



BOROUGH OF RUSHMOOR

To the Mayor and Members of the Council,

YOU ARE HEREBY SUMMONED to attend a Meeting of the Council to be held at the Council Offices, Farnborough on **Thursday, 8th December, 2022 at 7.00 pm** for the transaction of the business set out on the Agenda given below.

A G E N D A

1. **MINUTES** – (Pages 1 - 4)

To confirm the Minutes of the Ordinary Meeting of the Council held on 6th October, 2022 (copy attached).

2. **MAYOR'S ANNOUNCEMENTS** –

3. **STANDING ORDER 8 - QUESTIONS** –

To receive any questions by Members submitted in pursuance of Standing Order 8 (3).

4. **RECOMMENDATION OF THE CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE –**

To consider the recommendation of the Corporate Governance, Audit and Standards Committee in relation to the following item:

1) **PROTOCOL FOR THE SELECTION OF MAYOR AND DEPUTY MAYOR –**
(Pages 5 - 10)

To receive a report from the Corporate Governance, Audit and Standards Committee (copy attached – Annex 1), which recommends the approval of updates to the criteria for the Selection of The Mayor and Deputy Mayor. Cllr Peter Cullum, Chairman of the Corporate Governance, Audit and Standards Committee will introduce this item.

5. **APPOINTMENT OF INTERIM EXECUTIVE HEAD OF FINANCE AS SEC 151 OFFICER –** (Pages 11 - 12)

To consider the report of the Chief Executive (copy attached – Annex 2) which recommends that the new Interim Executive Head of Finance, Mr. Simon Little, be designated as the Council's Section 151 Officer (Chief Finance Officer) from 3rd January 2023.

6. **QUESTIONS FOR THE CABINET –**

To receive any questions by Members to Cabinet Members submitted in accordance with the Procedure Note.

7. **REPORTS OF CABINET AND COMMITTEES –** (Pages 13 - 34)

To receive and ask questions on the Reports of the following Meetings (copy reports attached):

Cabinet	11th October 2022 15th November 2022
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Committees

Corporate Governance, Audit and Standards	26th September 2022
Development Management	12th October 2022
Development Management	9th November 2022

8. **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD –** (Pages 35 - 46)

To note the Reports of the following meetings (copy reports attached):

Policy and Project Advisory Board	21st September 2022
Overview and Scrutiny Committee	20th October 2022
Policy and Project Advisory Board	23rd November 2022

A.E. COLVER
Head of Democracy and Community

Council Offices
Farnborough
Hampshire GU14 7JU

Wednesday 30 November 2022

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BOROUGH OF RUSHMOOR

MEETING OF THE BOROUGH COUNCIL held at the Council Chamber, Council Offices, Farnborough on Thursday, 6th October, 2022 at 7.00 pm.

The Worshipful The Mayor (Cllr J.H. Marsh)
The Deputy Mayor (Cllr C.P. Grattan)

Cllr A. Adeola
Cllr Jessica Auton
Cllr Jib Belbase
Cllr C.W. Card
Cllr D.E. Clifford
Cllr K. Dibble
Cllr Michael Hope
Cllr L. Jeffers
Cllr S.J. Masterson
Cllr Marina Munro
Cllr Sophie Porter
Cllr M.L. Sheehan
Cllr Calum Stewart
Cllr Nem Thapa
Cllr S. Trussler
Cllr Jacqui Vosper

Cllr Gaynor Austin
Cllr Mrs. D.B. Bedford
Cllr J.B. Canty
Cllr M.S. Choudhary
Cllr P.J. Cullum
Cllr A.H. Gani
Cllr Christine Guinness
Cllr Peace Essien Igodifo
Cllr Prabesh KC
Cllr Nadia Martin
Cllr T.W. Mitchell
Cllr A.R. Newell
Cllr M.J. Roberts
Cllr M.D. Smith
Cllr M.J. Tennant

Honorary Alderman A.E.A. Gardiner
Honorary Alderman R.J. Kimber

Apologies for absence were submitted on behalf of Cllr Sue Carter, Cllr P.I.C. Crerar, Cllr Jules Crossley, Cllr Mara Makunura, Cllr Sarah Spall and Cllr P.G. Taylor.

Before the meeting was opened, the Mayor's Chaplain, Major Ted Benneyworth, led Members' prayers.

16. **MINUTES**

It was **MOVED** by Cllr D.E. Clifford; **SECONDED** by Cllr M.L. Sheehan and

RESOLVED: That, subject to an amendment to show Cllr Sarah Spall as being present at the Meeting, the Minutes of the Meeting of the Council held on 23rd June 2022 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

17. **MAYOR'S ANNOUNCEMENTS**

- (1) The Mayor reported that he had attended several events relating to the sad passing of Her Majesty Queen Elizabeth II on Thursday, 8th September. These included the laying of floral tributes, the Proclamation Ceremony at the Council

Offices and the Service of Commemoration at the Royal Garrison Church of All Saints in Aldershot.

- (2) The Mayor advised members that on Wednesday 6th July 2022, Aldershot had hosted the Queen's Baton Relay ahead of the Birmingham 2022 Commonwealth Games. The Baton, containing the Queen's message, had been taken along part of Queens Avenue and into the Aldershot Military Stadium. Local schools from Aldershot had been invited to watch and take part in a sporting event hosted by the Aldershot Military after the relay.
- (3) On 7th July 2022, the Council had hosted a visit by the Ambassador of Nepal and the Mayor had had the pleasure of welcoming the delegation to a reception at the Council Offices. The visit had been testament to the strength of the Borough's links with its Nepali community.
- (4) The Mayor reported that the Farnborough International Air Show had returned in July. The Mayor had hosted visits by delegations from the Borough's sister cities of Rzeszow in Poland and Dayton, Ohio, and from its twinned town of Meudon.
- (5) The Mayor took the opportunity to thank the Council's Executive Head of Finance and Section 151 Officer, David Stanley, for his service to the Council. His last meeting would be at the Cabinet the following Tuesday before taking up a new role at Cotswold District Council. David had been with the Council for just under four years and had overseen the Council's finances during an extremely challenging period.

18. **STANDING ORDER 8 - QUESTIONS**

The Mayor reported that no questions had been submitted under Standing Order 8.

19. **NOTICE OF MOTION - GREEN TRAVEL - TAXIS**

The Council was asked to consider a Motion which had been submitted by Cllr Christine Guinness in accordance with the provisions of Standing Order 9 (1):

"Rushmoor Borough Council acknowledged, in June 2019 the climate emergency and pledged to introduce policies to support a reduction in carbon emissions. The Government has declared diesel and petrol vehicles will be phased out by 2030. To encourage Rushmoor Hackney Carriages and Private Hire to achieve this target, the Cabinet is recommended to consider the approach to operator fees and reduce the annual licence fee for operators using electric vehicles from £200 to £100 for Hackney Carriages and from £170 to £85 for Private Hire. This to come into effect from 01/12/2022."

In moving the Motion, Cllr Guinness referred to the declaration of a climate emergency and the need for local action to help to mitigate the impacts of climate change. Cllr Guinness was of the opinion that road traffic and associated pollution had a significant effect on climate change and air quality and felt that lower licence

fees would encourage taxi drivers to use electric vehicles and to reduce, therefore, carbon emissions.

During discussion, it was suggested that discounted licence fees would not result in more taxi drivers using electric vehicles due to the prohibitive cost of such vehicles and the fact that there was only one type of electric vehicle currently in production that was suitable for use as a taxi. It was felt that any such changes to the fees structure should only be made in full consultation with the taxi trade.

In seconding the Motion, Cllr Sophie Porter referred to the adverse effects on health caused by poor air quality and stated that small incentives could help to reduce carbon emissions.

The Motion was then put to the Meeting. There voted FOR: 8; AGAINST: 23 and the Motion was **DECLARED LOST**.

20. **APPOINTMENT OF INTERIM EXECUTIVE HEAD OF FINANCE AS SECTION 151 OFFICER**

Members were informed that the Council had a statutory requirement to appoint a Section 151 Officer (Chief Finance Officer) with responsibility for the administration of the financial affairs of the Council. Under the Officer Employment Procedure Rules, the designation of an officer as the Council's Section 151 Officer was made by the Council, and this report sought approval to designate the current Interim Executive Head of Finance as S151 Officer following the departure of the incumbent Executive Head of Finance.

RESOLVED: That the current Interim Executive Head of Finance, **MR. ROSS BROWN** be appointed as the Council's Section 151 Officer from 17th October 2022.

21. **QUESTIONS FOR THE CABINET**

The Mayor reported that two questions had been submitted for response by Members of the Cabinet.

The first question had been submitted by Cllr S. Trussler for response by the Planning and Economy Portfolio Holder, on behalf of the Corporate Services Portfolio Holder, regarding the support available, from both the Government and the Council, for local residents in respect of the cost of living challenge and rising energy bills.

In response, Cllr A.R. Newell detailed the measures currently in place and commended the work of Council officers in acting swiftly to implement those that were administered by the Council.

