

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 6 October 2016 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 - 12)**
To confirm the Minutes of the Ordinary Meeting of the Council held on 28th July, 2016 (copy Minutes 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. **NOTICE OF MOTION - PRE-PAYMENT METERS**
To consider the following Notice of Motion, which has been submitted by Cr. R.M. Cooper pursuant to Standing Order 9 (1):

"This Council welcomes the Christians Against Poverty report "The poor pay more" that exposes the regressive pricing many Rushmoor residents face through pre-payment meters for energy.

The Council therefore:

- welcomes the Government's recent focus on this issue and calls for it to consider the report and its recommendations that pre-payment meter charges are reduced so that they are in line with regular tariffs;
- will press all providers of social housing in our borough to give their tenants the option of moving from pre-payment meters to regular tariffs; and
- will seek to ensure that all social housing tenants are provided with energy saving advice to help them reduce their costs."

5. **RECOMMENDATIONS OF THE CABINET AND COMMITTEES** (Pages 13 - 22)
To consider the recommendation of the Cabinet in relation to the following item:

Medium Term Financial Strategy 2016/17 – 2019/20 –

To receive a Report from the Cabinet (copy attached - Annex 1), which recommends the approval of the Medium Term Financial Strategy 2016/17 – 2019/20. The Cabinet Member for Corporate Services (Cr. P.G. Taylor) will introduce this item.

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 23 - 74)

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

Cabinet –

26th July, 2016
23rd August, 2016
20th September, 2016

Committees –

Development Management 20th July, 2016
Development Management 17th August, 2016
Development Management 14th September, 2016

8. **REPORTS OF POLICY AND REVIEW PANELS** (Pages 75 - 98)

To note the Reports of the following meetings of the Policy and Review Panels (copy reports attached):

Corporate Services 5th July, 2016
Leisure and Youth 5th September, 2016
Environment 6th September, 2016
Corporate Services 8th September, 2016
Borough Services 12th September, 2016
Community 15th September, 2016

A.E. COLVER
Head of Democratic and Customer Services

Council Offices
Farnborough
Hampshire GU14 7JU

Wednesday 28 September 2016

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BOROUGH OF RUSHMOOR

MEETING OF THE BOROUGH COUNCIL held at the Council Offices,
Farnborough on Thursday, 28th July, 2016 at 7.00 p.m.

THE WORSHIPFUL THE MAYOR (CR. JACQUI M. VOSPER)
THE DEPUTY MAYOR (CR. SOPHIA CHOUDHARY, L.L.B.)

- | | |
|-------------------------------------|---------------------------------------|
| CR. MRS. D.B. BEDFORD | CR. B. JONES, M.Sc., A.R.C.S., |
| CR. D.M.T. BELL | M.N.E.I.M.M.E., C.Eng., M.I.E.T., |
| CR. T.D. BRIDGEMAN, B.A. (Hons.) | M.B.C.S., C.I.T.P. |
| CR. SUE CARTER | CR. G.B. LYON, B.A. (Oxon) |
| a CR. M.S. CHOUDHARY, M.A. | CR. J.H. MARSH, C.Eng., M.I.Mech.E. |
| CR. D.E. CLIFFORD, M.P.A., M.C.M.I. | CR. S.J. MASTERSON |
| CR. R. COOPER | a CR. P.J. MOYLE |
| CR. LIZ CORPS, N.N.D., A.T.D. | CR. MARINA MUNRO |
| a CR. A.H. CRAWFORD, J.P., B.Sc., | a CR. K.H. MUSCHAMP |
| A.R.C.S., Dip.Man. (Open). | CR. A.R. NEWELL |
| CR. P.I.C. CRERAR, B.A. (Hons.), | CR. J.J. PREECE |
| M.Arch., M.A. | CR. M.J. ROBERTS, B.Sc., F.R.S.A. |
| CR. K. DIBBLE, M.A.F.M., B.I.F.M. | CR. P.F. RUST, A.I.M.E.E., M.I.S.M. |
| CR. SUE DIBBLE | CR. M.L. SHEEHAN |
| CR. R.L.G. DIBBS | CR. M.D. SMITH |
| a CR. JENNIFER M. EVANS, B.Sc., | CR. M. STAPLEHURST |
| M.Sc. | a CR. L.A. TAYLOR |
| a CR. D.S. GLADSTONE | CR. P.G. TAYLOR, A.C.I.B. |
| CR. C.P. GRATTAN | CR. M.J. TENNANT, B.Sc. |
| CR. BARBARA J. HURST, B.A., M.A. | CR. B.A. THOMAS |
| CR. A. JACKMAN, B.Sc. | CR. J.E. WOOLLEY, B.Sc., L.L.B., M.A. |

- Honorary Alderman C. Balchin J.P.
a Honorary Alderman R.J. Debenham, M.B.E.
Honorary Alderman R.J. Kimber
a Honorary Alderman G.J. Woolger

Apologies for absence were received on behalf of Crs. M.S. Choudhary, A.H. Crawford, Jennifer Evans, D.S. Gladstone, P.J. Moyle, K.H. Muschamp and P.G. Taylor

Before the meeting was opened the meeting was led in prayers by Mr. David Betts, a member of the Garrison Chaplaincy Team.

