item 1.3(d). Current UK guidance notes concerning the use of certain cladding materials, including external wall insulation, must be consulted.		
		Use of green walls, (as well as green roofs and trees) may be explored as part of a holistic strategy to reduce fuel use and offset carbon emissions. However, the maintenance implications must be explicitly reviewed with the client at the earliest stage.		
		Cladding systems are to be robust, tested and underwritten by a manufacturer’s statement.		
d	Bird proofing	Where there are known issues in relation to birds, including sea birds, propose mitigation measures, excluding netting which can trap and kill birds. This must be reviewed with the ecologist as in some locations Schedule 1 species (such as peregrine falcon or black redstart) may be encouraged.		

2.3	External walls	Requirement	Response	Initials
e	Paint systems	The specification is to be provided by the specified paint manufacturer and cross checked by the architect.		
		For client surety regarding the painting warranties, ensure regular specifier inspections on site during the surface preparation and painting applications by the subcontractor. Agree the inspection regime before work starts.		
		The architect is required to provide a comprehensive paint and colour schedule which includes paint types.		
		If paint for render is specified, this must be appropriate and SCC's maintenance team must be consulted concerning future maintenance.		
f	Telecommunication and Data Penetrations	To be weather collared and fire rated where necessary.		
		The specification must require that the contractor leaves any existing or new junction boxes with penetrations into the building fire sealed appropriately and left in a neat and tidy condition.		
g	Ventilation louvres	All ventilation louvers must be powder-coated metal with insect/vermin proofing. Louvres opening onto smoke-controlled common areas can allow insects to get in to detector heads.		
		Assess the risk and specific airflow requirements of the louvred opening and specify an appropriate louvre profile.		
		Avoid an 'institutional' appearance.		
i	External stairs affixed to structure	External stairs are to be avoided; access to first floor dwellings, if private, should be integral to the whole building allowing residents to have a ground floor front door.		
		If an external stair to a balcony cannot be avoided, it must be sheltered from the weather (including ice, frost and snow), provide slip resistance to steps in all types of weather, and have warm-to-touch handrails, not metallic.		
j	Extract cowls	All extract cowls and louvres grilles must be powder-coated metal with insect/vermin proofing.		
		Whole system approach to extract cowls, dampers, wind factors etc.		
k	Nesting and roosting boxes	Designers must consider the inclusion of roosting and/or nesting boxes for a variety of species within the proposals.		

2.4	Glazing	Requirement	Response	Initials
a	Glazed walls	Fully glazed screens and walls are to be avoided. Glazing needs to be designed to minimise bird strike risk, e.g. no clear views through buildings, manifestations showing that glazing is present. Consider ventilation and heat gain to communal circulation spaces, such as stairwells and lobbies, and propose mitigation measures where required.		
b	Glazed sliding doors	To be provided to accessible units and apartment balconies; must be lockable.		
		Provide for a transom in preference to manifestations as accident/hazard prevention measure.		
		In the event of a broken pane it is more efficient to replace a smaller panel – maximum pane width to be 900mm.		
c	Windows	Triple glazing will be provided for all new windows – suitable framing material must be specified. Refer to item 2.21 above.		
		As a minimum, double glazing must be specified for windows and doors; if double glazing is to be used for windows, this exception must be confirmed by the SCC client.		
		Accessible window handles to be specified to enable future adaptation of individual dwellings.		
		Easy clean hinges to be specified for all dwelling windows, as preferred by SCC in-house maintenance contractor.		
		Due to the weight of the total door assembly, triple glazing should not be specified for external doors. This does not preclude any forthcoming or future technological developments in this field.		
d	Glazed features	Balustrades, screens, walls specify laminated safety glass.		
e	Fire-rated glazing	Non-combustible materials must be specified for balconies – glazed infills is an option. .		
		Fire rated glazing may be needed to protect an escape external escape route – refer to Building Regulations Part B		
f	Standard	Doors and windows of the new dwellings must meet the requirements of Building Regulations Part Q Security; to comply with Part Q, the design team must specify doorsets and windows manufactured to meet BS PAS 24: 2012. This also applies to any communal doors and windows.		

## Approval of Part 2 – Building exterior design

PROJECT:			REF:
	Approved SCC Housing Management	Approved SCC Asset Management	Approved Lead Design Consultant
Print name:			
Part 2.1: Security and access control			
Part 2.2: Maintenance and roof access			
Part 2.3: External walls			
Part 2.4: Glazing			

\_\_\_\_\_  
Date:

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Date:

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SCC housing management client:

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SCC asset management:

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Date:

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Date:

\_\_\_\_\_  
Lead Design Consultant:

\_\_\_\_\_  
SCC Project Manager:

### 3. Common and services areas

This section is relevant only for projects which involved buildings with multiple dwellings, i.e. more than one tenancy for a single building.

*Definitions:*

*Common areas – rooms or spaces accessed and used by tenants, including horizontal circulation*

*Services areas – rooms or spaces accessed by facilities/maintenance staff; not accessed by tenants*

Consultants are required to use the right hand column to indicate using a tick ✓ that they have read and understood each clause. Where further explanation is required, a response column is included. The response is required to be explanatory and one-word answers are insufficient. If a clause is not applicable to the specific project, this must be clearly stated.

Clauses are highlighted, either where they represent an enhancement on the minimum standard to be achieved (green) or as a requirement for special needs (blue) housing. These are a benchmark and are not intended to lessen the importance of clauses which are not highlighted.

Key:



An enhanced standard



A standard for special needs housing (their specific inclusion is to be confirmed by the SCC client)

#### **Contents:**

Part 3.1: Main entrance

Part 3.2: Common areas

Part 3.3: Services areas

Part 3.4: Vertical circulation

3.1	Main entrance	Requirement	Response	Initials
a	General	Ensure all entrance foyers are welcoming, attractive, clean, accessible and well lit. Also contrasting colour to avoid potential 'white-out' for those with visual impairments.		
		Carefully consider the fenestration – see 2.4 for further guidance.		
		Incorporate acoustic treatment to ensure there is not excessive reverberation due to dominant hard surfaces; this will detract from the welcoming nature of the space.		
		No communal entrances shall be provided to two storey flats unless specifically approved by the client before submission of the planning application.		
b	Security/ door system	See section 2.1 concerning access control and security.		
		<p>Provide and install a full door-entry intercom system linking to handsets in individual dwellings (see item 4.1i) with the following:</p> <ul style="list-style-type: none"> <li>- Recessed into the external wall under cover of a common porch</li> <li>- Stainless steel unit, sealed around its perimeter</li> <li>- Textured numbers to facilitate use by those with impaired vision</li> <li>- One button per flat</li> <li>- A programmable timer for tradesmen and a coded entry via a 0 to 9 key pad</li> <li>- An electronic keep to the door without any surface wiring; keep shall be protected by a cover plate to prevent access to the face of the keep and such plate shall be fixed with vandal resistant screws.</li> <li>- The lock shall have fob operation from outside for the residents, keyless exit, with key override for FM staff</li> <li>- System shall include an adjustable and angled camera on the external panel that will view faces of callers and transmit the image to viewing screens on each flat handset.</li> </ul>		
		A door-entry system compliant with PAS 24 required to all communal entrances. Front and rear doors to flatted blocks are to be automated with fob access and SCC12 licensed key override. These doors are to be automated (auto opening or auto release to be confirmed).		
		The main entrance, including the door and access system, must achieve the <i>Secured By Design</i> standard.		

3.1	Main entrance	Requirement	Response	Initials
c	Main entry doorset	Main entrance door (front and rear) to have clear opening of min 1000mm.		
		To be specified as a doorset; heavy-duty aluminium, powder coated or anodised; fully glazed with central transom; door complete with ironmongery to be compatible with door-entry/security access system.		
		All doors to be pointed all round externally with suitably coloured polysulphide mastic. Communal front and rear entrance doors shall be fitted with heavy duty overhead door closers with anti-slam facility.		
		The door and access system must achieve the Secured By Design standard.		
d	Threshold	In satisfying the level threshold requirement the long-term durability of this detail is of concern to the Employer. A smooth-faced concrete threshold should be used, and 'Technical Illustration 8' from the NHF document 'Standards and quality in development – A good practice guide' is required.		
e	Automatic opening doors	A fused spur to be provided to each entry door to allow for the future installation of a remote opening device.		
f	Flooring	Provide mat well at main entrance door, at least 2m into building, for high-rise buildings, 4+ storeys.		
		Provide barrier matting to entrance areas of low-rise shared dwelling buildings; this barrier matting should be continuous for at least 2m.		
		Beyond the primary or secondary barrier carpet, vinyl non-slip flooring is preferable, with no visible joints.		
		In order to minimise VOCs within the internal environment and potential harm to residents, flooring specified must be phthalate-free and meet BSENISO 10580 or BSENISO 16000-9 or BSEN 16516 or CDPH Standard Method v1.1.		
		In order to minimise VOCs within the internal environment, interior adhesives and sealants (including flooring adhesives) specified must meet BSEN 13999 or BSENISO 16000-9 or BSEN 16516 or CDPH Standard Method v1.1.		
		In order to minimise VOCs within the internal environment, wood-based products, including wood flooring specified must meet BSEN 717-1 (formaldehyde emissions) or BSENISO 16000-9 or BSEN 16516 or CDPH Standard Method v1.1.		