The second question had been submitted by Cllr M.J. Roberts for the Leader of the Council on the impacts of the Government's economic policy on the Council's financial position.

In response, Cllr D.E. Clifford stated that the effects of the measures taken by the Government would not be known for some time, at least two months. It was confirmed that the Cabinet would continue to monitor closely the financial position and service delivery of the Council.

22. **REPORTS OF CABINET AND COMMITTEES**

RESOLVED: That the Reports of the following meetings be received:

Cabinet	5th July 2022
Cabinet	9th August 2022
Cabinet	13th September 2022
Development Management Committee	20th July 2022
Corporate Governance, Audit and Standards Committee	26th July 2022
Development Management Committee	17th August 2022
Development Management Committee	14th September 2022

23. **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD**

RESOLVED: That the Reports of the Policy and Project Advisory Board meetings held on 8th June 2022 and 13th July 2022 and the Overview and Scrutiny Committee meetings held on 16th June 2022, 21st July 2022 and 15th September 2022 be noted.

The meeting closed at 8.10 pm.

ANNEX 1

COUNCIL MEETING – 8TH DECEMBER 2022

AGENDA ITEM NO. 4 (1)

PROTOCOL FOR THE SELECTION OF MAYOR AND DEPUTY MAYOR

A report from the meeting of the Corporate Governance, Audit and Standards Committee held on 28th November 2022.

1. INTRODUCTION

- 1.1 The Corporate Governance, Audit and Standards Committee requested that the criteria for the selection of the Mayor and Deputy Mayor be reviewed to ensure that it continues to be effective in supporting the mayoral selection process. In the past few years, it has proved difficult to secure nominations for the role without breaking the criteria.
- 1.2 A Members' Survey on the topic of the Mayoralty was carried out in July-August 2022 to understand more about councillors' interest and considerations in taking the role.
- 1.3 In October, a group of Members appointed by the Corporate Governance, Audit and Standards Committee met to consider the survey outcomes and discussed proposals for loosening the selection criteria to reflect the higher turnover of councillors and to ensure that those councillors who are interested to take the role have reasonable opportunity to be nominated without breaking the criteria. The Member Group was attended by Councillors P.J. Cullum, Christine Guinness, M.S. Choudhary and A. Gani.

2. SURVEY RESULTS

- 2.1 A summary of the Mayoral Survey results is attached at **Appendix 1**. The purpose of the survey was to find out more about individual councillors' personal interest in the mayoralty role, and barriers to accepting the position. The response rate was 25 Members, and overall, the outcomes suggest that approximately 50% of councillors may be interested in taking the role of Mayor at some point in the near future. From those responding to the survey who would be interested in the role (13 Members), only one councillor would be eligible to be Deputy Mayor in 2023 under the current criteria. This is due to forthcoming elections, recent past service as Mayor, or not yet having served a full term. The case for loosening the criteria was strong.

2.2 By a clear margin, the most likely reason that councillors would not wish to accept the role is the perceived time commitment to fulfil the mayoralty role in addition to employment, family, or other existing responsibilities.

3. **PROPOSED AMENDMENTS TO THE SELECTION CRITERIA**

3.1 A copy of the proposed amendments to the current criteria for the selection of the Mayor and Deputy Mayor is attached at **Appendix 2**. Revisions are shown as track changes.

3.2 The current arrangements use order of seniority determined by length of service to decide the selection, within eligibility, and the principle of this approach is proposed to be retained.

3.3 Under revised arrangements, it is proposed that each year the process will begin with the Chief Executive inviting all Members to advise if they are interested to take the role of Deputy Mayor progressing through to the position of Mayor. The seniority and eligibility criteria (as attached at Appendix 2) would then be applied to all Members who notified their interest. The Councillor who is highest up the seniority list from amongst the interested Members would then be considered for the appointment, subject to the eligibility requirements, and the Chief Executive shall follow up by contacting all Members in writing to ensure a broad base of support for the appointment.

3.4 The Member Group recommended the following amendments to the selection criteria to help increase access to the role, and the number of councillors who would be eligible (as shown in track changes):

- A Member may be selected as Deputy Mayor when they are seeking re-election at that year's Borough Election – contingent on a successful re-election (However, a Member will not normally be selected when they are seeking re-election which would fall between their year as Deputy Mayor and Mayor).
- Past Mayors will be reconsidered for the position of Mayor or Deputy Mayor eight years after the completion of the end of their Mayoral Year (rather than waiting 15 years as at present)
- A Member who has not been Mayor before shall be given priority in the selection process over a returning past Mayor.

3.5 The Group also recommended to preserve the criteria that Members should serve a full 4-year term before being eligible for selection.

4. **CONCLUSION**

4.1 The changes proposed by the Member Group help to increase the number of councillors who are eligible to take the role of Mayor, while retaining the current principle of applying seniority linked to length of service.

4.2 Following discussion, the Corporate Governance Audit and Standards Committee supported the proposed amendments to the selection criteria as recommended to the Council.

5. **RECOMMENDATION TO THE COUNCIL**

5.1 The Council is recommended to approve the amendments to the criteria for the Selection of the Mayor and Deputy Mayor, as set out in Appendix 2 to the Report, for adoption in the Council's Constitution.

PETER CULLUM
CHAIRMAN OF CORPORATE GOVERNANCE
AUDIT AND STANDARDS COMMITTEE

Members Survey Results – Mayoralty

The survey was carried out end of July/August 2022 and 25 Members responded.

Key Findings:

1. Interest in the role of Mayor

13 councillors who responded indicated that they would be interested in taking the role of Mayor, and 12 would not.

Of the 13 who responded that they would be interested; 4 are current/former mayors who would not currently be eligible to take the role, and 4 are new councillors who are two to three years away from serving a full term.

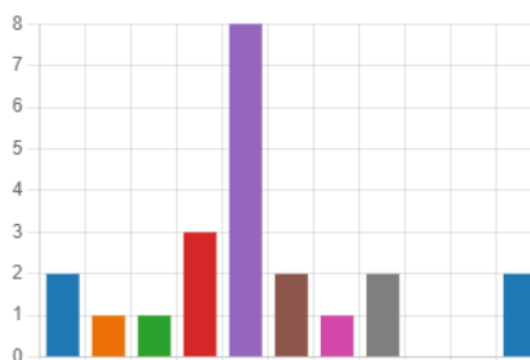
2. Reasons not to take the role

By a clear margin, the most likely reason that councillors would not wish to accept the role of Mayor is the time commitment to fulfil the role - that it is too difficult to manage in addition to existing work, employment, family or other commitments.

4. Please tick any of the following reasons why **you** would not wish to accept the Mayoral role (please tick any that apply)

[More Details](#)

● The need to be politically neutral	2
● Loss of a Special Responsibility ...	1
● Loss of another Special Respons...	1
● The number of mayoral engage...	3
● Time commitment to fulfil the r...	8
● Skills required for the role e.g. t...	2
● Formality of the role	1
● Expectations for fundraising acti...	2
● Health/personal reasons	0
● Not sure what the role involves	0
● Other	2



The reasons for not taking the role, in order of likeliness are:

- 1 Time commitment to fulfil the role in addition to existing commitments (8 respondents)
- 2 The number of mayoral engagements (3 respondents)
- 3= Need to be politically neutral (2 respondents)
- 3= Skills required for the role (2 respondents)
- 3= Expectations for fundraising activities (2 respondents)
- 6= Loss of a special responsibility allowance (1)
- 6= Loss of another special responsibility role at the Council (1)
- 6= Formality of the role (1)

5. SELECTION OF THE MAYOR AND DEPUTY MAYOR

The Council has established criteria for selecting the Mayor and Deputy Mayor. The Corporate Governance, Audit and Standards Committee keeps the criteria under regular review. The arrangements are as follows:

Each year, the Chief Executive will invite all Members to advise if they are interested to take the role of Deputy Mayor beginning the next municipal year, progressing through to the position of Mayor the following year. The Chief Executive shall also check that the Deputy Mayor wishes to progress through to Mayor. This will usually be in early December and with a deadline for Members to advise their interest by early January.

The following criteria will then be applied to determine the position from the interested Members:

- 1) The position of the Mayor and Deputy Mayor of the Borough will be determined by ~~taken in~~ order of seniority from amongst all interested ~~the elected~~ Members of the Council as notified to the Chief Executive and will be calculated in accordance with the procedure adopted by the Council on 20th May 1976 as follows:

“The order of seniority of Members of the Council shall be determined by the length of previous local government service with the Council, including past service with the former Aldershot Borough Council and Farnborough Urban District Council. In the case where two or more Members have the same length of service, then priority between such Members shall be determined by the number of votes received by each Member expressed as a percentage of the total number of ballot papers issued at the most recent election held in their respective Wards.”