9. **MINUTES –**

It was MOVED by Cr. D.E. Clifford; SECONDED by Cr. K.H. Muschamp
and

RESOLVED: That, the Minutes of the Ordinary Meeting of the Council held on 24th May, 2016 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

10. MAYOR'S ANNOUNCEMENTS –

- (1) The Mayor reported that she had attended the annual Farnborough Donkey Derby on 30th May, which had been organised by local Rotarians, at King George V playing fields. The event had been very well supported and had raised a considerable amount of money for local charities.
- (2) The Mayor reported that she had attended the Kids Out fun day held at the Army Rugby Club ground in Aldershot on 8th June for disabled and disadvantaged children of Rushmoor and surrounding areas.
- (3) The Mayor reported that, on 20th June, Rushmoor's Armed Forces Day flag had been raised in Princes Gardens, Aldershot. The Mayor had been joined at the event by the Deputy Lieutenant of Hampshire, Lt. Gen. Sir Mark Mans, civic guests, members of the public and representatives of the Royal British Legion, Military, Police and Fire and Rescue Service. The flag was flown until the end of Armed Forces Day on 25th June.
- (4) The Mayor reported that she had been pleased to be able to pay her respects and attend the vigil in Municipal Gardens, Aldershot to mark 100 years since the start of the Battle of the Somme. The event had been organised by the Aldershot Branch of the Royal British Legion and had taken place from 8.00 pm on 30th June to 8.00 am the following morning – 1st July, the day the Battle had started 100 years previously. The commemoration had culminated in a poignant and moving service of remembrance in Municipal Gardens at 7.30 am which had been led by the Mayor's Chaplain and had been well attended, considering the early time of the service. The Mayor thanked all Members who had joined her in paying respects to all those who had lost their lives.
- (5) The Mayor reflected that it had been a sad year for losing people known to the Council. On 4th July, the Mayor had attended the funeral of former Mayor and Councillor, Maurice Banner.
- (6) The Mayor thanked all staff who had been involved in ensuring that the 2016 Farnborough International Air Show had been a success and that the Borough's environment had looked clean and welcoming. The Mayor said that she was proud that the Borough had the facilities to hold such a prestigious event.
- (7) The Mayor advised Members of forthcoming events in aid of her charities:
 - 28th August – sponsored cycle ride organised by Naya Yuva and Rushmoor Cycle Forum

- 16th September – Mayor’s Charity Golf Tournament at Southwood Golf Course

11. **RUSHMOOR COMMUNITY AWARD 2016 –**

The Rushmoor Community Award recognised local people who had in some way made a significant contribution to the community. The Mayor reported that, in 2016, the Council had agreed to present the Award to two people: Mr. Kevin Matthew and Mr. Lewis Trinder in recognition of their significant and admirable fundraising and volunteering activities over many years.

The Mayor advised Members that Mr. Matthew was a local businessman and had spent the past 30 years supporting a variety of local charities, individuals and causes. To date, Mr. Matthew had raised over £250,000 for Aldershot and Farnborough charities. He had taken part in hundreds of fundraising events from sky dives to 100 miles’ cycle rides. Mr. Matthew had also been a main sponsor of Picnic to Music in the Park in aid of the Phyllis Tuckwell Hospice and was a sponsor of Aldershot Town Football Club. Mr. Matthew was a funding partner within the Community Matters Partnership Project, which helped to raise money for local young people’s projects. He offered employment and apprenticeship opportunities to challenging young people, who were often excluded from school. A number of these still worked for him or had gone on to build their own successful businesses.

Mr. Matthew had also funded and provided a new heating system at the Parity for Disability and The Source buildings. In addition, he had recently renovated and provided all the materials to help make an ex-soldier’s house wheelchair friendly.

Mr. Matthew visited schools to give talks and also encouraged his 150 employees to get involved in volunteering through offering them paid volunteering time away from work. Mr. Matthew supported charity fundraising events and also offered his business skills, expertise and time to local charities needing help.

The Mayor said that Mr. Matthew was a very worthy winner of the Rushmoor Community Award and called him forward to accept the Award and a certificate.

Mr. Matthew thanked the Council for the unexpected Award. He explained that he liked to work with children in deprived areas, children for whom life’s circumstances had not given them the best start in life. In his experience, these children had a lot to give when given the right support, trust, responsibility and encouragement. He felt that this sort of work, including apprenticeships with disadvantaged young people was vital. The Community Matters Partnership Project was doing work in this area helping to improve aspiration in young people.

The Mayor then announced that the second recipient of the Rushmoor Community Award 2016 was Mr. Lewis Trinder. The Mayor advised Members that Mr. Trinder was the President and former Chairman of the Aldershot and Farnborough RNLI Branch, Chairman of the Aldershot Branch of the Royal British Legion, Vice-President of the Sea Cadet Corps Training Ship, Diadem, at Frimley. He had been a Commanding Officer and was a current supporter of the Sea Cadet Corps Training Ship Swiftsure at Farnham and was a member of the Aldershot Normandy Veterans' Association and Royal Naval Association.

Mr. Lewis was over 90 years old and had been serving the local community for over 50 years in his various capacities, prior to which he had served in the Royal Navy. The Mayor understood that on the nomination form for Mr. Trinder to receive the Award it had been stated that he was an active, inspirational and enthusiastic organiser and fundraiser for the various charities with which he was involved. Mr. Trinder could frequently be seen raising money for the RNLI, naval charities and the Royal British Legion Poppy Appeal at their collections in Aldershot and Farnborough. Mr. Trinder had done this for decades and always did so whatever the weather and always with good humour.

The Mayor reported that such had been Mr. Trinder's contribution to the RNLI, that the Institute's Trustee Board had awarded him the Gold Badge in recognition of his devoted service to the Aldershot and Farnborough Branch. His work as RNLI Branch President provided valuable guidance and support to the local Branch Committee. Mr. Trinder was Chairman of the Aldershot Branch of the Royal British Legion and played a key role in its on-going success. He was also a keen and active member of the Aldershot Branch of the Normandy Veterans' Association.

Mr. Trinder had volunteered for the Royal Navy on his 18th birthday in 1942. He had taken part in the Normandy landings in 1944 and had used his naval experience to excellent effect over many years through his leadership roles with the Sea Cadet Corps at both Farnham and Frimley.