3.1	Main entrance	Requirement	Response	Initials
g	Tenant notices	Provide a fire-resistant Class 0 notice-board in the entrance foyer in a visible location.		
		This notice board must be fire resistant Class 0, lockable and tamperproof.		
h	Signage	Architect is to locate all signage on plan and elevation in accordance with the requirements of SCC's Housing Service. See also checklist item 1.1.		
j	Walls	All wall surfaces shall be painted with a minimum of one mist coat and two full coats of diamond matt emulsion paint.		
		Paint system must be specified according to the substrate, e.g. concrete, masonry, fresh plaster.		
k	Ceiling	Factory finished, suspended ceiling tiles are acceptable within communal area.		
		If a ceiling surface is to be paint finish, the paint system must be specified suitable for the substrate in accordance with paint manufacturer's specification.		
		In order to minimise VOCs within the internal environment, ceiling, wall and acoustic and thermal insulation materials specified must meet BSENISO 16000-9 or BS EN 16516 or CDPH Standard Method v1.1.		
l	Interior paints	All paints to be Class 'O' for spread of fire.		
		In order to minimise VOCs within the internal environment, interior paints and coatings specified must meet BSEN16402 or BSENISO 16000-9 or BSEN 16516 or CDPH Standard Method v1.1.		

3.2	Common areas	Requirement	Response	Initials
a	Bin stores	All bin stores require fob access, suited to the block they are connected with – see section 1.5		
b	Bicycle stores	All bicycle stores require fob access, suited to the block they are connected with – see item 1.1m		
c	Storage/sheds	Dedicated external tenant storage, such as sheds, is not encouraged as it attracts management and maintenance issues. Refer to 1.1m, bicycle storage requirements, if this is included in design proposals.		
d	Common area signage	Architect is to locate all signage on plan and elevation in accordance with the SCC Housing Service signage standard.		
		Identify all doors to services cupboards, stores spaces with a room number.		
e	Power points	Isolate power outlets in communal areas, including stairwells and lobbies from use by tenants.		
f	Lighting	All communal areas must be well lit in line with CIBSE recommended lux levels; 100 lux for circulation & common areas; 200 lux for the main entrance areas.		
		Specify low-maintenance, LED, energy-efficient fittings.		
g	Light Switches	Provide permanently switched (sensor controlled and daylight responsive) lighting in building entrance lobby.		
		Sensor or timer switching to all others.		
		If timer switching is used, provide a switch at the top and bottom of stair entry points and in front of each dwelling entry.		
h	Emergency-lighting	Obtain from fire engineer and respond to the project-specific fire report.		
i	Flooring	Vinyl non-slip flooring is preferable, with no visible joints.		
j	Finishes	The specification of all finishes must meet the standards identified in the sections above: Flooring – see 3.1f		
		Walls – see 3.1j		
		Ceilings – see 3.1k		
		Interior paints – see 3.1l		

3.3	Service areas	Requirement	Response	Initials
a	Cleaner's storage	Every apartment building must have at least one cleaner's store.		
		Provide a cleaner's sink.		
		To be numbered and included on signage and key schedule as an ancillary space on a SCC12 master key.		
		Consult with SCC Housing Operations for any building-specific requirements.		
		Must be level access and adequate for complex size.		
b	Meter cupboard	The landlord's supply meter (for electricity) is to be located in a lockable room, preferably with direct access from the exterior. This room could be the electrical plant room. The door lock will be accessed using SCC12 licensed key; no access to tenants.		
		Although primarily guidance for non-domestic buildings, CIBSE TM39 principles must be used to inform the building energy metering for all buildings with a landlord supply.		
		Meters need to be able to be read by meter readers employed by power providers without the need of access equipment, including step ladders. The lowest meters can be 300mm above ground level; it is acceptable to bend and crouch to read meters.		
		Lighting in the meter room must be adequate to read the digital display as the meters are not back-lit. Electrical consultants are to ensure that lighting is provided to clearly enable the reading of meters.  All meters must have clearly visible meter identification labels securely fixed to meters. This must be stated in the electrical engineering specification and checked on site during commissioning.		
c	Service risers	Ensure adequate access for maintenance contractors.		
		Where risers are fire rated, specify fire-rated doors.		
		Secure service risers from tenant access.		
d	Lift motor room	To be numbered and included on signage and key schedule.		
e	Other equipment rooms	To be numbered and included on signage and key schedule.		

3.3	Service areas	Requirement	Response	Initials
f	Roof access doors/hatches	Secure – not able to be accessed by tenants.		
		To be numbered and included on signage and key schedule.		
		See item 2.2c		
g	Compliance signage	Regulatory signage is outside the scope of the manual, however, a limited number of compliance-related signs are available in the signage manual. Continuity across all signage is preferable.		
h	Lighting	All service areas must be well lit in line with CIBSE recommended lux levels; e.g. 150 lux for plant rooms; 100 lux for storage rooms.		
		Specify LED low-maintenance energy-efficient fittings.		
i	Light switches	Provide sensor lighting to service rooms with a manual over-ride switch.		
j	Emergency lighting	Obtain from fire engineer and respond to the project-specific fire report.		
k	Flooring	Vinyl non-slip flooring is preferable, with no visible joints.		
		Painted (non-slip paint) screed floor is preferred for plant rooms, with a central floor gully for mechanical plant rooms, including pump room or water storage for a sprinkler system.		
l	Finishes	The specification of all finishes must meet the standards identified in the sections above: Flooring – see 3.1f		
		Walls – see 3.1j		
		Ceilings – see 3.1k		
		Interior paints – see 3.1l		
m	Offices or other spaces	Designers must confirm the need for additional service spaces for projects that are for residents with special needs (including the elderly) with the client; the client should confirm these within the accommodation schedule.  Additional rooms may require additional, adequate infrastructure; the location of the office or room in relation to the rest of the accommodation will need to be confirmed within the brief.		

3.4	Circulation - vertical	Requirement	Response	Initials
a	Stairs general	The dimensional ranges for steps and stairs should be between 150mm and 180mm for the rise and between 300mm and 450mm for the going.		
		Treads and risers should be solid and opaque. Riser profiles should be such that people who drag their feet do not trip when ascending.		
		The surface width of a stair, between enclosing walls, strings, balustrades or upstands, should be not less than 1200mm, and the width between handrails should be not less than 1000mm. The final width of a stair MUST be informed by the number of people using that stair for escape in the event of an emergency.		
		Open-tread staircases or staircases with winders or tapered risers are unacceptable.		
b	Fire-fighting stair	All buildings containing apartments or maisonettes, with a communal entrance, must have an identified fire-fighting stair.		
		The width of an identified fire-fighting stair must be at least 1100mm between walls/balustrade.		
		This fire-fighting stair must be within a protected zone.		
		The fire-fighting stair must be designed in accordance with BS9999.		
c	Treads, risers and stringers	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. This nosing must extend 50mm to 65mm in width from the front edge of the tread and 30mm to 55mm from the top of the riser. It should contrast visually with the remainder of the tread and riser.		
		Stairs and landings shall be complete with metal balustrading and PVC-capped handrails, all in full compliance with BS8300.		
		If the floor plan allows, it is acceptable for the under-stair void at the base of communal stairs be enclosed to form a service cupboard complete with lockable door; all to the required fire resistance.		

3.4	Circulation - vertical	Requirement	Response	Initials
c	Treads, risers and stringers	<p>Refuges, whether within a protected stair lobby, corridor or protected room adjacent to a stairway, must be provided in accordance with BS 9999.</p> <p>Specific recommendations for refuges are given in BS 9999:2017, Annex G.</p> <p>Space provision for refuges should allow wheelchair users to manoeuvre and access the refuge independently. The controls for emergency voice communication systems should be accessible.</p>		
		Designers must consider using tactile and/or visual ground surface indicators for Category 2 and 3 apartments.		
c	Landings	All common stairs, landings and stairwells should be designed in a manner to remove any possibility of looking up from below in an inappropriate manner (i.e. up-skirting).		
d	Refuges	<p>Refuges, whether within a protected stair lobby, corridor or protected room adjacent to a stairway, must be provided in accordance with BS 9999.</p> <p>Space provision for refuges should allow wheelchair users to manoeuvre and access the refuge independently.</p> <p>The controls for emergency voice communication systems should be accessible.</p>		
e	Balusters	<p>Communal stairs shall be constructed using metal balustrading.</p> <p>All strings or apron linings to be soft wood and decorated.</p> <p>All internal joinery shall be knot, stopped, primed and painted with minimum of one undercoat and two top coats of satinwood white.</p> <p>Balustrades should be designed not to allow climbing.</p> <p>All internal metal balustrading shall be powder coated paint finish in accordance with the manufacturer's recommendations (colour to be agreed).</p>		