- 2) The normal progression through the Mayoralty will be by the holding of the position of Deputy Mayor and then progressing to the position of Mayor the following year.
- 3) ~~Should an elected Member be in the position of not being able or wanting to accept the nomination when they reach their position within the seniority list, they will be considered in the following Municipal Year, depending on his or her wishes.~~
- 4) A Member will not normally be eligible for selection until that Member has served a full four-year term (previously para no. 6)
- 5) Where a Member ~~who~~ has not been Mayor before, that Member has the same number of eligible years' service as a Member who has already been Mayor, the Member who has not been Mayor shall be given priority in the selection process. (previously para no. 8)
- 6) Past Mayors will not normally be considered for the position of Mayor or Deputy Mayor until fifteen eight years after the completion of the end of their Mayoral Year; ~~at that time their position on the seniority list will be calculated on the basis of total length of service less fifteen years.~~ (previously para no. 5)

- 7) A Member may be selected as Deputy Mayor when they are seeking re-election at that year's Borough Council Election. The position would be contingent on a successful re-election. However, a Member will not normally be selected when they are seeking re-election which would fall between their year as Deputy Mayor and Mayor. ~~for Mayor or Deputy Mayor if they are seeking re-election at that year's Borough Council Elections.~~
- 8) The Offices of Mayor and Deputy Mayor must at all times be apolitical, and. ~~The Offices~~ should not be used for political advantage. (previously para no. 4)
- 9) A Member should recognise the time required in carrying out the duties and responsibilities of the Mayor and be able to allocate that time during their year of office.
- 10) Those considered for appointment:
 - must demonstrate a broad base of support amongst Members of the Council and all Members will be contacted in writing by the Chief Executive for their views on the proposed candidates ~~after they have been identified from the seniority list.~~
 - should be able to demonstrate some experience of chairing meetings
- 11) The Mayor-Elect and Deputy Mayor-Elect will be selected at the Corporate Governance, Audit and Standards Committee on the basis of the selections being submitted to Council by the end of March.
- 12) The Mayor must sign their acceptance of the Mayoral Protocol before beginning their term of office

COUNCIL MEETING – 8TH DECEMBER 2022

AGENDA ITEM NO. 5

APPOINTMENT OF INTERIM EXECUTIVE HEAD OF FINANCE
AS SECTION 151 OFFICER**SUMMARY AND RECOMMENDATIONS**

The Council has a statutory requirement to appoint a Section 151 Officer (Chief Finance Officer) with responsibility for the administration of the financial affairs of the Council. Under the Officer Employment Procedure Rules, the designation of an officer as the Council's Section 151 Officer is made by the Council, and this report seeks approval to designate the new Interim Executive Head of Finance as S151 Officer following the departure of the current Interim Executive Head of Finance.

The Council is recommended to approve the Interim Executive Head of Finance, Mr. Simon Little, as the Council's Section 151 Officer from 3rd January 2023.

1. BACKGROUND

- 1.1 The Council's Interim Executive Head of Finance, Mr. Ross Brown will leave the Council on 31st December 2022. Therefore, a process has been carried out by the Chief Executive to re-appoint to the interim role. During November, a cross party Member Panel, which included the Cabinet Member for Corporate Services, and the Chairman of the Corporate Governance, Audit and Standards Committee held an interview with the preferred candidate as part of the selection process.
- 1.2 With the approval of the Member Panel, Mr Simon Little has been appointed to the role of Interim Executive Head of Finance from 3rd January 2023 to follow on from the departure of the current Interim Executive Head of Finance at the end of December. However, the designation of an officer as the Council's Section 151 Officer must be formally agreed by the Council, and it is important to ensure there is continuity of arrangements to support the Council through the financial challenges ahead.
- 1.3 Mr Simon Little has a wealth of experience in local government working for a wide range of local authorities including time spent at Surrey Heath Borough Council, Winchester City Council, East Hampshire District Council and Havant Borough Council. Mr Little joins the Council from Birmingham City Council.

PAUL SHACKLEY
CHIEF EXECUTIVE

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CABINET

Report of the meeting held on Tuesday, 11th October, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council
Cllr M.L. Sheehan, Deputy Leader and Operational Services Portfolio Holder

Cllr J.B. Canty, Customer Experience, Digital and Transformation Portfolio Holder
Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder
Cllr A.R. Newell, Planning and Economy Portfolio Holder
Cllr P.G. Taylor, Corporate Services Portfolio Holder

An apology for absence was submitted on behalf of Cllr M.J. Tennant.

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **24th October, 2022**.

26. **DECLARATIONS OF INTEREST –**

Cllr J.B. Canty declared a non-registerable interest in Minute No. 28 due to his close association with an employee of NDreams Limited and, in accordance with the Council's Code of Conduct for Councillors, left the meeting during the discussion and voting thereon.

27. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 13th September, 2022 were confirmed and signed by the Chairman.

28. **BUSINESS RATES - DISCRETIONARY RATE RELIEF APPLICATION –** (Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2233, which set out details of an application for rate relief on behalf of NDreams Limited.

Members were informed that details of the application were contained within the Report and that the applicant was a leading independent developer and publisher of Virtual Reality (VR) games that occupied premises in Farnborough.

The Cabinet RESOLVED that 35% discretionary rate relief be awarded to NDreams Limited from 12th April, 2022 to 11th April, 2023, as set out in Report No. FIN2233.

29. **RUSHMOOR CULTURAL STRATEGY AND CULTURAL COMPACT –** (Cllr Adrian Newell, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH2239, which set out a Cultural Strategy for the Rushmoor area.

Members were informed that the Rushmoor Cultural Strategy had been developed to help to grow the cultural and arts sector in the Borough. It was reported that key delivery partners across the public and private sectors had formed a 'Cultural Compact' that had developed the plan and would have an ongoing role in shaping cultural activity locally.

In expressing its strong support for the Strategy, the Cabinet stressed the importance of the links that had been identified with the Borough's significant heritage, including aviation and the military.

The Cabinet RESOLVED that the adoption of the Rushmoor Cultural Strategy, as set out in Report No. EPSH2239, be approved.

The Meeting closed at 7.15 pm.

CABINET

Report of the meeting held on Tuesday, 15th November, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council
Cllr M.L. Sheehan, Deputy Leader and Operational Services Portfolio Holder
Cllr M.J. Tennant, Deputy Leader and Major Projects and Property Portfolio Holder

Cllr J.B. Canty, Customer Experience, Digital and Transformation Portfolio Holder
Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder
Cllr A.R. Newell, Planning and Economy Portfolio Holder
Cllr P.G. Taylor, Corporate Services Portfolio Holder

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **28th November, 2022**.

30. **DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

31. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 11th October, 2022 were confirmed and signed by the Chairman.

32. **BUDGET STRATEGY 2023/24 –**

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2234, which set out the budgetary framework to support the preparation of the Council's 2023/24 budget.

The Report set out a summary of the Council's financial position and explained how Members would be kept informed of material changes in the forecast over the medium term for financial planning purposes. Members were informed that the final decision on the overall budget and Council Tax level would be made by the Council at its meeting in February, 2023. It was confirmed that the Council, along with most local authorities, faced a significant and immediate set of financial challenges, many of which would continue over the medium term. Members were informed that a number of proposals were contained within the Report as a suggested way forward in delivering the reductions in expenditure required. Included in this was a recommendation that the Council should move to a system of Outcomes Based Budgeting as the primary methodology for addressing the budget gap for 2023/24 and future years.

The Cabinet was supportive of the approaches set out in the Report, including the move to Outcomes Based Budgeting, as the most effective way for the Council to proceed in facing the financial challenges at this time.

The Cabinet RESOLVED that

- (i) the revised budget gap contained within this Budget Strategy update for 2023/24, as set out in paragraph 4.7 of Report No. FIN2234, be noted;
- (ii) the endorsement of the budget principles, as set out in paragraph 5.2 of the Report, be approved; and
- (iii) the intended approach to developing new savings and income proposals to close the projected gap, as set out in paragraph 5.8 of the Report, be noted.

33. COUNCIL PLAN AND RISK REGISTER QUARTERLY UPDATE JULY TO SEPTEMBER 2022/23 –

(Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet received Report No. ACE2206, which set out progress in delivering the Council Business Plan projects during the second quarter of 2022/23. Members were informed that progress against key activities and projects was included in the Report, along with the Council's business performance monitoring information and the Council's Corporate Risk Register. It was reported that, at the end of the second quarter, just over 50% of projects/activities were showing an amber status. Many of these projects were showing as amber due to reporting delays of between one and three months and most were still on track to be delivered in 2022/23.

The Cabinet NOTED the progress made towards delivering the Council Business Plan, as set out in Report No. ACE2206.

34. REVIEW OF LICENSING FEES –

(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2219, which set out a proposed revised scheme of fees for the Council's Animal Licensing and Scrap Metal Dealer Licensing fees.

Members were informed that the fees were being reviewed in the context of the financial pressures being experienced by the Council at the present time. It was reported that the new fee structure had been prepared on the basis of full cost recovery and the details of the process in each case were appended to the Report.