Mr. Trinder had also been a regular blood donor over the years and was very particularly proud of the award he had received for donating over 50 pints of blood.

The Mayor remarked that Mr. Trinder's contribution to the community over many decades had made a real difference to people and had provided a fine example to others. He was a very worthy winner of the Rushmoor Community Award and the Mayor called him forward to accept the Award and a framed certificate.

Mr. Trinder said he felt very honoured to have been given the Award and acknowledged the support of his family, friends, shipmates and particularly his wife.

12. **STANDING ORDER 8 – QUESTIONS –**

The Mayor reported that no questions had been submitted in pursuance of Standing Order 8(3).

13. **RETURNING OFFICER’S REPORT –**

The Returning Officer’s report was submitted to Members (as set out in the appendix to these Minutes) on the result of the local election on 2nd June, 2016 for the Aldershot Park Ward.

RESOLVED: That the report be noted.

14. **NOTICE OF MOTION – THE CONNAUGHT SCHOOL –**

The Council was asked to consider the following Motion, which had been submitted by Cr. Jeremy Preece in accordance with the provisions of Standing Order 9 (1). It was **MOVED** by Cr. J.J. Preece; **SECONDED** by Cr. A.R. Newell - That

“With respect to the current consultation about the future of The Connaught School, Aldershot, this Council will prepare an evidence-based response taking into account the following factors:

- progress and achievement in the past seven years
- value added, that is the improvement in performance of pupils on intake compared with when they arrive
- demand for places this year and the future
- increasing demand on school finances
- difficulties in recruitment of teachers in North East Hampshire.”

Speaking in support of his Motion, Cr. Preece stated that, with no warning, the Headteacher and staff of the Connaught School had discovered that on 1st July, 2016 County Councillor Peter Edgar (Executive Member for Education) had issued a public consultation on the future of the School. He understood that the Headteacher had been “disappointed and shocked” about the consultation and that the local community was also shocked and angry about what might happen to their school. Cr. Preece spoke of some of the emotive and unsupported phrases used in the consultation report and questioned where County Councillor had got his information from, particularly when the OFSTED parent feedback showed that 95% of parents would recommend the School. Cr. Preece also referred to the increase in number of allocated places for September at the School and also the rise in numbers over the previous four years.

Cr. Preece was disappointed that the consultation report dismissed out of hand the option that the Connaught School as such should be allowed to exist. In paragraph 5.1 of the consultation report it stated that the School “no longer considered a viable option because the community could and should be better served by its local secondary school.”

Cr. Preece urged the Council to support the Motion and referred to the factors set out in the Motion which should be taken into account when compiling the Council's response to the consultation report. Cr. Preece said that the Council owed it to the local community, to the children, the parents and staff to do what it could to help bring about the best outcome for all at the Connaught School.

In seconding the Motion, Cr. Newell referred to the improvements that had been made at the School over the previous seven years. He felt it important that the Council should unite in sending an objective and evidence based response to the consultation report.

During discussion, Members referred to the belief that the School had been badly let down by Hampshire County Council and in particular to the fact that the consultation had been issued just prior to the school holidays when no one would be available at the School to respond to the consultation. Reference was also made to a cross-border catchment issue where pupils were opting to send their children to schools in Surrey. There was also the issue that teachers were leaving the area to go to schools in Surrey where they would be paid more.

Members were also of the opinion that responses to the consultation should be based on facts and evidence, rather than on perception and rumour. It was also felt important that the Council should unite in its response.

The Motion was then put to the meeting. There voted FOR: 31; AGAINST: 0 and the Motion was **DECLARED CARRIED**.

NOTES:

- (1) Cr. D.E. Clifford declared a prejudicial interest in this item in respect of his company supplying goods to the Connaught School and, in accordance with the Members' Code of Conduct, left the meeting during the discussion and voting thereon; and
- (2) Cr. M.L. Sheehan declared an interest in this item as a parent of children at the School and also due to the fact that he lived in the vicinity of the school and remained in the meeting during the discussion and voting thereon.

15. **APPOINTMENTS –**

RESOLVED: That the appointment of Cr. J.E. Woolley to the vacant Conservative Group seat on the Licensing and General Purposes Committee for the remainder of the 2016/17 Municipal Year be confirmed.

16. **REVIEW OF MEMBERS' ALLOWANCES SCHEME –**

The Independent Remuneration Panel had completed its four yearly review of Rushmoor's Members' Allowances Scheme and had found that it was largely fit for purpose. The existing arrangements were found to be broadly fair

and generally consistent with other authorities. The proposed changes reflected the views expressed to the Independent Remuneration Panel by Members, benchmarking data and local structures and working arrangements and were considered equitable by the Remuneration Panel.

It was **MOVED** by Cr. A. Jackman and **SECONDED** by Cr. M.L. Sheehan that the Recommendations of the Fifth Report of the Independent Remuneration Panel be approved for adoption.

There voted **FOR: 28; AGAINST: 0** that the Recommendations were **DECLARED CARRIED**.

17. QUESTIONS FOR THE CABINET –

The Mayor advised Members that no questions had been submitted for the Cabinet.

18. REPORTS OF CABINET AND COMMITTEES –

(1) Cabinet –

It was **MOVED** by Cr. Sue Carter; **SECONDED** by Cr. A. Jackman and

RESOLVED: That the Report of the Meeting of the Cabinet held on 26th April, 2016 (Para. Nos. 1 - 8) be received.

(2) Cabinet –

It was **MOVED** by Cr. D.E. Clifford; **SECONDED** by Cr. Barbara Hurst and

RESOLVED: That the Report of the Meeting of the Cabinet held on 31st May, 2016 (Para. Nos. 9 – 22) be received.