3.4	Circulation - vertical	Requirement	Response	Initials
f	Handrails	Handrails both sides of all stairs are required where possible for the entire staircase. This is an enhancement as a safety measure for SCC residents.		
		Handrails are to be provided to one side and for the entire going of any staircase unless prescribed otherwise by Building Regulations.		
		Handrails sailing past windows, with inadequate support or seeking support from a window frame due to the aesthetic of an upright off the landing are all not acceptable.		
		Handrails to be provided with a coloured plastic capping (colour to be agreed with SCC).		
g	Signage	Architect is to locate all signage on plan and elevation in accordance with the SCC Housing requirements.		
h	Lighting	See 3.2f and 3.2g		
i	Emergency lighting	Obtain from fire engineer and respond to the project-specific fire report.		
j	Finishes	The specification of all finishes must meet the standards identified in the sections above:		
		Flooring – see 3.1f		
		Walls – see 3.1j		
		Ceilings – see 3.1k		
k	Lift	Lift access must be provided for dwellings at first floor or above; any exceptions to this must be confirmed by the client as part of the project brief.		
		If a lift is not required as part of the project brief, space for a lift, to accommodation at first floor or above, must be identified to allow future installation and adaptations.		
		Conventional electric top traction passenger lifts (minimum 1100x1400mm internal dimensions, 8-person) are preferred.		
		Motor room less (MRL) arrangements may be considered as an alternative.		

3.4	Circulation - vertical	Requirement	Response	Initials
k	Lift	The lift car size must be able to accommodate a double/queen size bed – 1500 x 2000mm. This is an enhancement and more appropriate for mid to high-rise blocks.		
		Refer to the Housing Lift Specification document prepared by the SCC Lift Engineer, responsible for maintenance of SCC lifts, who must be consulted on the proposed lift specification.		
		The lift lobby must provide at least 1500 x 1500mm as a turning circle in front of the lift.		
		The lift lobby must meet the requirements of common areas; see items 3.2e to 3.2k		
		The lift must be specified in accordance with BS8300, including: - A mirror, as a proven vandalism deterrent - Braille numbering at an appropriate height.		
		Lift shafts must have acoustic treatment where backing onto dwellings.		



### Approval of Part 3 – Common and services area design

PROJECT:			REF:
	Approved SCC Housing Management	Approved SCC Asset Management	Approved Lead Design Consultant
Print name:			
Part 3.1: Main entrance			
Part 3.2: Common areas			
Part 3.3: Service areas			
Part 3.4: Vertical circulation			

\_\_\_\_\_  
Date:

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Date:

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SCC housing management client:

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SCC asset management:

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Date:

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Date:

\_\_\_\_\_  
Lead Design Consultant:

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SCC Project Manager:

## 4. Individual dwellings

### Dwelling types

All briefs must identify the design category within Building Regulation Part M to be met by the dwellings, either:

Category 1 – Visitable dwellings (NOT acceptable for one-bed units)

Category 2 – Accessible and adaptable dwellings

Category 3 – Wheelchair user dwellings

### Dwelling areas

All dwellings must achieve the Nationally Prescribed Space Standards, the minimum gross internal floor areas and storage (m<sup>2</sup>) are shown in the table below extracted from the Standards. *It must be noted that these area standards do not take into considerations additional space requirements of wheelchair households for Category 3 dwellings.*

Number of bedrooms (b)	Number of bed spaces (persons)	1 storey dwellings	2 storey dwellings	3 storey dwellings	Built-in storage
	1p	39 (37)*			1.0
1b	2p	50	58		1.5
	3p	61	70		
2b	4p	70	79		2.0
	4p	74	84	90	
3b	5p	86	93	99	2.5
	6p	95	102	108	
	5p	90	97	103	
	6p	99	106	112	
4b	7p	108	115	121	3.0
	8p	117	124	130	
	6p	103	110	116	
5b	7p	112	119	125	3.5
	8p	121	128	134	
	7p	116	123	129	
6b	8p	125	132	138	4.0

### \*Notes (added 19 May 2016):

- Built-in storage areas are included within the overall GIAs and include an allowance of 0.5m<sup>2</sup> for fixed services or equipment such as a hot water cylinder, boiler or heat exchanger.
- GIAs for one storey dwellings include enough space for one bathroom and one additional WC (or shower room) in dwellings with 5 or more bedspaces. GIAs for two and three storey dwellings include enough space for one bathroom and one additional WC (or shower room). Additional sanitary facilities may be included without increasing the GIA provided that all aspects of the space standard have been met.
- Where a 1b1p has a shower room instead of a bathroom, the floor area may be reduced from 39m<sup>2</sup> to 37m<sup>2</sup>, as shown bracketed.
- Furnished layouts are not required to demonstrate compliance.

Consultants are required to use the right-hand column to indicate using a tick ✓ that they have read and understood each clause. Where further explanation is required, a response column is included. The response is required to be explanatory and one-word answers are insufficient. If a clause is not applicable to the specific project, this must be clearly stated.

Clauses are highlighted, either where they represent an enhancement on the minimum standard to be achieved or as a requirement for special needs housing. These are a benchmark and are not intended to lessen the importance of clauses which are not highlighted.

**Key:**

Key:



An enhanced standard



A standard for special needs housing (their specific inclusion is to be confirmed by the SCC client)

**Contents:**

Part 4.1: Dwelling entrance

Part 4.2: Internal stairs

Part 4.3: Primary living area/room

Part 4.4: Kitchen

Part 4.5: Bathroom

Part 4.6: Bedrooms

Part 4.7: Built-in storage

Part 4.8: Decks/balconies/private gardens

Part 4.9: Aluminium joinery

Part 4.10: Electrical requirements

Part 4.11: Mechanical requirements

Part 4.12: Separating walls

4.1	Dwelling entrance	Requirement	Response	Initials
a	Master-keying	Apartment front doors must have master-key barrel installed following the acceptance by the client of the completed units, at practical completion.		
b	Numbering	Incorporate unit numbering from SCC Housing into the architect's signage schedule and drawings.		
c	Security system	Security is a high priority and must be taken into account in the selection of all external doors. External doors to dwellings to meet <i>Building Regulations Part Q</i> and are to be of robust construction and with or without glazing to provide additional natural light to the entrance hall. If glazing is used it must be double glazed with safety/security glass and if required fire rated.		
d	Front doors (all)	Entrance doors to have clear opening of minimum 850 mm as defined in <i>Building Regulations Part M</i> .		
		Direct entry from the front entrance door of a dwelling into a habitable room is not permitted in a family dwelling (2+ bedrooms)		
		See section 4.1da or 4.1db for additional requirements, depending on whether the door is exterior or internal facing respectively.		
		Designers must pay particular attention to the Building Regulation requirements for private entrances of category 2 and 3 dwellings, including for canopy or cover and provision of lighting.		
		Manufactured and fixed to comply with PAS24: 2012		
		Doors to achieve <i>Secured by Design</i> accreditation.		
		Doors to achieve ISO14001/BES6001 certification.		

4.1	Dwelling entrance	Requirement	Response	Initials
e	Front Doorsets (external facing)	<p>A doorset (leaf and frame) must be specified to be manufactured to comply with the following:</p> <ul style="list-style-type: none"> <li>- 10 year insurance backed guarantee against manufacturing defects.</li> <li>- 10 year double glazing unit insurance backed guarantee against failure of seal.</li> <li>- Factory fitted glazing and beading.</li> <li>- All glazing must be fitted with internal glazing beads for security and to enable re-glazing from inside of the dwellings.</li> <li>- Factory fitted ironmongery, including letter plate, door viewer and security chain.</li> <li>- Weather stripping to achieve severe exposure standards, with double seals.</li> <li>- Main entrance doors are to have a level threshold (15mm max upstand).</li> <li>- Mastic seal around frame perimeter externally with tooled finish. Allow for uPVC beading or cover strips if found necessary to seal larger gaps.</li> <li>- All doors to be pointed all round externally with suitably coloured polysulphide mastic.</li> <li>- Doors to achieve current standards regarding air leakage/ permeability.</li> <li>- Doors and glazed panels should hold a current BBA Certificate and meet BS EN 9002 standards.</li> <li>- All doors shall be FENSA approved and certified</li> </ul>		

4.1	Dwelling Entrance	Requirement	Response	Initials
f	Front Doorsets (internal facing into a communal area)	<p>A doorset (leaf and frame) must be specified to be manufactured to comply with the following:</p> <ul style="list-style-type: none"> <li>- 10 year insurance backed guarantee against manufacturing defects.</li> <li>- Factory fitted glazing and beading, internal to the dwelling.</li> <li>- Factory fitted ironmongery, including letter plate, door viewer and security chain.</li> <li>- Doors should achieve current standards regarding permissible air leakage/ permeability.</li> <li>- Entrance doors are to have a level threshold (15mm maximum upstand) – see j below.</li> <li>- Mastic seal around frame perimeter externally with tooled finish. Allow for uPVC beading or cover strips if found necessary to seal larger gaps.</li> <li>- All glazing must be fitted with internal glazing beads for security and to enable re-glazing from inside of the dwellings.</li> <li>- Doors and glazed panels should hold a current BBA Certificate and meet BS EN 9002 standards.</li> <li>- Doorsets must be fire rated doorsets with certification as described in Part 1, items 4.25 - 28</li> </ul>		