The Cabinet RESOLVED that the new Animal Licensing and Scrap Metal Dealer Licensing fees, as set out in Report No. OS2219, be approved.

35. CONSERVATION AREA APPRAISALS AND MANAGEMENT PLANS –

(Cllr Adrian Newell, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH2234, which set out proposed Conservation Area appraisals and management plans, following a review of the St.

Michael's Abbey, Farnborough Hill / Farnborough Street and Aldershot West Conservation Areas. The Chairman welcomed Mr George Britton, who was representing local residents in the Highgate Lane and Chingford Avenue area and had requested to address the Cabinet on the proposed boundaries of the new Farnborough Street and Farnborough Hill Conservation Areas.

Members were informed that it was proposed that the former Farnborough Hill Conservation Area should be split to form the separate Farnborough Hill and Farnborough Street Conservation Areas. It was confirmed that consultation exercises had been carried out on the draft appraisals and management plans and that the responses received were summarised within the Report. It was proposed that, in the case of each of the Farnborough Conservation Areas, properties and roads that were not considered to justify conservation area designation by virtue of special architectural or historic interest should not be included within their boundaries.

The Cabinet heard from Mr Britton, who was speaking on behalf of local residents from Highgate Lane and Chingford Avenue. Mr Britton considered that the appraisal process had been flawed and that no satisfactory definition of 'historic or architectural significance or character' had been provided. It was the view of the residents that areas and many of the properties proposed to be removed from the new Conservation Areas were of such significance and that properties built in the 20th Century should be recognised as worthy of protection. It was not felt that residents had been sufficiently involved in the review process.

The Cabinet considered the representations made and discussed the role and advice of Historic England in the process. It was confirmed that Historic England had responded to consultation on the proposed appraisals and reviews of Conservation Areas but had not offered a view on the merits of the inclusion or otherwise of the individual houses or groups of houses under discussion. Historic England had commented that it is outside its remit to provide an opinion on what should or should not be in a conservation area as this is legally identified as the role of the Local Planning Authority.

The Cabinet was advised that the process and recommendations had been informed by advice within the National Planning Policy Framework (NPPF) and Historic England's Advice Note 1 on Conservation Area Designation, Appraisal and Management.

In response to a question, it was confirmed that no tree worthy of preservation would go unprotected as a result of being removed from a Conservation Area and that new Tree Preservation Orders were in preparation to ensure this. Members felt that, when considering all of the available information, it was right to make the changes proposed in the Report to demonstrate a consistent approach to Conservation Areas across the Borough.

The Cabinet RESOLVED that

- (i) the adoption of the St. Michael's Abbey Conservation Area appraisal and management plan, as set out in Appendix 1 of Report No. EPSH2234, be approved;

- (ii) the adoption of the Farnborough Hill Conservation Area appraisal and management plan, as set out in Appendix 2 of the Report, be approved;
- (iii) the undertaking of an exercise to reconsult on the revised appraisal for the Farnborough Street Conservation Area, solely to seek views on whether it should be extended to include the Station Master's House, as set out in Appendix 3 of the Report, be approved, with the Head of Economy, Planning and Strategic Housing, in consultation with the Planning and Economy Portfolio Holder, being authorised to make any necessary final amendments to the boundary in the light of consultee comments received before being finally adopted;
- (iv) the undertaking of an exercise to consult on a draft Aldershot West Conservation Area appraisal and management plan, as set out in Appendix 4 of the Report, be approved, with the Head of Economy, Planning and Strategic Housing, in consultation with the Planning and Economy Portfolio Holder, being authorised to make any minor revisions to the text of the appraisal in the light of consultee comments received before being finally adopted.

36. **SAVINGS AND TRANSFORMATION AND DELIVERING COUNCIL PRIORITIES - ORGANISATIONAL REDESIGN –**
(Mr Paul Shackley, Chief Executive)

The Cabinet considered Report No. CEX2202, which set out the Chief Executive's update on progress in relation to the Council's Transformation and Savings Programme and proposed changes to the Council's staffing structures, arising as a result of a consequential review of organisational design.

Members heard that a number of measures were being proposed, including the deletion of two Head of Service posts, the acceptance of two resignations under the Mutually Agreed Resignation Scheme (MARS) and the redundancy of the Council's existing Technical Services Manager. The Report set out full details of these and the other changes that were being proposed. It was reported that the changes would result in ongoing annual savings to the Council's revenue budget of between £167,000 and £179,000, with a net transition cost in 2022/23 of £41,000, which would be met from existing budgets.

The Cabinet was supportive of the suggested approach, as part of the Council's response to the financial challenges currently being faced.

The Cabinet RESOLVED that

- (i) the progress to date of the ICE Transformation Programme and the establishment of the Saving and Transformation Programme (STP), as set out in Report No. CEX2202, be noted;
- (ii) the new senior management arrangements, as set out in the Report, be noted;

- (iii) the proposed changes to the staffing establishment to enable the delivery of key priorities, as set out in the Report, be noted;
- (iv) the taking forward of further staffing and other service changes through the Saving and Transformation Programme, by the Chief Executive, in line with the requirement outlined in the new Medium Term Financial Strategy, the 2023/24 budget and as a result of any further joint working with Hart District Council, be noted;
- (v) the revised Chief Officers Pay Scales in line with the new senior management arrangements, as set out in paragraph 5.12 of the Report, be approved;
- (vi) an interim amendment to the current pay policy to allow a market supplement of up to £10,000 per annum for specific hard to recruit roles, for the duration of a review of recruitment and retention, as set out in the Report, be approved; and
- (vii) the Interim Executive Head of Finance be authorised to amend in year budgets as required, in line with the financial implications set out in the Report.

The Meeting closed at 8.18 pm.

CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Meeting held on Monday, 26th September, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr P.J. Cullum (Chairman)

Cllr A. Adeola
Cllr M.S. Choudhary
Cllr A.H. Gani
Cllr C.P Grattan
Cllr Christine Guinness
Cllr Mara Makunura
Cllr Nem Thapa
Cllr S. Trussler
Cllr Jacqui Vosper

Non-Voting Member

Mr Tom Davies – Independent Member (Audit)

Apologies for absence were submitted on behalf of the Vice-Chairman (Cllr Jessica Auton), Cllr K. Dibble and Cllr Sarah Spall.

Cllrs C.P Grattan and Mara Makunura attended the meeting as Standing Deputies.

12. MINUTES

The Minutes of the Meeting held on 26th July 2022 were agreed and signed as a correct record of the proceedings.

13. INTERNAL AUDIT - AUDIT UPDATE

The Committee received the Audit Manager's Report No. AUD2211, which: provided an overview of the work carried out by Internal Audit in Quarters 1 and 2 to date; a progress update on the 2022/23 Audit Plan; a schedule of work expected to be delivered in Quarters 2 and 3; and, an update on the outstanding audit issues from previous financial years, focusing on specific high risk issues that appeared not to be progressing.

Appendix A to the Report gave details of two high risk issues which had a lack of progress. The Head of IT, who had responsibility for implementing these actions, was in attendance to provide the Committee with an update on progress to date.

The Head of IT gave a presentation on the two areas within Application Patch Management, as highlighted in Appendix A and answered Members' questions.

The Committee noted that, in the Audit Manager's opinion, the other high risk issues set out in Appendix B were progressing sufficiently and that appropriate action was being taken to address them.

RESOLVED: That the Committee

- (i) note the audit work carried out in Quarters 1 and 2 to date;
- (ii) note the update to the expected deliverables for Quarters 2 and 3;
- (iii) note the outstanding high risk audit issues and engagement by the Services to address them; and
- (iv) note the assurance given by the Head of IT on the two high risk issues of Application Patch Management.

14. **REVIEW OF SCRAP METAL AND STREET TRADING LICENSING FEES**

The Committee considered the Head of Operational Services Report No. OS2216 which outlined the background and current fees for the Scrap Metal and Street Trading licensing regimes and sought approval for a proposed new fee scale, as set out in Appendix A to the Report.

In common with many other local authorities, the Council had forecasted a funding gap over the Medium Term Financial Strategy period. A Savings and Transformation Programme was already in place with the Council working on a number of cost reduction and income generation workstreams to mitigate the financial sustainability risk outlined in the Medium Term Financial Strategy. Heads of Service were in the process of reviewing their services to ensure costs were minimised and that income from fees and charges took into account issues of cost recovery. It was noted that the current fee structure for these regimes did not separate the administration and enforcement costs, as required by the Provision of Services Regulations 2009.

In respect of scrap metal dealers, and having reviewed the Council's current costs against some recent changes in structure and process, it had been found that the fees no longer accurately reflected the cost of administering the regime. It was proposed that fees should be amended to achieve full cost recovery, as far as the Council was able to, in accordance with legislation. The proposed new fee scale was set out in Appendix A (Table 1) to the Report with the recommendation to be implemented from 1st October 2022.