(3) Cabinet –

It was **MOVED** by Cr. D.E. Clifford; **SECONDED** by Cr. M.J. Tennant and

RESOLVED: That the Report of the Meeting of the Cabinet held on 28th June, 2016 (Para. Nos. 23 – 29) be received.

(4) Development Management Committee –

It was **MOVED** by Cr. G.B. Lyon; **SECONDED** by Cr. B.A. Thomas and

RESOLVED: That the Report of the Meeting of the Development Management Committee held on 27th April, 2016 (Para. Nos. 30 – 38) be received.

(5) **Development Management Committee –**

It was MOVED by Cr. G.B. Lyon; SECONDED by Cr. J.H. Marsh and

RESOLVED: That the Report of the Meeting of the Development Management Committee held on 25th May, 2016 (Para. Nos. 39 – 45) be received.

(6) **Licensing and General Purposes Committee –**

It was MOVED by Cr. A. Jackman; SECONDED by Cr. M.L. Sheehan and

RESOLVED: That the Report of the Meeting of the Licensing and General Purposes Committee held on 26th May, 2016 (Para. Nos. 46 – 52) be received.

(7) **Development Management Committee –**

It was MOVED by Cr. B.A. Thomas; SECONDED by Cr. J.H. Marsh and

RESOLVED: That the Report of the Meeting of the Development Management Committee held on 22nd June, 2016 (Para. Nos. 53 – 60) be received.

(8) **Licensing and General Purposes Committee –**

It was MOVED by Cr. A. Jackman; SECONDED by Cr. M.L. Sheehan and

RESOLVED: That the Report of the Meeting of the Licensing and General Purposes Committee held on 27th June, 2016 (Para. Nos. 61 – 66) be received.

19. **REPORTS OF POLICY AND REVIEW PANELS –**

RESOLVED: That the Reports of the undermentioned meetings of the Policy and Review Panels be received:

POLICY AND REVIEW PANEL	DATE OF MEETING	PARA. NOS. RECEIVED
Community	7th April, 2016	67 – 70
Borough Services	11th April, 2016	71 - 74
Leisure and Youth	6th June, 2016	75 – 82

Environment	7th June, 2016	83 – 89
Community	9th June, 2016	90 – 96
Borough Services	13th June, 2016	97 - 104

The Meeting closed at 8.15 p.m.

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COUNCIL MEETING – 28TH JULY, 2016

ALDERSHOT PARK WARD ELECTION
2ND JUNE, 2016

REPORT OF THE RETURNING OFFICER

No. of Electors	No. of Ballots Completed	Percentage
5378	1144	21.3%

RESULT OF POLL

Surname	Other Names	Total No. of Votes
BOXALL	Jeffery Kenneth	314
COLLINS	Matthew Phillip	41
PERRIN	Lucy	264
<i>ROBERTS</i>	<i>Mike</i>	525

Candidate Elected
MIKE ROBERTS

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COUNCIL MEETING – 6TH OCTOBER, 2016

AGENDA ITEM NO. 5

MEDIUM TERM FINANCIAL STRATEGY 2016/17 – 2019/20

A report from the meeting of the Cabinet held on 20th September, 2016.

1. INTRODUCTION

- 1.1 This report follows consideration by Cabinet of the Medium Term Financial Strategy, in report FIN1619. The strategy is reviewed annually in response to internal and external factors such as changing corporate priorities, the prevailing economic conditions, government policy and changes to funding mechanisms.
- 1.2 The Cabinet recommends the Medium Term Financial Strategy 2016/17 – 2019/20 to Council for approval.

2. BACKGROUND

- 2.1 The existing financial strategy has served the Council well in supporting financial planning over the medium-term. It is closely aligned with, and supports, the 8-point plan for achievement of financial sustainability, which was developed during previous budget cycles.
- 2.2 While the Council's revenue position is performing well against the estimates set in the original budget, there remains a longer-term imperative of reducing our net service costs, by either reducing costs or increasing income, rather than relying on short-term measures to balance the budget. Delivery against the 8-point plan and effective resourcing of key projects will help us to achieve this position, alongside maximising the benefit from our reserves. This should allow the Council to build its resilience against the increasing volatility of its funding streams, and to improve its financial stability.
- 2.3 This approach is supported by the recent Audit Results Report from our external auditors, Ernst & Young, in relation to the Council's arrangements for securing economy, efficiency and effectiveness, alongside an unqualified audit report on the Council's financial statements.

3 STRATEGY REVIEW

- 3.1 Cabinet considered the following key areas as part of its review of the financial strategy:

3.1.1 Central Government Funding

In recent years, local government has weathered significant cuts in funding coupled with additional risk and responsibility balanced by some increased flexibility particularly around the level of reliefs, discounts or exemptions awarded. The majority of grants are now provided without being ring-fenced for specific uses, allowing greater flexibility at a local level.

A number of grants have been subsumed into the general Revenue Support Grant which has been falling dramatically and will be phased out over the medium-term.

3.1.2 Business Rates Retention Scheme

The current Rates Retention Scheme has introduced major fluctuations in income levels for Rushmoor due to the complexity of the scheme, the significant sums involved, the perverse accounting mechanisms and the requirement to make a provision against successful appeals. This will be further complicated by the current national revaluation of business rates and the expected resets to the system baselines.

Last October, the Chancellor announced plans for a 100% Business Rates Retention Scheme with local government retaining all business rates rather than the current system whereby 50% of the rates collected locally are pooled centrally and redistributed back to local authorities.