4.1	Dwelling Entrance	Requirement	Response	Initials
g	Door ironmongery	Factory fitted: letter plate, security chain, door viewer; fire rated as appropriate for the fire rated doorsets.		
		Provide thumbturn to main door lock internally.		
		For those residents who cannot grip, main door ironmongery must be specified to suit, e.g. a lever handle to lock door internally.		
		All dwelling entrance doors shall be fitted with 50 mm high numerals in addition to the factory fitted ironmongery.		
h	Category 2 & 3 dwellings	Consider persons with learning and physical disabilities, including persons with mental health issues, with regards door swings, external access routes, thresholds and door & window hardware.		
		All project teams are required to consult with SCC client who may require consultation with specialists such as an occupational therapist to ensure needs are met.		
		Adaptations for wheelchair users and other special needs situations, e.g. unable to grip, will be discussed on a project by project basis with room data sheets provided by the SCC client.		
i	Entrance equipment and signage	For those dwellings with a communal entrance, the main door entry intercom system (see 3.1b) will be linked to handsets with a screen for a caller image, located in the dwelling hallway, between bedroom and living room. Provide internal elevation showing location and alignment of intercom handset, light switch, call point, evacuation signage. This drawing should indicate any other project specific equipment/ signage within the entrance, such as telecare technology or SCC repairs contact signage.		
j	Thresholds	In satisfying the level threshold requirement the long-term durability of this detail is of concern to the Employer. A smooth faced concrete threshold sill should be used.		

4.2	Internal Stairs & Circulation	Requirement	Response	Initials
a	Treads, risers	Open tread staircases or staircases with winders will not be acceptable.		
		Stairs within dwellings shall be constructed in softwood complete with softwood balustrading and hardwood handrails. All strings and apron linings shall be softwood.		
		The space beneath the stairs may be enclosed to form a store or room, in accordance with the plan layout.		
b	Handrails and balustrades	Handrails are to be provided to both sides for the entire going of any staircase.		
		Balustrades must be designed to not allow climbing.		
		Handrails and stairs must be designed to meet Building Regulations Part M.		
c	Space	Identify space (min. 875mm x 1475mm) for a through-floor lift in dwellings of two or more storeys which are Part M Category 2.		
d	Internal doors	Internal sliding doors or pocket doors to rooms are not acceptable in any situation due to ongoing maintenance.		

4.3	Primary Living Area/ Room	Requirement	Response	Initials
a	General	For Category 3 dwellings provide a dimensioned furniture layout allowing for: - dining table + 4 chair positions - wheelchair position + sofa/ chairs to suit the maximum number of occupants - TV and/ or bookcase space - turning space for wheelchair Use the furniture schedule provided in Part M		
b	Ceiling and walls finish	Walls and ceilings to be decorated with emulsion paint.		
		In order to minimise VOCs within the internal environment, interior paints and coatings specified must meet BSEN16402 or BSENISO 16000-9 or BSEN16516 or CDPH Standard Method v1.1.		
c	Floor finish	Floors to be left ready to receive final finish; the tenants will be able to choose their desired floor finish		
		Where the dwelling is part of a specialist housing project, to be managed by a single care provider, the client may specify the floor finishes.		



4.4	Kitchen	Requirement	Response	Initials
a	Planning general	All kitchens must be designed to fit modern appliances.		
		Do not locate cookers beneath windows.		
		Drawings will be to scale and will show all relevant dimensions for the proposed kitchen layouts, including the positions of all doors, proposed stopcocks positions, including any meters or associated displays within the kitchen area.		
		Any mechanical equipment within the kitchen, such as MVHR units or boilers must be concealed within kitchen cabinets; consider maintenance access by maintaining a clear space in front to replace parts.		
		All stopcocks, filters, valves & meters must be accessible on completion.		
		Amount of clear uninterrupted worktop surface of 1500mm. See also item 4.4e. The kitchen layout must include space for the following appliances: cooker (between worktops), washing machine (beneath worktop), tall fridge/ freezer – allow 630mm width x 630mm depth appliance space. Relevant services for appliance must also be provided.		
		Use BS8300 to inform kitchen layout for Cat 3 dwellings which may require lower or height adjustable units and worktops.		
b	New joinery	All kitchen units are to be solid carcass units.		
		SCC Housing Operations (dealing with repairs and maintenance) preference is Moores (Affinity Range) or Symphony manufactured kitchens.		
c	Doors, drawers and shelves	Check ability for door to open usefully where clashes occur with appliances.		
		Discuss the height of overhead cupboards for usability in relation to the project specific tenant demographics.		
		Check proximity of overhead joinery to cooker, position of toasters and kettles under shelves or wall units.		

4.4	Kitchen	Requirement	Response	Initials
d	Hardware	All handles must be D-type and meet accessibility requirements.		
		All door hinges must be concealed, clip on type, min. 170 degree opening where appropriate, metal sprung.		
		Metal drawer boxes required and runners must allow full extension.		
		Soft closing upgrade to drawers and cupboard doors.		
e	Worktop	40mm thick, with post formed leading edges; worktop joints using a mitre; chrome or coloured metal (NOT plastic)  Min 630mm depth to allow for modern appliances and service void behind units.		
		Minimum acceptable total length of worktop is 3m, including sink and cooker. Clear uninterrupted length must be at least 1500mm. See checklist item 4.4a.		
		Minimum length of worktop for category 2 and 3 dwellings is 4.33m (for 2 persons) and this will increase with more bed spaces, following the recommendations of Part M4 (3) table 3.3. See checklist item 4.4a.		
		End panels and brackets should be used to form voids beneath the worktop for appliances; isolated posts must not be used.		
f	Ventilation	Provide an openable window to all kitchens. See also 4.11 ventilation.		
		Provide mechanical extraction via a cooker hood to an extract duct (not acceptable as filter); to reduce moisture levels in the dwelling. This must be specifically reviewed by SCC Client and agreed with SCC Housing Operations.		
		The extract duct from a cooker hood is part of an integral MVHR system for the dwelling; with the MVHR unit installed within a kitchen cupboard for easy maintenance access.		
g	Kitchen storage	Provide appropriate storage space – the preference is for drawers and cupboards, no open shelf units.		
		Do not include a fitted bin in any kitchen cupboard as easily broken		
		Kitchen layout drawings in plan and elevation should be drawn, clearly indicating the storage units provided; as minimum the storage needs to allow for: cutlery/ utensil drawer(s), cupboard space beneath sink; large pots space; at least equivalent of 1000mm double base unit for food storage.		

4.4	Kitchen	Requirement	Response	Initials
h	Brassware	SCC to confirm if brassware will be bulk procured; if so, specify bulk procured items for new taps/ mixers.		
		Taps should have lever type handles for maximum future proofing for individual tenants and accessibility.		
		The kitchen tap fitting must have maximum of 6 l/ min water flow, to reduce water usage. Use of flow limiters is acceptable.		
		Brassware must be compatible with sinks and units; designers must ensure that the height of the outlet will allow for a large pot to be placed in the sink and filled with water.		
i	Water temperature	Temperature at outlet must be max. 55 degrees Celsius.		
j	Wall finish	Splash backs must be tiled (ceramic tiles), unless another material is agreed with the client.		
		Splashback must extend 450mm high from back of all the worktop length and must be indicated on the kitchen layout drawings.		
		Allow for full tiling behind freestanding cookers from floor level up to the top level of the splashback. Allow also for tiling all window ledges and window reveals up to the top level of the splashback where part of the window or the entire window falls within the area of the splashbacks.		
		Wall tiles shall not be less than 150 x 150 mm in size.		
		All ceilings to be painted with a minimum of 1 no. mist coat and 2 no. full coats of vinyl matt emulsion paint.		
k	Ceiling finish	All ceilings to be painted with a minimum of 1 no. mist coat and 2 no. full coats of vinyl matt emulsion paint.		
l	Floor finish	Kitchens to be finished in non-slip vinyl flooring, including underneath the cupboards. Door threshold to the kitchen to be hardwood to allow the doors to be installed a bit higher, to allow users to install carpet/thicker finish on the other side and avoid trimming the doors.		
		SCC Housing Operations (dealing with repairs and maintenance) preference is Altro or Polyflor manufactured vinyl.		