In respect of street trading, the Council's costs had been reviewed against some recent changes in structure and process, and it was found that the current fees and fee structure no longer accurately reflected the cost of administering the regime. Members noted that both the current and proposed fees were generally below those of neighbouring authorities. The comparison with neighbouring authorities was set

out in Appendix B (Table 2). Some authorities appeared to include the cost of rent of the pitch itself where on Council land (e.g. town centres). Rushmoor charged separately for the rent of any land which was owned by the Council and, therefore, the proposed fees covered only the element of street trading consent. It was proposed that fees should be amended for the on-going service to achieve full cost recovery as far as the Council was able to in accordance with associated legislation. The proposed new fee scale was set out in Appendix A (Table 2).

The Report set out the difference that the proposed fees were likely to make to the budget for the remainder of the financial year and the following financial year, based on current applications (Appendix C (Table 2)).

The Committee noted that, before varying changes to the fees, legislation required local authorities to give notice to current licence holders and publish a notice in a local newspaper advertising the proposed changes and giving a reasonable period for representations to be made. It was proposed that the Council should allow a period of 28 days for representations and, if there were no significant representations received within that period, that the proposed new fees should be implemented with effect from 1st December 2022.

The Committee was advised of alternative options and the risks and legal implications associated with the proposals.

RESOLVED: That

- (i) approval be given to the proposed Scrap Metal Dealer Fees, as outlined in Report No. OS2216, to take effect from 1st October 2022; and
- (ii) approval be given to consultation in accordance with legislation in respect of the proposed Street Trading Fees and, should no significant representations be received, the proposed fees take effect from 1st December 2022.

15. ANNUAL STATEMENT OF ACCOUNTS AND EXTERNAL AUDIT OPINION - UPDATE NO. 2

The Committee received the Executive Head of Finance Report No. FIN2231 which informed Members of audit progress for the Council's Statement of Accounts for 2019/20 and the provision of the audit opinion since the Committee's meeting on 26th July 2022. The Report also provided an update on the outlined timetable for the audit of the 2020/21 and 2021/22 Financial Statements.

It was noted that the external audit opinion for the 2019/20 accounts was expected in October 2022. The accounts had been updated in respect of asset valuation differences which required review by external audit and consideration of the updated Going Concern Note and cashflow forecast. This would impact on the timing of the external audit for the 2020/21 and 2021/22 accounts as opening and closing balances would need to be restated in light of adjustments made to the 2019/20 accounts.

The Committee was advised that, with three years of active accounts, the complexity and workload of the Finance Team had increased. Over the coming months, the Finance Team would review the way in which the financial system was configured to reduce reliance on manual reconciliations and for the financial system to produce reports and supporting notes. It was noted that, subject to further discussions, it was likely that the 2021/22 accounts would not be audited in the current financial year.

During discussion, it was agreed that it would be useful for the Committee to have an in-depth meeting with the external auditor as soon as was possible.

RESOLVED: That

- (i) the Annual Statement of Accounts and External Audit Opinion Update Report No. FIN2231 be noted; and
- (ii) the impact on the outline timetable for the external audit of the 2020/21 and 2021/22 Statement of Accounts approval of the 2020/21 and 2021/22 Statement of Accounts and receiving the Audit Opinion be noted.

16. **ANNUAL GOVERNANCE STATEMENT - UPDATE**

The Committee received the Audit Manager's Report No. AUD2212, which gave details of work carried out towards the implementation of the actions defined in the Annual Governance Statement, which had been presented to the Committee in March 2022.

RESOLVED: That the Audit Manager's Report No. AUD2212 be noted.

17. **TREASURY MANAGEMENT AND NON-TREASURY INVESTMENT OPERATIONS 2021/22**

The Committee received the Executive Head of Finance Report No. FIN2232, which set out the main activities of the Treasury Management and Non-Treasury Investment Operations during 2021/22. The Committee was also advised that Prudential Indicators for the 2021/22 financial year had been updated for all treasury management and non-treasury activity during 2021/22.

It was noted that the Council's Treasury Team continued to concentrate on the security of investments, taking due regard for the returns available. The return on treasury management activity was in line with the revised budget for 2021/22. Pooled funds had proved to be robust and had performed well given the wider economic downturn as a result of Covid-19. Increased levels of borrowing meant that the Treasury Team continually reviewed the Borrowing Strategy, weighing up interest rate levels and the risk of refinancing. During the 2021/22 financial year, short-term interest rates had remained low and were forecast to remain low. However, borrowing levels had increased, raising refinancing risk. Levels of borrowing would be continually reviewed to mitigate refinancing risk.

The Committee was advised that, as at 31st March 2022, total borrowing was £100 million, a decrease of £2 million from that as at 31st March 2021. The decreased

level of borrowing had been offset by reduced interest rates of borrowing. This had resulted in interest cost of borrowing decreasing by £83,000 compared with 2019/20 costs.

The Council's non-treasury investments risk exposure at 31st March 2022 was £155.1 million, of which £91.6 million had been funded via external loans. It was noted that the rate of return across all the Council's investments had been variable. However, the aggregate rate of return on all the Council's investments had been in line with the estimated return for 2021/22 due to the cost associated with commercial property being clarified during the financial year and the impact of Covid-19.

RESOLVED: That the Executive Head of Finance Report No. FIN2232 be noted.

18. **WORK PROGRAMME 2022/23**

RESOLVED: That the Committee's programme of future work be noted.

19. **DAVID STANLEY - EXECUTIVE HEAD OF FINANCE**

On behalf of the Committee, the Chairman thanked David Stanley for his service to the Council and wished him well in his new role as Deputy Chief Executive and Section 151 Officer at Cotswold District Council.

The meeting closed at 8.35 pm.

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the meeting held on Wednesday, 12th October, 2022 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Calum Stewart (Chairman)
Cllr L. Jeffers (Vice-Chairman)

Cllr Jib Belbase
Cllr C.P. Grattan
Cllr Michael Hope
Cllr Peace Essien Igodifo
Cllr S.J. Masterson
Cllr T.W. Mitchell
Cllr Sophie Porter

Apologies for absence were submitted on behalf of Cllr Mrs. D.B. Bedford and Cllr P.I.C. Crerar.

Non-Voting Member

Cllr A.R. Newell (Planning and Economy Portfolio Holder) (ex officio)

31. DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

32. MINUTES

The Minutes of the Meeting held on 14th September, 2022 were approved and signed as a correct record of proceedings, subject to the following amendment to paragraph 2, page 21, as follows:

The Committee noted that whilst drilling E-Power at TC17/18 (under Stakes Lane, Prospect Road and allotments) the drill failed. Investigations are being undertaken to determine how the works should continue going forward. It was estimated that delays in the region of 6-9 months could be incurred. It was proposed that the car park would be re-opened during the investigation period.

33. REPRESENTATIONS BY THE PUBLIC

In accordance with the guidelines for public participation at meetings, the following representations were made to the Committee and were duly considered before a decision was reached:

Application No.	Address	Representation	In support of or against the application
22/00480/FULPP	209-211 Lynchford Road, Farnborough	Mr Mark Ford 213 Lynchford Road, Farnborough	Against
		Ms Kay Collins Solve Planning Cheyenne House, West Street, Farnham	In Support

34. PLANNING APPLICATIONS

RESOLVED: That

(i) the applications dealt with by the Head of Economy, Planning and Strategic Housing, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Head of Economy, Planning and Strategic Housing's Report No. EPSH2237, be noted

(ii) the following applications be determined by the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman:

* 22/00480/FULPP 209-211 Lynchford Road, Farnborough.

(iii) the current position with regard to the following applications be noted pending consideration at a future meeting:

20/00400/FULPP Land at former Lafarge Site, Hollybush Lane, Aldershot

21/00271/FULPP Block 3, Queensmead, Farnborough

** 22/00193/OUTPP Proposed Farnborough Civic Quarter Development Site, Meudon Avenue, Farnborough

** 22/00068/REM Land at Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot

** 22/00138/REMPP Land at Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot

** 22/00277/REMPP Land at Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot

** 22/00340/REMPP Land at Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot

* The Head of Economy, Planning and Strategic Housing's Report No. EPSH2227 in respect of these applications was amended at the meeting.

** It was agreed that site visits would be arranged to these sites

35. **PLANNING APPLICATION NO. 22/00480/FULPP - 209-211 LYNCHFORD ROAD, FARNBOROUGH**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2237 (as amended at the meeting) regarding the erection of an apartment building and ten terraced houses comprising of 17 dwellings.

RESOLVED: That

subject to the completion of a satisfactory s106 Planning Agreement between the applicants and Rushmoor Borough Council by 10 November 2022 or unless otherwise agreed by an extension of time, to secure the required SPA SAMM and Public Open Space financial contributions as set out in the report; and receipt of a satisfactory updated independent assessment report supporting the revised viability case submitted by the applicants, the Head Economy, Planning and Strategic Housing in consultation with the Chairman be authorised to GRANT planning permission subject to the additional conditions and informatives set out in the amendment sheet and as agreed at the meeting regarding:

- i) additional condition (No. 24) on construction management hours; and
- ii) an informative (No. 13) regarding the planned highways work on the Lynchford Road.