Key points of the new system, to be introduced by the end of this Parliament, are:

- Local authorities will keep rates growth, i.e. there will be no levy on growth payable to central government.
- Councils will be given new responsibilities to ensure reforms are 'fiscally neutral' and Revenue Support Grant (RSG) will be phased out.
- All councils will be able to reduce the multiplier. Combined Authority mayors will be able to increase the multiplier with Local Enterprise Partnership agreement, to fund new infrastructure.
- A full review of the needs assessment methodology will take place.

3.1.3 New Homes Bonus

We are still awaiting the results of the consultation on changes to New Homes Bonus (NHB), which closed in March 2016. While the current financial forecast takes into account a proposed reduction of £800m from the total cost of NHB these figures could be significantly different depending on the final outcome of the consultation, the phasing or transition arrangements applied and the various 'sharpening' of incentives as set out in the consultation.

3.1.4 The multi-year settlement offer

On 10th March 2016, the Secretary of State for Communities and Local Government wrote to every local authority in England setting out the conditions for the offer of a multi-year settlement. The offer includes:

- Revenue Support Grant
- Business rates tariff and top up payments, which will not change for reasons relating to the relative needs of local authorities
- Rural Services Delivery Grant and
- Transition Grant.

The Government intends to confirm the constituent elements of the multi-year offer for the remaining years of the Parliament for qualifying Councils soon after 14 October. These amounts, together with any additional grants, which might be part of the offer, would then be published as part of the 2017/18 provisional local government finance settlement in due course.

3.1.5 The 2017/18 Local Government Finance Settlement – Technical Consultation paper

On the 15th September 2016, DCLG published a technical consultation paper on the 2107/18 Local Government Finance Settlement, which outlines proposals to build on the four-year offer previously announced. The proposals are intended to “give Councils who are committed to reform, long-term certainty, earlier in the year, over more sources of funding”.

It outlines

- the Government’s commitment to the multi-year settlement offer and seeks views on expanding this offer
- the proposed approach to distributing the Improved Better Care Fund
- proposal for the 2017/18 council tax referendum principles (for Shire Districts less than 2% or up to £5 whichever is higher)
- the approach to business rates tariffs and top-ups to cancel out the impact of business rates revaluation on local authority income
- methodology for calculating the tariffs and top ups for the pilot authorities for the 100% business rates scheme so that these do not adversely impact on elsewhere
- mechanisms to allow places with a devolution deal to revisit the distribution of existing funding streams within their area, if all affected Councils agree.

3.1.6 Interest rates

Cabinet considered the forecast for continued low interest rates and its impact on council investments and the cost of borrowing.

3.1.7 Level of Reserves

Cabinet considered the level of reserves to set aside to support the financial position particularly given the fast pace of change of local government funding, the exposure to risk of fluctuations in business rate income and our reliance on funding streams such as NHB, which could be reduced at short notice. The Council needs to ensure that it has sufficient levels of reserves to cope with such short-term risk whilst it builds up other sources of income and reduces its expenditure.

3.1.8 Devolution

Various models of local government reorganisation across Hampshire were considered but the outcomes are as yet too uncertain to build into our financial forecasting.

3.1.9 Other factors

Cabinet considered risks around loss of income and chargeable services, increasing demand for services, the effect of Welfare Reform and other potential legislative changes and the financial implications of the UK’s

decision to leave the European Union.

4 MEDIUM-TERM FINANCIAL FORECAST

- 4.1 The updated Revenue forecast for the period 2016/17 – 2019/20 shows a funding gap of £3.4m over the medium-term. The forecast is based on the estimated outturn position reported to Cabinet at Quarter 1, the latest projections for business rates income and grant figures derived from the multi-year settlement offer. It also contains a number of assumptions such as inflation, pay awards, and increases in both the tax base for Council Tax and the charge for Council Tax.
- 4.2 This forecast provides a high-level indicator of the direction of travel for the Council's finances over the medium-term and should not be taken as a detailed budget proposal. Recommendations for the 2017/18 budget will be made by Cabinet later in the financial year for consideration by Council in February 2017.
- 4.3 The Council plans to close the revenue funding gap by continuing to deliver against its 8-Point Plan for financial sustainability. The plan includes a range of projects that aim to establish new income streams and reduce costs by more efficient service delivery and better use of Council assets.
- 4.4 The 8-point plan is a fluid one, with new schemes coming forward as current projects are delivered and estimates revised as business cases are developed. The current projections show that the funding gap will largely be achieved over the medium-term but focus needs to be maintained on delivery, particularly if we are to meet the challenging requirement for 2017/18.
- 4.5 The Capital Programme for 2016/17 – 2019/20 concentrates on four key areas – asset maintenance, invest to save projects, regeneration schemes and support to housing such as Disabled Facility Grants and grants to Registered Social Landlords.
- 4.6 Rushmoor's capital receipts reserve will be almost entirely depleted during the forecast period. The Council has commenced borrowing in 2016/17 for liquidity purposes and in order to fund its substantial capital programme which supports the 8-point plan for sustainability by investing in income generating assets such as commercial property.
- 4.7 The Council will seek to alleviate the pressures on its internal capital resources by maximising alternative sources of funding such as Growth Deals, administered by Local Enterprise Partnerships, or by seeking private sector funding to support regeneration plans.

5 CONCLUSIONS

- 5.1 The financial strategy as set out at Appendix A sets a framework for managing the Council's finances over the medium-term.
- 5.2 The Council has taken significant steps to reduce its cost base whilst protecting front line service delivery, keeping Council Tax low and continuing

to invest in the future through annually reviewing its priorities and undertaking key invest-to-save and regeneration projects.