4.4	Kitchen	Requirement	Response	Initials
m	Space for cooker	<p>Do not locate under windows or within 150mm from any window.</p> <p>Provide heat resistant material to walls directly adjacent the space; see tiling requirements in 4.4k.</p> <p>Provide sufficient space for a modern appliance – min. 630mm x 630mm. There shall be minimum 300mm clear worktop space each side of the hob, ideally with a base unit beneath or with end panels forming the cooker space.</p>		
n	Space for fridge-freezer	<p>The space must be capable of taking a tall fridge freezer.</p> <p>If the size of the kitchen allows, an additional under counter appliance space may be provided.</p>		
o	Space for washing machine	<p>If space is restricted, such as within the smaller units, this space could be beneath the sink drainer.</p> <p>Water supply, waste and electrical supply must be provided for.</p>		
p	Space for small appliances	<p>Allow for the placement of a microwave, jug kettle and toaster, in the kitchen on the worktops – this space be indicated on the layout drawing.</p>		
q	Space for internal waste storage and separation	<p>Adequate space for a general waste bin within the kitchen; capacity min. 30l for 1-2 bed homes, min. 50l for 3+ bed homes.</p>		
		<p>Adequate space for a recyclable waste bin within the kitchen; capacity min. 30l for 1-2 bed homes, min. 40l for 3+ bed homes.</p>		
		<p>All homes to be provided with internal composting waste storage that is a minimum of 10 litres in volume.</p>		
r	Sink drainer	<p>Configuration must be single bowl with single drainer (either LH or RH to suit the kitchen layout) with sink base unit below, min. 1000mm width.</p>		
		<p>There shall be a clear unrestricted space in front of the sink bowl. Worktops should be positioned at each side of the sink.</p> <p>Sink drainers, where possible, are to be positioned under windows.</p>		
		<p>Special needs housing (Cat 2 or 3) may need lower or height adjustable sinks. This must be confirmed by the client.</p>		

4.4	Kitchen	Requirement	Response	Initials
s	Fire alarms	Smoke detectors to be located as far from cooking appliances (including toaster and microwave) as permitted by the regulations.		
		Special needs housing (Cat 3) will (likely) require a sprinkler system. Heat detectors may be required within the kitchen as part of this.		
		Any further provisions for assistant alarm call pull cord/ switch will be within the SCC client brief.		

4.5	Bathroom	Requirement	Response	Initials
a	General	Provide a dimensioned bathroom layout, plan and room elevations.		
		For Cat 2 and 3 dwellings this layout must demonstrate compliance with approved document Part M4 recommendations.		
		Any further provisions for assistant alarm call pull cord/ switch will be within the SCC client brief.		
b	Door	Provide a solid door with a sprung lever latch handle and a bolt for privacy.		
c	Ducts	Ducts or boxing to pipework must be accessible for maintenance.		
		Place water isolation valves in easily accessible place.		
		Service duct access from the exterior of the dwelling is preferred.		
		Provide a tamperproof access panel for any ductwork or services that must be accessed from within the bathroom.		
d	WC	Vitreous china standard height, close coupled WC suite, with seat & cover.		
		Cisterns and plumbing need to be accessible for maintenance.  The cistern must achieve maximum consumption of WC 4l/ flush – see <i>Building Regulations Part G</i> . Specified toilet must have larger trapway and use a wash down flushing design (as opposed to a siphon system) to ensure all waste is got rid of.		
		With Cat 3 dwellings supporting rails will be required. These must be indicated on the layout drawings in plan and elevation. See also 4.5q concerning patressing.		

4.5	Bathroom	Requirement	Response	Initials
e	Personal hygiene	Designers must note the following with regards to the type of dwelling that is being designed: Baths – required for all family accommodation (2 or more bedrooms) Showers – are acceptable in non-family accommodation		
		For special needs housing, the bathroom requirements must be identified with the client and confirmed as part of the project brief.		
f	Bath	Specify pressed steel enamel bath (min. 1700mm x 700mm); max. 170l see Part G, slip resistant, support cradle, with robust water resistant end/ side panels.		
		Thermostatic controlled mixer valve, lever handles; with metal flexi-hose and adjustable handset over all baths to form showers; shower curtain and rail to full length of bath.		
g	Shower	Specify min. 800mm x 800mm white glazed fireclay shower tray; complete with compatible glazed screen enclosure with single opening door.		
		Shower drainage must be designed so that tray does not need to be mounted onto a plinth. Specify easy clean trap.		
		Height adjustable, removable shower handset to facilitate hair washing.		
		For Cat 3 housing a walk-in/ wet room type shower will be required.		
		Max 8l/min flow rate for shower valves; exposed mixer (NOT electric showers).		
h	Wash hand basin	Pedestal wash hand basin fixed to wall; with individual hot & cold taps with lever handles; max. flow rate 5 l/min		
		For Cat 3 housing, a wall mounted basin must be provided. The trap under the wash hand basin must be fitted to that a wheelchair user can use front on, not side on due to their knees colliding with the trap forcing them to use side on.		
		The client must confirm if this basin needs to be height adjustable.		
i	Vanity unit	Specify a vanity with storage below in family units (3+ bed dwellings). The SCC client will confirm this enhancement.		
		Special needs housing may require a small amount of bathroom storage to provide a medication cabinet. The client will confirm this requirement as part of the project brief.		

4.5	Bathroom	Requirement	Response	Initials
j	Mirrors	Mirrors of minimum 400x900mm required over all wash basins. The SCC client will confirm this enhancement.		
		Larger mirrors at a lower height will be required for Cat 3 dwellings in accordance with Part M layouts.		
k	Window treatments	Provide translucent, obscure glass to any bathroom windows or rooflights.		
l	Ventilation	All bathrooms must have mechanical moisture extraction.		
		Currently in SCC, fans contained in rooms with no natural ventilation are running constantly; in discussion with SCC Asset Management and through consideration of the operational energy use, consider fans operated by the room light switch and with a timed over run facility set to adequately remove any foul air from the room.		
		This extract duct may be part of an integral MVHR system for the dwelling.		
m	Wall finish	150mmx 150mm coloured ceramic wall tiles and accessories to form 3 course splashback over bath. Also for tiling all window ledges and window reveals where part of the window or the entire window falls within the area of the splashbacks. Include to tile all horizontal boxed in surfaces at the bath ends. Appropriate bathroom paint to be used for the rest of the walls.		
		Shower enclosures must have full height tiled finish, or a proprietary panel finish.		
		Min. 300mm high tiled splashback above the wash hand basin.		
		Wall finish, including tiling or panels must be indicated on the layout drawings.		
		Cat 3 wet rooms will need to be fully waterproof and therefore either fully tiled or use a proprietary panel system; junction with flooring must be considered.		
		Cat 2 and 3 dwellings will required pattressing to the walls to enable handrails to be installed.		
n	Ceiling finish	Prepare walls and ceilings and decorate with appropriate bathroom paint.		
		Consider ceiling structure with Cat 2 and 3 dwellings and confirm with client the requirements for a ceiling hoist.		

4.5	Bathroom	Requirement	Response	Initials
o	Floor finish	Use non-slip safety vinyl in bathrooms		
		Include vinyl coved skirting with capping detail to meet tiling for easy cleaning.		
p	Dryers	Over bath dryers are to be provided in all apartment accommodation.		
q	SCC preferred manufacturers	SCC Housing Operations, responsible for repairs and maintenance prefer the following manufacturers: - Vinyl – <i>Altro or Polyflor</i> - Sanitaryware – <i>Ideal Standard or Twyford</i> - Brassware – <i>Bristan</i> - Showers – <i>Twyfords or Shires</i>		

4.6	Bedrooms	Requirement	Response	Initials
a	Bed spaces	For the purpose of providing accommodation numbers – a bedroom always accommodates 2 people unless in the case of single bedrooms.		
b	Sizes	Bedroom sizes must be in accordance with Part M4(3) recommendations - Single bedrooms are not preferred, however when provided must be min 8.5m <sup>2</sup> and minimum width 2.4m. - Double bedrooms must be minimum 12.5m <sup>2</sup> and minimum width 3m. - Principal bedrooms must be minimum 13.5 m <sup>2</sup> and min. width 3m.		
		For Cat 2 and 3 dwellings a dimensioned furniture layout is required for all bedrooms, showing circulation space for wheelchairs in accordance with Part M4(3). Use the furniture schedule provided in Part M.		
c	Storage	Provide adequate storage space in each bedroom - space for wardrobes, drawers and cupboards.		
		For Cat 3 dwellings built-in storage/ wardrobe accessed from the bedroom is preferred to facilitate access.		



4.7	Built-in storage	Requirement	Response	Initials
a	Water heater	Refer to section 4.11 concerning hot water supply guidance.		
		Locate the cylinder in a cupboard; if the height of the cylinder allows, provide at least one shelf that can be used for airing or storage of clothes/ towels/ bedding.		
		Maintenance access (door width) to be large enough to install and remove the cylinder, taking valves into account.		
b	General storage	NDSS minimum standard must be followed with regards to the amount of built-in storage space for each dwelling. This is not optional.		