36. **ESSO PIPELINE PROJECT**

The Head of Economy, Planning and Strategic Housing gave a verbal update to the Committee on the position regarding the agreement of all outstanding legal agreements including the Environmental Improvement Plan pursuant to the Development Consent Order for the renewal and partial realignment of the Southampton to London ESSO fuel pipeline which crossed the Borough of Rushmoor.

The Committee noted that the initial £50,000 for the environmental improvement plan had been received by the Council. It was hoped that it would be possible to undertake a management plan for the Queen Elizabeth Park (QEP) to inform expenditure. An additional £33,000 to fund other work, originally to be carried out by ESSO, was also expected as the Council were in discussions to undertake this work as well.

An update was provided on the current works, these included:

- QEP – the methodology had been changed from pipe push to a mini auger system, this had resulted in the removal of additional trees in the area. As a

result of the delays from the drill failure leaving QEP adjacent to the railway, it was being explored if the car park could be restored in the interim.

- Cove Road – It was noted that the works in Cove Road had been delayed by 2 weeks
- Nash Close – it was noted that the start date for these works would be 9th January, 2023. It was advised that a domestic gas pipe on the close would need to be relocated before work could commence

In response to a query, it was noted that removed trees would be replaced on a one for one basis, but not like for like. The replacement trees would likely be, subject to agreement, a more suitable native mix. ESSO were required to look after the saplings for a period of time following planting.

RESOLVED: that the Head of Economy, Planning and Strategic Housing Report No. EPSH2238 be noted.

The meeting closed at 8.37 pm.

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the meeting held on Wednesday, 9th November, 2022 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Calum Stewart (Chairman)
Cllr L. Jeffers (Vice-Chairman)

Cllr Mrs. D.B. Bedford
Cllr Jib Belbase
Cllr P.I.C. Crerar
Cllr C.P. Grattan
Cllr Michael Hope
Cllr S.J. Masterson
Cllr Sophie Porter

Apologies for absence were submitted on behalf of Cllr Peace Essien Igodifo and Cllr T.W. Mitchell.

Cllr C.W. Card attended the meeting as a Standing Deputy.

Non-Voting Member

Cllr A.R. Newell (Planning and Economy Portfolio Holder) (ex officio)

35. DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

36. MINUTES

The Minutes of the Meeting held on 12th October, 2022 were approved and signed as a correct record of proceedings.

37. REPRESENTATIONS BY THE PUBLIC

In accordance with the guidelines for public participation at meetings, the following representations were made to the Committee and were duly considered before a decision was reached:

Application No.	Address	Representation	In support of or against the application
22/00068/REM &	Blandford House	Eleanor King (Agent)	In support

22/00277/REMPP	and Malta Barracks Development Site, Shoe Lane, Aldershot	Central South Planning Savills, Mountbatten House, 1 Grosvenor Square, Southampton SO15 2BZ	
22/00068/REM	Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot	Mr Paul Reneaux The Gables, 24A Vine Close, Aldershot	Against
20/00400/FULPP	Former Lafarge Site, Hollybush Lane, Aldershot	Richard Coutts (Agent) Baca Architects Ltd, Unit 1, 199 Long Lane, London, SE1 4PN	In support
22/00453/FULPP	Studio 40, Lynchford Road, Farnborough	Ian Watts (Agent) Space M Studio, The Coach House, 29 Birmingham Road, Whitacre Heath, Warwickshire, B46 2ET	In support

38. PLANNING APPLICATIONS

RESOLVED: That

- (i) permission be given to the following applications, as set out in Appendix “A” attached hereto, subject to the conditions, restrictions and prohibitions (if any) mentioned therein:

* 22/00068/REM Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot

* 22/00277/REMPP Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot

- (ii) the applications dealt with by the Head of Economy, Planning and Strategic Housing, where necessary in consultation with the Chairman, in accordance with the Council’s Scheme of Delegation, more particularly specified in Section “D” of the Head of Economy, Planning and Strategic Housing’s Report No. EPSH2240, be noted

- (iii) the following applications be determined by the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman:

* 20/00400/FULPP Former Lafarge Site, Hollybush Lane, Farnborough

- * 22/00453/FULPP Studio 40, Lynchford Road, Farnborough
- (iv) the current position with regard to the following applications be noted pending consideration at a future meeting:
 - 21/00271/FULPP Block 3, Queensmead, Farnborough
 - ** 22/00193/OUTPP Proposed Farnborough Civic Quarter Development Site, Meudon Avenue, Farnborough
 - ** 22/00138/REMPP Land at Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot
 - ** 22/00340/REMPP Land at Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot
- * The Head of Economy, Planning and Strategic Housing's Report No. EPSH2240 in respect of these applications was amended at the meeting.
- ** It was agreed that site visits would be arranged to these sites

39. **PLANNING APPLICATION NO. 20/00400/FULPP - FORMER LAFARGE SITE, HOLLYBUSH LANE, ALDERSHOT**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2240 (as amended at the meeting) regarding the development of the site to create a leisure facility comprising an aquatic sports centre, including; a restaurant, indoor children's play area, an equestrian centre and associated stabling; 9 floating holiday lodges with associated car parking, landscaping and bund.

RESOLVED: That

subject to the completion of a satisfactory s106 Planning Agreement between the applicants and Rushmoor Borough Council by 30 November 2022 or in accordance with an agreed by an extension of time, to secure:-

- (a) the required SPA SAMM financial contributions as set out in the report;
- (b) securing a contribution of £16,500 travel plan monitoring and approval fees payable to Hampshire County Council in connection with the approval, administration and monitoring of a Travel Plan; and
- (c) appropriate clauses to secure the restoration and retention for the lifetime of the development of the original line of the Blackwater Valley Path through the application site

the Head Economy, Planning and Strategic Housing in consultation with the Chairman be authorised to GRANT planning permission subject to the amended conditions and informatives, as set out in the report.

40. **PLANNING APPLICATION NO. 22/00453/FULPP - STUDIO 40, LYNCHFORD ROAD, FARNBOROUGH**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2240 (as amended at the meeting) regarding the change of use from suite of offices (Class E(g)) to day school (Class F1(a)), provision of car parking, drop-off point for mini bus, landscaping and associated works.

RESOLVED: That

subject to the completion of a satisfactory s106 Planning Agreement between the Applicant and Hampshire County Council by the 31st January 2022 or in accordance with an agreed extension of time, to secure, an agreed Travel Plan and Travel Plan bond, the Head Economy, Planning and Strategic Housing in consultation with the Chairman be authorised to GRANT planning permission subject to the amended conditions and informatives, as set out in the report.

41. **APPEALS PROGRESS REPORT**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2241 concerning the following appeal decisions:

Application / Enforcement Case No.	Description	Decision
21/00476/FULPP	Against refusal of planning permission for 'Change of use from public house (Sui Generis) to grocery shop (Use Class E), with continued use above ground floor of ancillary residential accommodation' in respect of The Royal Staff Public House, Mount Pleasant Road, Aldershot.	New appeal to be determined
21/00912/FUL	Against refusal of planning permission for the " <i>Formation of a new driveway and vehicular access for off street parking</i> " at 66 Church Road, Aldershot.	Dismissed
21/00331/FULPP	Against the refusal of planning permission for the construction of an attached dwelling to the existing semi-detached property to create a terrace of three following the demolition of the existing detached garage at 71 Tongham Road, Aldershot.	Dismissed

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2241 be noted.

42. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT**

**Enforcement
Reference No.**

Description of Breach

22/00069/COUGEN

Complaints had been received that the flat above the White Lion Public House, 20 Lower Farnham Road, Aldershot was being advertised as available for rent independently from the Public House in May 2022. This was evidenced on a site visit in June 2022 and followed up with a number of letters were sent to the owner with no response. A Planning Contravention Notice (PCN) was issued on 4 August which was returned completed on 8 September. This confirmed that the first-floor flat was being occupied by tenants under a six-month shorthold tenancy agreement with the owner as the landlord. The PCN confirmed that there had been a breach of planning control as the first-floor flat was ancillary to the Public House, and not an independent dwelling (Use Class C3).

Planning Application 22/00159/FULPP for a rear first floor extension and change of use of the flat into an independent dwelling had been refused in April 2022, therefore, instructions had been issued to the Corporate Manager, Legal to draft and serve the notices in this respect.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2242 be noted.

43. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER JULY TO SEPTEMBER 2022**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2243 which provided an update on the position with respect to achieving performance indicators for the Development Management Section of the Planning Service and the overall workload of the Section for the quarter from 1st July to 30th September 2022 and for the year 2022/23.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2243 be noted.

The meeting closed at 9.31 pm.