- 5.3 The 8-Point Plan will continue to produce significant efficiency savings over the medium-term from a combination of service efficiency reviews, procurement savings, invest-to-save projects, new income generation and decisions on the structure of the Council.
- 5.4 However, the Council continues to face significant financial challenges due to reduced central government funding, increased financial volatility, uncertainty and risk over the medium term. The strategy needs to have sufficient flexibility to address the future changes to funding as the details emerge. The Council will need to continue to undertake a detailed review of areas where efficiencies can be made in order to realign budgets to meet its priorities and to develop new income streams to support current spending plans.
- 5.5 The Council will need to ensure adequate risk reserves are maintained to provide capacity to invest in service transformation and to hedge against future shortfalls. The use of reserves is not a long-term solution to funding challenges but does enable the Council to plan and implement service changes over time, whilst providing a buffer against sudden shifts in the Council's income streams. This strategy provides resilience and allows the Council time to approach future funding requirements in a considered, structured way.
- 5.6 The Council's capital expenditure plans could see its internal capital resources significantly depleted over the medium term. The Council would then need to move to borrowing, the timing and scale of which will depend on the pace of investment, the external funding that can be secured and the ability to absorb the cost of that borrowing in its general fund.
- 5.7 It is essential that Capital and Revenue plans are considered together, due to their interaction. For example, the Council has formed a strategy using the 8-point plan to use capital expenditure to fund invest-to-save schemes in order to close the revenue funding gap. This in turn puts pressure on capital resources, which will lead to borrowing in the relatively near future, adding pressure on revenue by incurring borrowing costs.

6 RECOMMENDATIONS

- 6.1 It is recommended that Council approve the Medium-Term Financial Strategy 2016/17 – 2019/20 as set out in Appendix A.

P.G. TAYLOR
CABINET MEMBER FOR CORPORATE SERVICES

MEDIUM TERM FINANCIAL STRATEGY 2016/17 – 2019/20

The Medium Term Financial Strategy is based around five key principles. These are set out below with supporting actions for each principle.

Revenue Expenditure - The Council recognises that it has to target its limited resources to where they are most needed, ensuring good services that represent good value for money. The Council recognises the need to reduce its net revenue expenditure in the face of reduced funding from central government, economic pressures, local demography and increased demand for services.

- The Council will set a balanced budget each year, reflecting its objectives, priorities and commitments.
- The Council will seek to deliver efficiencies, new income streams and cost reductions based on the key elements of its 8-point plan for delivering financial sustainability;



The 8-point plan is a fluid plan, responding to new pressures and adapting to new initiatives so these over-arching headings may change over time.

- There is no presumption that non ring-fenced grants will be spent on the purposes for which they are nominally provided (appropriate business cases to be provided for spending against such grants)
- Regular review of the Council's fees and charges
- The Council will seek to reduce reliance in its revenue budget on uncertain funding streams such as New Homes Bonus.

Capital Expenditure - the Council will only undertake capital investment in support of its priorities and where its supports asset maintenance, invest-to-save schemes or strategic intent (such as regeneration). Capital spending plans, whether funded from internal resources or through borrowing, will be affordable, prudent and sustainable.

- The Council will develop an asset management strategy that seeks to maximise return on existing Council assets, divest itself of low-performing assets and sets out parameters for investment in property to increase income to the Council.
- The Council will set prudential indicators, including borrowing limits, for capital financing through its annual Treasury Management Strategy ensuring any future borrowing is affordable, prudent and sustainable.
- The Council will explore opportunities for borrowing as the need arises such as Public Works Loan Board, European Investment Bank, through the Local Enterprise Partnership, other Local Authorities and the UK's Municipal Bond Agency.
- The Council will seek alternative forms of funding to use of its internal resources where possible, maximising the use of external resources such as s106 contributions and funding from Local Enterprise Partnerships and exploring private sector funding opportunities where available.
- The Council will review the estimated level of Revenue Contributions to Capital annually as part of the budget process, the actual level of contribution being dependent on the outturn position each year. As the Council moves towards borrowing, the contributions to capital may be replaced in the revenue budget by the cost of carrying debt.
- Capital receipts from the sale of assets will be used to meet future corporate priorities rather than be retained for use by the service that has relinquished the asset
- Resources allocated to particular capital projects but subsequently not required are returned to meet future corporate priorities rather than be retained for use by that service
- No new capital schemes are included in the programme without the necessary resources to meet the full capital costs and any on-going Revenue costs being in place.
- All new capital schemes are subject to the bid process for inclusion in the Capital Programme, which requires whole life costing for new bids for the current revised budget and for the upcoming year. Indicative bids are required for future years in order to have a picture of capital spending over the medium term but these later projects will require business cases and further approval as they come forward. New capital schemes brought forward in-year are supported by business cases and reported to ~~Page 19~~ Cabinet in line with current financial

regulations.

Reserves - the Council will maintain a reasonable level of usable reserves to enable it to weather the volatility of its funding position and to support invest-to-save schemes as part of its aim to reduce net revenue costs.

- The Council will maintain its General Fund balance between £1 million and £2 million.
- In addition, the Council will maintain other usable reserves (E.g. Stability & Resilience Reserve/Service Improvement Fund) to provide a buffer against fluctuations in income and expenditure and to support invest-to-save schemes. The estimated level of these usable reserves (including the General Fund Balance) at the close of 2016/17 is £5.3 million, which is around 6.5% of the Council's gross expenditure. The Council will aim to maintain a minimum level of reserves at 5% of gross expenditure, while recognising that the figure may go up or down, adjusting to short-term pressures within the revenue budget principally as a result of the operation of the Business Rates Retention Scheme.
- Reserves are not used to meet on-going, unsustainable levels of expenditure but may be used in the short-term in conjunction with plans to reduce net revenue costs over the medium-term
- Regular review of all reserves in order to:
 - Maintain and replenish funds which will be used to mitigate the substantial risks identified over the medium term
 - Maintain reserves to support the provision of major projects, invest-to-save schemes or service reviews in order to support the work of the 8-point plan as referred to above
 - Release those reserves which are no longer required due to changing circumstances
- The Council will annually review the level of earmarked reserves it sets aside to mitigate against known risks or future liabilities, to ensure that the level of those reserves remains appropriate, returning balances no longer required to the General Fund.