4.8	Decks/balconies/ private gardens	Requirement	Response	Initials
a	Balcony/deck surfacing	Ensure slip resistant surface		
		Ensure adequate structural strength to allow residents to grow a range of plants in containers.		
		No flammable materials in balcony construction		
		Consider wind, surface water drainage, security and privacy between adjacent balconies		
b	Balustrades	Balustrades should be designed not to allow climbing. See also 2.4d.		
		The top of the balustrade rail/ edge must be at least 1100mm from the deck.		
		There must be an upstand to the balcony – or the balustrade must extend to within 20mm of the surface - to ensure materials cannot be kicked off balcony and hurt someone below.		

4.8	Decks/balconies/ private gardens	Requirement	Response	Initials												
c	On-ground gardens	<p>Provide amenity space for all dwellings consistent with SCC Planning min. areas:</p> <table border="1" data-bbox="472 286 935 600"> <thead> <tr> <th data-bbox="472 286 724 342">Dwelling type</th> <th data-bbox="724 286 935 342">Depth/ Area</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 342 724 394">Terraced</td> <td data-bbox="724 342 935 394">10m/50sqm</td> </tr> <tr> <td data-bbox="472 394 724 445">Semi-detached</td> <td data-bbox="724 394 935 445">10m/7sqm</td> </tr> <tr> <td data-bbox="472 445 724 497">Detached</td> <td data-bbox="724 445 935 497">10m/90sqm</td> </tr> <tr> <td data-bbox="472 497 724 548">Flats (communal)</td> <td data-bbox="724 497 935 548">20sqm per unit</td> </tr> <tr> <td data-bbox="472 548 724 600">Sheltered</td> <td data-bbox="724 548 935 600">30sqm per unit</td> </tr> </tbody> </table> <p>Smaller gardens may be acceptable in some parts of the city where gardens are typically smaller.</p>	Dwelling type	Depth/ Area	Terraced	10m/50sqm	Semi-detached	10m/7sqm	Detached	10m/90sqm	Flats (communal)	20sqm per unit	Sheltered	30sqm per unit		
		Dwelling type	Depth/ Area													
		Terraced	10m/50sqm													
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		Detached	10m/90sqm													
		Flats (communal)	20sqm per unit													
		Sheltered	30sqm per unit													
		<p>Provide dedicated external space/ private amenity for ground floor apartments; use permeable paved surface, to reduce maintenance required and provide perimeter planter beds.</p>														
<p>For communal gardens, there will need to be footpaths (min, 1200mm width) from the public footpath to main entrance door; to bins, to bike store, to any garden entrance and to enable cleaning of ground floor windows. A landscape drawing will need to be prepared indicating the layout and surfaces. See also section 1.6</p>																
<p>Cycle access to private rear gardens should be provided to assist with storage.</p>																
<p>For private gardens, there will need to be a tree, (see Part 1 item 1.12) a paved sitting area, 2.7m depth from rear of house for full width; path (not less than 900mm width) adjacent to ground floor windows to enable cleaning; path to any external garden entrance, e.g. for cycles. A landscape drawing will need to be prepared indicating the layout and surfaces.</p>																
<p>For private gardens of special needs housing, there may be extended requirements in addition to the private garden requirements. This must be specifically discussed and agreed with the client.</p>																
<p>Min. 1800mm high fencing, typically close boarded timber with gravel boards, or masonry wall, is required to the rear and side perimeter boundaries.</p>																
<p>Provide fencing or walls to enclose the front gardens of all properties and any vulnerable private or communal planting areas – details to be agreed on a project by project basis.</p>																

4.8	Decks/balconies/ private gardens	Requirement	Response	Initials
d	Lighting	Dedicated lighting to balconies is not mandatory and will be considered on a case by case basis.		
		Any external lighting needs to be designed carefully to avoid impacts on nocturnal wildlife.		
e	Clothes drying	Retractable clothes lines on balconies must be provided.		
		Over bath dryers also for flats with baths.		
		In dwellings with private gardens, flush socket, adjacent to paved area, to receive rotary dryer.		
f	Drainage	Ensure that balcony drainage solutions are low maintenance and protected from the build-up of dirt and plant matter.		
		Provide 150 litre water butts to all houses, bungalows and ground floor flats with private gardens, on a raised plinth and connected to a rainwater downpipe.		
g	External tap	Provide an external hose bib tap in the rear garden of each house and bungalow, adequately insulated from frost.		
h	Sheds	All houses to be provided with a timber garden shed of minimum size 1.80 x 1.20 m set on a concrete base. Size to be increased where necessary to accommodate cycles appropriate to the number of bed spaces.		

4.9	Aluminium joinery	Requirement	Response	Initials
a	Trickle vents	The mechanical consultant must confirm the need for trickle ventilation. If they are provided, the vents must be trialled for ease of use prior to specification.		
b	Windows	Aluminium framed windows are acceptable. See item 2.4		
		Easy clean hinges to be specified for all dwelling windows, as preferred by SCC in-house maintenance contractor.		
		Accessible window handles to be specified to enable future adaptation of individual dwellings.		
		Relevant windows have fire hinges to allow escape in the event of a fire.		
		Specify double tongue fasteners and restrictor stays to openable windows.		

4.10	Electrical	Requirement	Response	Initials
a	General	All electrical wiring shall be concealed and all fittings shall be of the recessed type. The consumer unit should be sited in a hallway adjacent to the main entrance at the required fixing height in a key lockable enclosure.		
		The meter must not be visible on the front elevation of the dwelling. It is expected that smart metering will be installed with a separate display located within the dwelling.		
		All proposed distribution must meet the current requirements of BS7671: Requirements for Electrical Installations.		
		Socket outlets generally to be located at 600 mm above finished floor level. In kitchens socket outlets and isolation (for below worktop outlets, e.g. for washing machine) to be located at 1125 mm (to the centre of the back boxes) above finished floor level. Light switches to be located between 1100 and 1200 mm above finished floor level.		
		Socket positions for category 2 and 3 homes or where the proposal is for residents with special needs must be confirmed with the client.		
		Provide low energy efficient compact lamps; LED type; min. L70; min 100 lumens/ watt.		
		Tenant must be able to purchase light bulbs for interior lighting from the supermarket.		
		A phone point next to a power socket is required for a personal alarm, this must be placed at the master phone point for all Cat 2 and 3 dwellings.		
<p>There will be other requirements, such as visual alarms, for specialist housing which must be discussed and confirmed with the client.</p> <p>There is flexibility with the individual room requirements listed below which should be seen as a starting point for the client and design team to work through together.</p>				
b	Single bedroom provide:	<ul style="list-style-type: none"> <li>- Single pendant lighting point</li> <li>- 2 no. double switched socket outlets, one located at bed for lamp.</li> <li>- Provide additional power points in bedrooms for Cat 2 and 3 dwellings</li> </ul>		

4.10	Electrical	Requirement	Response	Initials
c	Double bedroom <i>provide:</i>	<ul style="list-style-type: none"> <li>- Single pendant lighting point</li> <li>- 3 no. double switched socket outlets, one on each side of the double bed.</li> <li>- Provide additional power points in bedrooms for Cat 2 and 3 dwellings.</li> <li>- 1 telephone point, in the principal bedroom only, where the bedroom and living room are on different floors, telephone point to be near a double socket.</li> <li>- 1 no. TV aerial point (TV, satellite, cable &amp; FM radio) (in principal bedroom only)</li> </ul>		
d	Main living area <i>provide:</i>	<p>Dining area</p> <ul style="list-style-type: none"> <li>- 1 no. pendant lighting point.</li> <li>- 3 no. double switched socket outlets.</li> </ul> <p>Living Room:</p> <ul style="list-style-type: none"> <li>- 2 no. pendant lighting points individually switched and 2-way where layout requires.</li> <li>- 4 no. double switched socket outlets with at least two near the TV/FM aerial outlet and telephone point</li> <li>- 1 no. fused spur for focal fire point</li> <li>- 1 no. TV aerial point (TV, satellite, cable &amp; FM radio)</li> <li>- 2 no. telephone points for phone and broadband with one adjacent to the TV/FM aerial outlet.</li> </ul>		
e	Kitchen <i>provide:</i>	<ul style="list-style-type: none"> <li>- Low energy bulkhead light fitting</li> <li>- Double socket to fridge space, place above worktop height.</li> <li>- Dedicated fused/ isolated cooker socket</li> <li>- Dedicated cooker hood switch</li> <li>- 2 double sockets at worktop height</li> <li>- Provide dedicated microwave outlet.</li> <li>- Dedicated switched supply for washing machine, low level</li> <li>- Ensure each section of worktop is served with a socket but that no socket is within 900mm of a sink.</li> <li>- Low level double socket to wall.</li> <li>- 1 no. mechanical extract fan with and remote engraved switched spur with neon indicating light. Pull cord operation is not acceptable.</li> <li>- 1 no. central heating control unit.</li> </ul>		
f	Bathroom <i>provide:</i>	<ul style="list-style-type: none"> <li>- sealed unit light</li> <li>- extract fan with boost control, with engraved isolator switch outside bathroom at 1.80m above FFL. Pull cord is not acceptable.</li> </ul>		