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POLICY AND PROJECT ADVISORY BOARD

Report of the meeting held on Wednesday, 21st September, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Marina Munro (Chairman)
Cllr Jessica Auton (Vice-Chairman)
Cllr P.I.C. Crerar (Vice-Chairman)

Cllr C.W. Card
Cllr Jules Crossley
Cllr Peace Essien Igodifo
Cllr M.J. Roberts
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr Jib Belbase, Cllr M.S. Choudhary and Cllr Michael Hope.

Cllr P.J. Cullum attended as Standing Deputy.

13. MINUTES

The minutes of the meeting held on 13th July, 2022 were agreed as a correct record.

14. COUNCIL BUSINESS PLAN

Ms Rachel Barker, Assistant Chief Executive, provided an update on the Council Business Plan 2023-26.

It was noted that the three year plan had been refreshed annually and the early engagement with the Board had proved very important in this process. The Plan consisted of six priorities, with key activities detailed for each. The priorities and activities linked to existing strategies and plans and key measures were also identified.

The Board discussed the timeline for the refresh process and noted a “call for evidence” process. It was noted that the Team working on the refresh, had a good evidence base that reflected changes since the previous refresh but would also welcome any evidence, insight and intelligence, from stakeholders, that could input and shape the final document. A deadline for this input had been set as 21st October, 2022 and any evidence, insight and intelligence should be shared with policy@rushmoor.gov.uk.

The Board noted that at their meeting in November, 2022, the opportunity would be given to shape the final document before a draft was finalised. The draft would then

be considered by the Corporate Management Team, before returning to the Board in January, 2023, prior to being presented to Cabinet, then Council, in February, 2023.

During discussions, the Board requested that prior to the meeting in November, as much evidence be shared with Members. A request was also made for a summary of the previous year's Residents' Survey.

The Chairman thanked Ms Barker for her presentation.

15. **FUTURE PARKING APPROACH**

The Board welcomed Mr David Phillips (Service Manager – Commercial Services), who was in attendance to provide a report on the Council's future approach to parking.

It was noted that as of 31st March, 2023, Hampshire County Council (HCC) would terminate their agency agreement with the Council to manage on street parking services and traffic management.

Mr Phillips advised on the implications for the Council as a result of the termination, combined with the loss of some Council owned car parks due to the regeneration schemes across the Borough and the impacts of COVID over the past two years. It was noted that there would be impacts in a number of areas, including:

- Financial
 - loss of all income related to on street parking
 - A 50:50 split of any surplus funds with HCC
 - Loss of expenditure related to on street parking, but requirement to reabsorb any support service costs (circa £200,000 in 2021/22)
- Contractual
 - Process to cancel/transfer/renegotiate agreements with contractors who supplied services related to cash/card processing and computer systems, amongst others
- Service
 - Loss of strategic control over location and charges for on street, residential and permit holder parking
 - Loss of control to target Civil Enforcement Officers (CEO's) in response to customer demand/local need
- Staffing
 - Reduction in size of the Parking Team - TUPE process in progress to transfer some staff over to HCC
 - Recruitment and retention of CEO's
 - Uncertainty during transition period

The Board were apprised of some options for the future delivery of off street parking moving forward, these included:

- Provision of a smaller team potentially working alongside other council functions
- Delivery of the service primarily through the Customer Services Unit (CSU)

- Joint delivery with neighbouring authorities
- Delivery through an external provider
- Taking on management of some privately owned car parks in the Borough
- Utilising pay on foot technology

Moving forward, it was advised that communication with HCC would continue to ensure a smooth transition for our residents and users. Regular meetings would also be held with the Service Manager – Customer Services, on moving parking support work to the CSU, and with Hart District Council on the potential for a shared service.

The Board discussed the presentation and raised a number of points, these included:

- On street parking in specific areas where issues had occurred in the past, in particular Aldershot Park around the Lido site.
- Loss of local knowledge.
- Highways issues currently raised primarily with local elected Members and not the County Council – this will become more of an issue for users moving forward. Request for special access route for Members to the HCC Highways Team.
- Request for more detail from HCC on their strategy regarding on street parking post 31st March 2023.
- Suggestion to invite the five County Councillors and the Executive Member responsible for highways to a future meeting.
- A letter be sent to the Executive Member responsible for highways to reflect the feelings of the Board on their decision to take back on street car parking.

The Chairman thanked Mr Phillips for his presentation.

16. **WORK PLAN**

The Board noted the current Work Plan.

The meeting closed at 8.22 pm.

OVERVIEW AND SCRUTINY COMMITTEE

Report of the meeting held on Thursday, 20th October, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr M.D. Smith (Chairman)
Cllr Mrs. D.B. Bedford (Vice-Chairman)
Cllr K. Dibble (Vice-Chairman)

Cllr A. Adeola
Cllr Gaynor Austin
Cllr L. Jeffers
Cllr Mara Makunura
Cllr Marina Munro
Cllr Sophie Porter
Cllr S. Trussler

Apologies for absence were submitted on behalf of Cllr Prabesh KC.

15. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 15th September, 2022 were agreed as a correct record.

16. PARKS AND PLAYGROUNDS

The Committee welcomed James Duggin, Head of Operational Services, who was in attendance to give a presentation on the Borough's parks and play grounds.

Mr Duggin provided an overview of the current Strategy, which had been approved by the Cabinet in December, 2019, following a series of meetings with the Policy and Project Advisory Board. The Committee were apprised of the locations of the 40 Council owned sites across the Borough, which varied in quality, standard and usage. It was noted that a key strategic principle within the Strategy had been to ensure that for every resident in the Borough should have either; an equipped playground within a five-minute walk (0.4 km) or; a neighbourhood playground within a fifteen-minute walk (1.2 km); with either complimented by a destination facility at one of the key parks within the area. It was advised that the principles also stated, that:

- Sites should be of a high quality with diverse play facilities
- Sites should be maintained to ensure a safe and high-quality experience
- Continued assessment should be carried out on population demographics to ensure appropriate provision
- Consideration of levels of deprivation be taken into account when considering playground provision

Mr Duggin advised that recent census data had shown a population increase within the Borough. However, the data showed a decrease in 0-4 year olds and an increase in 5-9 year olds, with the figures for 10-14 year olds remaining static. These statistics could result in a reduction in demand for smaller sites aimed at the youngest age group.

The Committee were advised on some recent work to sites including, Moor Road Recreation Ground, Blunden Park and King George V Playing Fields. The new site at the Southwood Country Park was also noted. Other minor refurbishment works were highlighted, these included a minor refurbishment and repaint at Carlton Gardens, new fencing at Aspen Grove and surface replacement, repaint and equipment service at Howard Cole Way.

Looking forward, Mr Duggin advised on further minor refurbishments and the Committee noted that old equipment had been built to last, allowing the Council to repaint and service much of it, however, health and safety remained a high priority on all sites. It was also noted that sites not on the Council's land, such as Curly Bridge Close, Fleming Close, Highclere Road, Derwent Close and Dart Road, considered to be at the end of life, would be recommended to close.

The Committee were apprised of the financial arrangements. It was noted that the current maintenance budget had been around £65,000 and to fully implement the Action Plan within the Strategy would cost in the region of £3million. Section 106 (S106) contributions were noted and it was advised that currently, contributions in Aldershot were in the region of £280,000 and in Farnborough £684,000. The Committee were advised that S106 funding had very specific guidelines and currently a number of sites were under development or awaiting contributions at Southwood Country Park, Cove Green Recreation Ground, Redan Hill Gardens, Farnborough Civic Quarter and Elles Road.

In conclusion, it was noted that the Strategy had been developed to ensure ongoing appropriate play provision across the Borough with investment targeted in the right place. Some funding had been available for ongoing maintenance but it had been insufficient to fund the whole strategy, therefore S106 contributions were sought wherever possible. Moving forward funding would be considered alongside other Council priorities in the budget setting process.

The Committee discussed the presentation and raised the following queries:

- Accessible play equipment - it was advised that all sites were designed to be accessible but not to have disabled appropriate equipment
- Provision of S106 in areas not likely to receive a contribution for development – it was advised that the Council would apply as much flexibility as possible when applying for S106 contributions
- Provision for 12-16 year olds – It was noted that this age group fell outside the scope for play provision within the Council's strategy which only accounted for young people up to the age of 14
- Safety check process – it was noted that all sites were inspected either daily or weekly, depending on use. On a monthly basis a qualified inspector would

carry out checks and full condition surveys would be undertaken annually. If a piece of equipment was deemed unsafe it would be taken out of commission

- End of life play areas – when a play area reached end of life the Council would look to provide an area that was safe and appropriate for the area, however there were cost implications
- Funding – the Committee noted that an imaginative approach had been taken towards funding play areas, primarily through the use of S106, however, when all else failed, a bid could be made for funding from the capital budget

The Chairman thanked Mr Duggin for his presentation.

17. **PROPERTY SERVICES**

The Committee welcomed Mr Tim Mills, Head of Economy, Planning and Strategic Housing who was in attendance to provide an overview of the Council's Property Service.