Governance and Performance - the Council will monitor the delivery of its financial strategy and performance against savings requirement, adjusting the plans to meet changing demands. This will be achieved by:

- Annual review of key strategies such as Medium Term Financial Strategy and Treasury Management Strategy, with updates to relevant Committees, Policy and Review panels and Cabinet as appropriate.
- Continuous improvement of governance and project management of key programmes and projects, ensuring benefits of invest-to-save projects are realised.

APPENDIX A

- Ensuring that the Council's budgets, financial records and accounts are prepared and maintained in line with accounting standards, CIPFA Code of Practice on Local Government Accounting, the CIPFA Prudential code and relevant sections of the Council's Constitution and Financial Regulations.
- Timely budget and performance monitoring arrangements (through budget monitoring and quarterly performance monitoring reports).
- Preparation of financial plans to cover a four-year period, including revenue and capital expenditure, Tax bases and Council Tax Support Scheme.
- Budget guidelines are maintained and reviewed annually by the Council's s151 officer.
- New spending plans are considered only if they make a clear contribution to the Council's objectives and priorities or meet new statutory responsibilities.
- Ensuring proposals for significant projects and changes are set out in an appropriate business case to assess the impact on the Council.

The Council will seek out opportunities to work with partners to maximise outcomes for our residents, explore access to funding and maximise the shared benefits of joint working.

- The Council will explore joint working opportunities or shared services where they add benefit to the Council or its residents with partners including (but not exclusive to):
 - County Council
 - Police
 - Fire and Rescue Authority
 - Other local authorities
 - Local Enterprise Partnership
 - Voluntary and Community sector
 - Private sector
- The Council will seek to maximise the financial benefit and security of any potential devolution deal with government.
- The Council will seek to optimise external funding opportunities to defray cost of services and capital investment or to increase available resources.

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CABINET

*Tuesday, 26th July, 2016 at 7.00 p.m.
at the Council Offices, Farnborough*

Councillor D.E. Clifford (Leader of the Council)
a Councillor K.H. Muschamp (Deputy Leader and Business, Safety and
Regulation Portfolio)

Councillor Sue Carter (Leisure and Youth Portfolio)
Councillor Barbara Hurst (Health and Housing Portfolio)
Councillor G.B. Lyon (Concessions and Community Support Portfolio)
a Councillor P.G. Taylor (Corporate Services Portfolio)
Councillor M.J. Tennant (Environment and Service Delivery Portfolio)

Apologies for absence were submitted on behalf of Councillors K.H. Muschamp and P.G. Taylor.

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 **9th August, 2016**.

105. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 28th June, 2016 were confirmed and signed by the Chairman.

106. **DIGITAL ADVERTISING –** (Environment and Service Delivery)

The Cabinet considered the Head of Financial Services' Report No. FIN1614, which set out the proposed next steps in the digital advertising project.

Members were informed that the project formed part of the income generation strand of the Council's 8-Point Plan for achieving financial sustainability. The project also linked to the second strand of the 8-Point Plan, by seeking to make better use of the Council's existing assets and maximising their revenue return. Members were reminded that the Cabinet had, previously, approved the addition of digital advertising to the interactive wayfinders being installed as part of the Activation Aldershot project and the principle of pursuing further digital advertising opportunities. Since that time, a project team had been set up and initial market testing had identified a number of possible options for digital advertising. It was now proposed to employ a consultant to provide expert industry advice and to advise whether the options identified would be viable. The consultant would be appointed using the Council's normal procurement processes.

It was explained that, in expanding its advertising activities, it was

necessary for the Council to consider any risks to its reputation that this might bring about. A draft Advertising Policy was attached to the Report, which set out categories of advertising that would be unacceptable to the Council and other categories that the Council might choose to refuse on a case-by-case basis. Members considered these lists and decided that two items, relating to weapons, dangerous products or materials and religions or religious beliefs, should be moved from the unacceptable list to the list of categories that the Council might refuse.

The Cabinet RESOLVED that

- (i) the Head of Financial Services, in consultation with the Head of Service or Director responsible for procurement and the Cabinet Member for Corporate Services, be authorised to procure and appoint a consultant to support the project, to be funded from the flexible use of capital receipts, up to a value of £40,000; and
- (ii) the draft Advertising Policy, as set out in Appendix B of the Head of Financial Services Report No. FIN1614 and amended at the meeting, be approved.

107. RUSHMOOR LOCAL PLAN WORK PROGRAMME –
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1624, which provided an update on the future work programme for the preparation for the new Rushmoor Local Plan. It was explained that it was necessary to make some changes to the work programme due to a number of factors, including the need to refresh the Joint Strategic Housing Market Assessment and Employment Land Review. The revised timetable was set out in the Report and this showed a delay of around four months in the adoption of the Local Plan. It was noted that further delays could not be ruled out as the project progressed.

Members discussed the timetable and expressed support for the production of an accurate evidence base. It was noted that, as the Council had a sound Core Strategy, any risks to the Council would be minimised over the coming period.