4.10	Electrical	Requirement	Response	Initials
g	Circulation & ancillary areas <i>Provide:</i>	<p>Hall/Lobby</p> <ul style="list-style-type: none"> <li>- 1 no. pendant lighting point.</li> <li>- 1 no. double switched socket outlet.</li> <li>- 1 no. fused spur for future installation of a stair lift.</li> </ul> <p>Landing</p> <ul style="list-style-type: none"> <li>- 1 no. lighting point (2 way).</li> <li>- 1 no. double switched socket outlet.</li> <li>- 1 no. fused spur for future installation of a ceiling mounted hoist.</li> </ul> <p>Cloak Room (WC):</p> <ul style="list-style-type: none"> <li>- 1 no. pendant lighting point</li> </ul> <p>Linen Cupboard:</p> <ul style="list-style-type: none"> <li>- Tubular heater fitted if no hot water cylinder is installed.</li> </ul> <p>Store/Under stairs Cupboard:</p> <ul style="list-style-type: none"> <li>- 1 no. batten holder light point.</li> <li>- 1 no. fused spur for future installation of a burglar alarm.</li> </ul>		
h	Fire/smoke alarm system	<p>All fire safety design must be carried out in a manner compliant with BS9999:2008 and the proposed building must meet the requirements of Building Regulations Approved Document Part B Fire safety - Volume 1: Dwellings covering:</p> <p>B1 Means of warning and escape                      B2 Internal fire spread (linings)                      B3 Internal fire spread (structure)                      B4 External fire spread                      B5 Access and facilities for the fire service</p>		
		Smoke and CO detectors located as required by regulations and connected to alarm system.		
		Provide a fire strategy drawing for each project.		
		Within individual houses and flats provide minimum 1 no. smoke alarm in all halls and landings plus minimum 1 no. heat detector in kitchens (all interconnected to any other smoke/heat alarms within the dwelling), to BS 5839-6.		

4.11	Mechanical	Requirement	Response	Initials
a	Hot water	Primary heat source to be capable of raising temperature of hot water from 10/60 degrees celsius within one hour.		
		Hot water storage cylinders shall have a minimum capacity of - 114 litres in two person units and - 180 litres in three-person or larger units.		
b	Heating	In order to minimise fuel poverty and encourage fabric first design approach, the dwelling should meet current Part L requirements and the following energy use intensity targets: - Energy use measured at the meter should be equal to or less than 35 kWh/m <sup>2</sup> /yr (GIA). - Space heating demand should be less than 15 kWh/m <sup>2</sup> /yr.		
		Designers must fully explore using non-fossil fuels for meeting heat demands with a renewable energy study.		
		Underfloor heating is preferred, however if radiators are proposed, these must have thermostatic valves fitted.		
		A separate plant room must be considered for communal blocks.		
c	Ventilation	MVHR systems must be fully explored for each building with ductwork in the roof space and the plant within a kitchen or separate store cupboard.		
		Natural ventilation to any room shall not be solely provided by an opening door, e.g. by the use of French doors; at least one opening window must be provided.		
		All bathrooms, kitchens and internal WCs shall have mechanical extract ventilation in addition to any natural ventilation.		
		Fans and passive stack ventilation ducts connected to tile vents in roof coverings or other means of vertical extract duct must be fitted with a condensation trap, including an overflow pipe.		

4.11	Mechanical	Requirement	Response	Initials
d	Renewables	SCC Repairs and Maintenance must be consulted on the incorporation of any innovative or renewable technology on a project. This includes any water-saving devices.		
		Gas will not be supplied to any project with flats in a communal building.		
		Training for the prospective tenants must be provided to ensure they can benefit from the savings available. This should be planned as part of the commissioning process, before and during occupation.		
		The project must follow the best practice principles within HQM and allow for post-occupation monitoring and data collection.		
e	Metering	Any meter must not be visible on the front elevation of the dwelling. It is expected that smart metering will be installed with a display located within the dwelling.		
		SCC has its own energy company, CitizEn Energy, which uses Robin Hood Energy SMART metering. Rather than install meters from another provider and then have to switch them over the council preference is to have Robin Hood SMART meters installed from the start. It must be noted that this may not be possible for the landlord/commercial supply.		



4.12	Separating walls	Requirement	Response	Initials
a	Sound insulation	Party walls (and floors) between dwellings must achieve airborne sound insulation values between dwellings that are at least 5dB higher, and impact sound insulation values dwellings that are at least 5dB lower, than the performance standards set out in Part E.		
b		Any boxing formed around soil pipes within any room is to be clad with two layers of 12.5mm plasterboard, with staggered joints. Soil pipes also to be wrapped with 25mm mineral fibre.		
c		Bathroom and WC wall linings shall be sheathed with minimum 12mm plywood or similar (for full height of all walls where bath, basin and WC located) before applying plasterboard lining so that any fixtures or fittings are secure enough to provide support for a person. Also noted in item 4.5(d) above.		
d		Plasterboard in bathrooms, kitchens and any other areas generating potentially humid conditions shall be moisture resistant.		
e		In accordance with BS 5234-2:1992: <ul style="list-style-type: none"> <li>- Internal partition walls within dwellings must be Heavy Duty (HD)</li> <li>- Internal walls to communal areas must be Severe Duty (SD)</li> </ul>		

**Approval of Part 4 – Individual dwellings**

<b>PROJECT:</b>			<b>REF:</b>
<b>Category (Part M) Dwelling</b>	<b>No. beds</b>	<b>No. persons</b>	<b>Target GIA:</b>
	<b>Approved SCC Housing Management</b>	<b>Approved SCC Asset Management</b>	<b>Approved Lead Design Consultant</b>
<b>Print name:</b>			
Part 4.1: Dwelling entrance			
Part 4.2: Internal stairs			
Part 4.3: Primary living room			
Part 4.4: Kitchen			
Part 4.5: Bathroom			
Part 4.6: Bedrooms			
Part 4.7: In-built storage			
Part 4.8: Decks/balconies/ private gardens			

### Approval of Part 4 – Individual dwellings

PROJECT:			REF:
Category (Part M) Dwelling	No. beds	No. persons	Target GIA:
	Approved SCC Housing Management	Approved SCC Asset Management	Approved Lead Design Consultant
Print name:			
Part 4.9: Aluminium joinery			
Part 4.10: Electrical requirements			
Part 4.11: Mechanical requirements			
Part 4.12: Separating walls			

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
SCC housing management client:

\_\_\_\_\_  
SCC asset management:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Lead Design Consultant:

\_\_\_\_\_  
SCC Project Manager:

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### Equality and Safety Impact

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 proposals and consider mitigating action.

<b>Name or Brief Description of Proposal</b>	New Homes Programme Delivery Strategy
<b>Brief Service Profile (including number of customers)</b>	
<p>The council has plans for a new homes programme, which began in 2018 that aims to deliver 1000 homes by 2025. To date, 274 homes have either been delivered, or are under construction, and approval is now being sought to fund the remaining 726 homes.</p> <p>The aim is for all of these to be affordable homes, there will be a mix of council rented and shared ownership properties.</p> <p>Currently the council owns around 16,000 homes. The waiting list as of April 2019 is 8,605 residents, so the delivery of new affordable homes by the end of 2025 will contribute towards satisfying this demand for much needed affordable housing in the city. The provision of good quality housing also brings a range of social and health benefits to residents and communities.</p> <p>The new affordable homes will be allocated according to the council’s Allocation policy approved in September 2019.</p> <p>The Allocations Policy sets out Southampton City Council’s (the council) approach to allocating social housing homes in Southampton pursuant to Section 166A of the Housing Act 1996. It sets out how the council determines priorities and the procedure for allocating housing accommodation in Southampton. As mentioned above there is a huge demand for affordable rented homes in Southampton and this demand continues to considerably outstrip supply.</p> <p>In order to ensure that resources are being allocated effectively and efficiently the council must have an Allocations Policy which defines a consistent framework, which can be used to allocate the limited number of vacancies that are available.</p> <p>The council aims to:</p>	

- provide affordable housing, for local residents, in housing need;
- Ensure homes are allocated fairly and efficiently, considering the applicant's individual needs;
- Make best use of all the available social housing homes; and
- give people the opportunity to express preferences about housing accommodation to be allocated to them

### **Summary of Impact and Issues**

As at 1st April 2019 the Council's Housing Register waiting list had 8,605 applications and the New Homes Programme Delivery Strategy report illustrates the distribution of demand for property size and the average wait time experienced in 2018/19. The information provided shows that there is a wait for all property types ranging from an average of 4 months for sheltered accommodation through to 7.6 years for a 3-bed property.