Members were apprised of objectives, governance and reporting for the service. It was noted that, in 2019, the initial strategy had been to increase the portfolio size to £178 million, using Public Works Loan Board (PWLB) funding, through well let assets, with strong secure income and minimal risk. However in 2020/21 PWLB changed their rules preventing borrowing to purchase for income yield. It was noted that following this change, the Council had focussed on acquiring permitted regeneration assets in the Borough, targeting value added opportunities and maximising income from existing assets. The current value of the portfolio was £128.2 million.

It was noted that governance was in place to ensure that the portfolio was well managed and the performance of the portfolio was monitored by the Property Investment Advisory Group (PIAG). It was advised that PIAG met quarterly (or as required) to consider performance reports consisting of data on acquisitions/sales, asset management initiatives and financial considerations. In addition, monthly meetings took place, to review progress, between the Council's property team and Lambert Smith Hampton Investment Management (LSHIM), the Council's investment and asset advisors. All data was then fed into the Council's budget and performance monitoring processes.

The Committee noted a number of key points regarding the portfolio, these included:

- £7,646,384 – contracted rent p.a.
- 81 tenants – excluding short term licenses
- 6.13% of vacant space
- Rent collection performance
- Debt performance

Mr Mills reported on the asset management planning for the planned period of 2022-2030. The 7-8 year planning process, had been set to tie in with potential energy efficiency requirements and the Council Plan. It was noted that Concerto, the asset management system being utilised, mapped all potential events and assumptions for all assets, identified stock condition investment requirements, identified energy

efficiency investment requirements, outlined a proposed approach to rent and rebate for community buildings and minimum license costs and identified specific plans for key assets such as the Princes Hall and the Alpine Snowsports centre.

The Committee discussed Mr Mills' report and recognised that the new management system, Concerto, allowed quick access to all information relating to each property making for a more efficient and effective service. In response to a query regarding debt management, it was noted that Concerto enabled effective invoicing which had had a positive effect on outstanding debt since its implementation. In response to a query regarding energy efficiency, it was noted that the rating of each property within the portfolio were now known. The next step would be to survey each property to establish costs to achieve the required "B" energy efficiency rating as set by the Government.

The Committee requested a session on the portfolio at which an overview of each property was given, this would be discussed further at the next Progress Group.

The Chairman thanked Mr Mills for his presentation.

18. **WORK PLAN**

The current Work Plan was noted.

It was advised that an update would be provided on the Supporting Communities Strategy and Action Plan at the December, 2022 meeting.

It was also noted that an economic assessment of the airport was underway and it was expected that the report, when complete, would help facilitate an item on the Farnborough Airport at a future meeting of the Committee.

The meeting closed at 9.00 pm.

POLICY AND PROJECT ADVISORY BOARD

Report of the meeting held on Wednesday, 23rd November, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Marina Munro (Chairman)
Cllr Jessica Auton (Vice-Chairman)
Cllr P.I.C. Crerar (Vice-Chairman)

Cllr Jib Belbase
Cllr C.W. Card
Cllr M.S. Choudhary
Cllr Jules Crossley
Cllr Michael Hope
Cllr Peace Essien Igodifo
Cllr M.J. Roberts

Apologies for absence were submitted on behalf of Cllr Jacqui Vosper.

17. MINUTES

The minutes of the meeting held on 21st September, 2022 were agreed as a correct record.

Ms Barker provided an update from Hampshire County Council (HCC) on the future approach to parking, which was discussed at the previous meeting. The updates were focussed on two of the issues raised by the Board, as follows:

- Detail from HCC on the strategy regarding on street parking post 31st March 2023 – it was noted that, HCC intended to provide a service as good, or better, than currently provided. Existing CEO numbers would be matched or exceeded, however, this may not be the case in the first two – three months as the service was brought up to speed. HCC would continue to work with the Council to understand and target hotspots that had caused issues in the past, e.g. Aldershot Park and the Lido. Local knowledge would be obtained quickly, with the CEO's (employed by NSL) operating out of an office in the Farnborough Library.
- Special access route for Members to the HCC Highways Team - Members would be able to report issues directly, via the Hampshire website/email address. The issues would be diverted to the CEO team operating in Rushmoor from the Farnborough Library. Alternatively, matters could be escalated directly with the County Councillor.

Members requested an update on the letter that had been discussed at the last meeting, which would raise the Board's concerns around the move back to HCC.

This would be picked up with David Phillips and an update provided at the next Progress Group meeting.

18. HOUSING AND HOMELESSNESS STRATEGY

The Board welcomed Tim Mills, Head of Economy, Planning and Strategic Housing who provided an update on the work around the Housing and Homelessness Strategy.

The purpose of the session had been to agree the objectives under the themes agreed at the meeting in July, 2022. There were three themes, each with a number of objectives supporting it, as set out below:

- **Theme 1** – increase the supply of good quality homes for all residents and prospective residents, for every stage of life
 - Ensure we have up to date housing needs information to inform housing priorities in the Borough
 - Implement plans and policies which encourage the delivery of a diverse range of housing types and tenures, and which support the local housing market
 - Work collaboratively with developers in the private and social sectors and other partner agencies to maximise a sustainable housing supply and overcome challenges
- **Theme 2** - Support residents to access affordable, well managed and maintained housing in the private and social sectors
 - Continue to focus resources on preventing homelessness
 - Re imagine the housing advice front line to increase accessibility by proactively communicating information and advice to residents in order to prevent them getting into crisis situations
 - Work collaboratively with partners in the private and social sector to ensure homes are well managed and maintained
- **Theme 3** – work proactively to improve the condition and energy efficiency of housing in the Borough
 - Focus staff resource on enforcing standards and housing conditions in the knowledge that good housing conditions usually means good thermal efficiency
 - Communicate effectively via digital platforms to residents and landlords about the support, advice and funding available to them to install energy efficiency measures in the existing older housing stock
 - Work with partner organisations to improve energy efficiency, reduce fuel poverty and seek to support businesses in carbon offsetting through carbon credits to RPs for retrofitting and thereby improve residents' health and wellbeing and reduce carbon emissions per dwelling

The Board discussed each theme and it's objectives and raised a number of comments, including:

- Ensure we are building the right type of houses
- Work with developers to ensure appropriate development for the Borough - through the pre application process in planning
- Interaction with the Local Plan – it was noted that the Housing Plan sat below the Local Plan and provided a broader vision for the Borough
- Ensure new builds are future proofed
- Promote sustainable/energy efficient methods at pre planning application stage

In response to a query regarding the Local Plan, it was suggested that the work would expect to commence in the Autumn of 2023 due to the current political climate, delays in Levelling Up and Regeneration Bill and likelihood of further potential changes by the Secretary of State. The cost of developing a Local Plan would be in the region of £200,000 - 300,000 and could take up to 3-4 years.

The following comments were made on the wording of the objectives in Theme 3, as follows:

- Theme 3/Objective 1- end after conditions
- Theme 3/Objective 2 – focus on digital platforms may prevent access for some, ensure rolled roll out across the board being aware of staff resource
- Theme 3/Objective 3 – incorporate innovation and creative – ensure broader vision

Mr Mills advised that any further work on the Strategy would be undertake with the Strategic Housing and Local Plan Group (SHLPG), of which Cllr Crerar was the Board's representative. It was expected that there would be a further two meetings with the SHLPG before the Strategy was presented to the Cabinet in March 2023. Members of the Board should feed comments into the SHLPG via Cllr Crerar.

The Chairman thanked Mr Mills for his presentation.

19. **COUNCIL BUSINESS PLAN**

Rachel Barker provided an update on the current position with the Council Business Plan and reported on the findings from the recent residents survey.

Ms Barker, referred to Report No. ACE2007 which set out the current position with the development of the Council Plan and the results of the 2022 Residents Survey. The Board noted the shift towards outcome based budgeting and the impact this would have on the development of the Council Plan, alongside consideration of the outcomes from the 2022 Residents Survey. It was therefore recommended that, the refresh of the Council Plan be “paused” until the work, as set out above, had been completed. The intention would then be for the refresh to be undertaken in February 2023, however, this date would be reviewed as the work progressed. An update on the development of the Council Plan would be provided at the January 2023 meeting of the Board.

The Board **NOTED** the current position.

The Board discussed the 2022 Residents Survey. It was noted that 1058 responses had been received which provided an insight into what residents were thinking/feeling. The Board discussed how more people could be encouraged to engage in the survey, including door-to-door and a town centre presence.

The Board discussed the mental health and wellbeing aspect of the survey and it was noted that the data received would help in discussions regarding national funding, such as Levelling Up, as national data had shown a different picture for Rushmoor than was the feeling locally.

Moving forward it would be important to engage residents from different age groups and minority backgrounds, to achieve a more representative response. This could be achieved by alternating what data was requested in each survey.

It was noted that the report would be shared with our partners to inform local work/initiatives.

20. **WORK PLAN**

The Board noted the current Work Plan.

Items for the next meeting of the Board on 25th January, 2023, including the Council Plan, would be picked up at the next Progress Group meeting.

The meeting closed at 8.43 pm.

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