In support of the evidence of the existing characteristics and future housing needs in the city the New Homes Programme Delivery Strategy (see 5.50 to 5.57) has identified the following key considerations when developing and delivering the housing programme:

- General needs reflect the greatest demand for accommodation across all property sizes however average wait is particularly high for 3 and 4+ bed accommodation.
- General need demand for 1-bedroom properties is the most in demand property type.
- Increasing the supply of 1-bedroom and 3-bedroom properties may result in 2-bedroom properties becoming available as a result of housing applications from existing tenants.
- Based on overall demand, the proportions of accommodation size for delivery have been investigated.
- A lack of dwellings suitable for wheelchair users (both current and future) is evident which needs to be addressed.
- Supported accommodation for LD clients is required to meet a growing need within the city. The configuration of such accommodation differs depending on the tenant group and will require specific input to ensure the need is met.
- Extra care has a growing need for additional units to support the strategy of increasing the use of this property type instead of residential care.
- Accessible and adaptable properties are a key consideration across all demand areas, recognising the aging demographic, homes for life, and increased independence which may postpone/avoid the use of extra care in later life.

Several sites are subject to decommissioning of existing properties. The decommission programme is carefully managed and monitored to minimise disruption for residents and the community. Any significant changes to the

decommission programme will have an impact on the overall timeframe to build the new homes.

The council will let the new affordable homes according to the 2019 Allocations policy. The policy was updated in 2019 to reflect the council's latest position in terms of regulation and processes. The updated policy did not represent any fundamental changes to the policy or service, but instead clarified what the council is already doing. The policy also reflects the latest legislation in terms of the allocation of social housing.

This policy does not include applications in respects of homelessness or lets of caravan pitches to gypsies and travellers, as this is dealt with under different legislation and policies.

### **Potential Positive Impacts**

The positive outcomes outlined in the New Homes Programme Delivery Strategy (in 4.5) are listed below:

- Southampton develops new housing to support the economic growth of the city
- Southampton is a city with a mix of homes that meet the needs of the residents
- Residents have access to information and advice to help them towards home ownership
- Homes in Southampton are green and sustainable
- People in Southampton live in good quality, safe and healthy homes
- Residents and communities are engaged and work together to improve neighbourhoods
- Southampton is a city with a range of housing options and support for people with additional needs
- Southampton is a city which prevents homelessness and provides support for rough sleepers
- Residents have access to the right information, advice and guidance about their housing options

The council has also considered what will be the important characteristics of the future council Southampton Home.

The Council leading on the delivery of new housing is an exciting opportunity to shape the future of the city and leave a legacy of homes which are fit for the environmental and social challenges that lie ahead. As the custodian of the properties delivered, having the level of control over design and specification will help ensure that the life time costs of properties remain low whilst providing properties that people are proud to call their homes.

The Designers' Manual will be a key tool to support the achievement of these goals. It will help to keep designs focused on key issues that have been identified as

significant to the Council as well as signposting designers towards longer term aspirations.

Community and stakeholder engagement will be an important part of the new homes programme and for each project:

- The stakeholders will be identified
- An action plan will be developed to ensure that communities and stakeholders are effectively engaged
- There will also be a separate communication plan developed for the whole programme and each individual project

New affordable homes under this programme will be allocated according to the council's Allocation policy (2019)

In the accompanying ESIA potential impacts of this were identified:

As a social landlord the council has a number of objectives to shape the way in which housing services are delivered. Meeting the greatest possible degree of housing demand is a key objective but to do this in a way which supports individual households, enhances community stability and recognises the difficulties parts of our community face.

The council will also use its role as the largest landlord in the city to improve the lives of our residents wherever possible. This includes not only paying attention to the physical environment but also taking action to address issues affecting our residents.

The Allocations Policy will allow the council to continue to allocate the city's social housing stock and ensure it is used to its best effect so that homelessness is avoided wherever possible and allow the council to maximise the opportunity for Southampton residents to access housing suitable for their needs.

Responsible Service Manager	John Maillard
Date	30 <sup>th</sup> June 2020
Approved by Senior Manager	Tina Dyer-Slade
Date	30 <sup>th</sup> June 2020

### Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	The longest wait for homes is currently for 3	The significant benefit of the council delivering its own housing development



<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
	and 4- bedroom family homes. This results in families across the city living in accommodation that is too small for their needs. The greatest demand is for 1- bedroom homes.	programme is that the new homes will be designed to reflect the demand on the housing.
<b>Disability</b>	<p>There is unmet demand for a range of suitable accommodation to meet the needs of disabled people on the housing register.</p> <p>As a reflection of demand, currently, there are 62 applicants (under the direct let category) who require wheelchair accessible accommodation</p>	<p>Accessibility of the properties will be considered in the design. For example, some properties will be designed to be wheelchair accessible, others being designed to meet specific adult social care client group needs. The Designer's Manual addresses design issues for accessibility.</p> <p>The council have specialist officers that assess whether applicants require urgent re-housing on disability, medical or welfare grounds. They will also assess the type of housing needed and the urgency of any need. A very small proportion of applicants are assessed as having an urgent need to move because of disability, medical or welfare grounds.</p>
<b>Gender Reassignment</b>	Statistical evidence for this is not available	The new affordable rent properties will be allocated under the council's approve Allocation policy (Sept 2019). The ESIA for the policy did not identify any specific aspects for this group.
<b>Marriage and Civil Partnership</b>	Statistical evidence for this is not available	However, from the analysis of known data there is a shortage of 3 bed homes and the proposed strategy for new homes will take this into account and increase the provision of 3 bed homes where possible
<b>Pregnancy and Maternity</b>	Statistical evidence for this is not available	The new affordable rent properties will be allocated under the council's approve Allocation policy (Sept 2019). The ESIA for the policy did not identify any specific aspects for this group.
<b>Race</b>	Statistical evidence for	The new affordable rent properties will be allocated under the council's

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	this is not available	approve Allocation policy (Sept 2019). The ESIA for the policy did not identify any specific aspects for this group.
<b>Religion or Belief</b>	Statistical evidence is not available	The new affordable rent properties will be allocated under the council's approve Allocation policy (Sept 2019). The ESIA for the policy did not identify any specific aspects for this group.
<b>Sex</b>	Statistical evidence is not available	The new affordable rent properties will be allocated under the council's approve Allocation policy (Sept 2019). The ESIA for the policy did not identify any specific aspects for this group.
<b>Sexual Orientation</b>	Statistical evidence is not available	The new affordable rent properties will be allocated under the council's approve Allocation policy (Sept 2019). The ESIA for the policy did not identify any specific aspects for this group.
<b>Community Safety</b>	Where sites are currently vacant, they look unsightly and can attract anti-social behaviour	To develop homes on these sites will, once completed improve the quality of the local environment.  New residential proposals will comply with secure by design guidelines and s.17 of the Crime and Disorder Act 1998 or equivalent. Appendix 1 - Designer's Manual also addresses designing for safety.
<b>Poverty</b>	There are currently insufficient affordable homes in the city and as a result there are approximately 8,600 households on the housing register.	This programme will provide a significant number of affordable homes.  Moving people out of temporary accommodation and into their home has the potential to significantly improve the quality of life of those residents.  An assessment has been undertaken of the impact of offering some properties at Affordable Rent This indicates that some tenants may be able to afford these properties, particularly those who are in existing tenancies whose income has increased during the lifetime of the tenancy. These tenants opting to move into new Affordable Rent properties would make more social rent properties

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>available to new tenants.</p> <p>The council would like to provide a proportion of new build homes at social rent, which is lower than 'affordable rent', but this will depend on the financial viability of each scheme and the possible levels of grant achieved. Currently, Homes England are supportive of grant aid for social housing, but each scheme is judged individually.</p> <p>In Allocation policy terms: Applicants with a priority need, who have not contributed to their homelessness and meet the main homelessness duty within the meaning of Part 7 of the Housing act 1996/ Homelessness Act 2002 (S193).</p>
<b>Health &amp; Wellbeing</b>	Some of our residents live-in poor-quality accommodation which can have an adverse effect on health and well being	The quality of design promoted in the Designer's Manual aims to deliver benefits in energy efficiency and build quality which provide opportunities to realise benefits in health and wellbeing.
<b>Other Significant Impacts</b>	<p><u>Decommissioning</u></p> <p>The decommissioning of existing poor stock in order to develop new homes is disruptive for residents who are required to move.</p>	<p>The established decommissioning process and support from the council's dedicated Resident Liaison Officer, seek to reduce the impact of the decommissioning.</p> <p>The new homes aim to be more energy efficient, and of improved quality.</p> <p>The council's policies on Decommissioning and Letting provide an equitable framework for tenants.</p>
<b>Other Significant Impacts</b>	<p><u>Construction Period</u></p> <p>There will be some noise and inconvenience caused by the construction and traffic to and from the site during construction</p>	Contractors will be required to operate under the 'Considerate Construction Scheme', or equivalent, to mitigate the impact as far as possible. There will be regular communication with local residents, with project updates, programmes and key contact details for

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>Special categories under the Allocation's policy</p>	<p>escalating any issues of concern.</p> <p>Covered under the council's Allocation policy:</p> <p>The law requires Local Authorities to give extra help to certain categories of armed forces personnel. The council meet this requirement through allowing relevant applicants to join the Housing Register and to be treated as if they were 'qualifying' applicants under the scheme.</p> <p>Applicants meeting one or more of the following criteria will be admitted to the Housing Register and awarded 90 housing need (reasonable preference) points to bring them in line with other qualifying applicants</p>

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