The Cabinet RESOLVED that

- (i) the revised timetable for the next steps in the preparation of the Rushmoor Local Plan, as set out in paragraph 5.2 of the Head of Planning's Report No. PLN1624, be approved;
- (ii) an updated Rushmoor Local Development Scheme 2016 – 2019, incorporating the timetable changes agreed at resolution (i) above, be approved for publication on the Council's website, with effect from 1st August, 2016; and

- (iii) the Head of Planning, in consultation with the Cabinet Member for Environment and Service Delivery, be authorised to make any necessary minor amendments to the Local Development Scheme.

108. **SECTION 106 DEVELOPER CONTRIBUTIONS ON SMALL SCALE RESIDENTIAL SITES AND AFFORDABLE HOUSING PROVISION –**
(Business, Safety and Regulation)

The Cabinet considered the Head of Planning's Report No. PLN1622, which set out a proposal to cease seeking contributions, under Section 106 agreements, towards infrastructure from small scale residential development of ten dwellings or less. It was also proposed to implement national planning guidance changes to the way in which affordable housing requirements were sought on sites where a vacant building was to be demolished or re-used.

Members were informed that, in 2014, the Government had introduced changes to the circumstances under which affordable housing and Section 106 contributions could be sought. This had been subject to a successful legal challenge by a group of local authorities and the Government's guidance was therefore withdrawn. Subsequently, the Government had challenged the High Court ruling and the Court of Appeal had overturned the decision. The Government had acted quickly to reinstate the guidance and had informed all local planning authorities. The Report set out the details of the policy changes and how this could affect infrastructure and affordable housing in Rushmoor. It was proposed to cease seeking contributions in respect of developments of smaller sites, in accordance with the guidance. It was further proposed to authorise the Head of Planning to instruct the Solicitor of the Council to enter into deeds of variation to remove obligations seeking contributions from developments of ten dwellings or less, which had been entered into since 2014 but where the development had not yet been implemented.

Members agreed that a representation should be made to the relevant Government Minister to set out the Council's concerns in relation to certain elements of the Government's guidance in this respect.

The Cabinet RESOLVED that

- (i) except in special circumstances, infrastructure contributions through planning contributions should no longer be sought from developments of ten units or less and with a maximum combined gross floorspace of no more than 1,000 square metres be approved;
- (ii) in appropriate cases, the vacant building credit provisions be applied in order to comply with the National Planning Practice Guidance, as amended on 19th May, 2016; and
- (iii) the Head of Planning be authorised to instruct the Solicitor to the Council to enter into deeds of variation to amend Section 106

planning obligations previously entered into, in respect of infrastructure contributions from residential developments of ten units or less.

109. **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND –**
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1615, which sought approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects and to amend a grant previously awarded to the Mayfield Community Partnership.

The Cabinet Member for Environment and Service Delivery had considered two applications and had recommended that both awards should be made.

It was reported that, in May 2016, the Mayfield Community Partnership had been awarded a £2,000 grant for the first stage of the Hawley Community Garden project. This had been completed under budget at £845 and the Partnership had requested permission to use the remainder of the funds on the next stage of the project.

The Cabinet RESOLVED that

- (i) grants be awarded from the Farnborough Airport Community Environmental Fund to the following organisations:

Farnborough Bowling Club	£3,500
Fernhill Primary School	£8,032

- (ii) the Mayfield Community Partnership be authorised to use the remainder of their grant on the next stage of the project.

110. **GRANTS TO VOLUNTARY ORGANISATIONS –**
(Concessions and Community Support)

The Cabinet received the Head of Community and Environmental Services' Report No. COMM1616, which set out details of applications for grants from voluntary organisations. In accordance with the agreed procedure for the allocation of grants, the Cabinet Member for Concessions and Community Support had approved six grants for £1,000 or less. In addition, the Cabinet Member had approved two awards in respect of the cost of public liability insurance for two street parties to celebrate the Queen's Official 90th Birthday on 11th June, 2016. The Cabinet Member also recommended that Limbcare should receive an award of £1,774 towards the cost of a stand alone ticket validator and replacement tyres and batteries for mobility scooters.

The Cabinet

- (iii) **NOTED** that the following grants totalling £3,200 had been approved by the Cabinet Member for Concessions and Community Support:

Aldershot and Fleet RUFC	£550
Aldershot Rotary Club	£500
Friends of Brickfields Country Park	£300
Home-Start Rushmoor and Hart	£350
Mayfield Community Partnership	£500
Southwood Church	£1,000

- (iv) **NOTED** that the following grants totalling £158, in respect of insurance payments for two street parties, had been approved by the Cabinet Member for Concessions and Community Support:

Highfield Gardens, Aldershot	£79
Whites Road, Farnborough	£79

- (v) **RESOLVED** that a grant of £1,774 to Limbicare be approved.

111. **COMMERCIAL PROPERTY ACQUISITIONS –**
(Corporate Services)

The Cabinet considered the Solicitor to the Council's Report No. LEG1609, which provided an update on the progress towards investing in commercial property assets, using capital resources, in order to generate revenue income.

Members heard that making better use of property and assets was one of the projects forming part of the 8-Point Plan. The Council had been receiving help and advice from Eastleigh Borough Council for some time to help to develop an approach to property investment and refresh the Council's Asset Management Strategy. This work had enabled officers to identify commercial property opportunities where acquiring such assets would provide a better return for the Council than having the money in a bank.

It was reported that four bids on commercial properties had been successful so far, being: Unit No. 20 Blackwater Valley Industrial Estate, Aldershot; Wellesley House, Eelmoor Road; Farnborough, Optrex Business Park, Rotherwick, Hook; and; No. 168 High Street, Guildford. In each case, the full year effect in terms of revenue that could be generated from rental income and other financial information were set out in the exempt appendix to the Report. The appendix also provided details of a number of properties where a purchase would not be proceeding for various reasons and four properties that the Council was bidding for, currently.

The Cabinet expressed its continued support for this approach.

The Cabinet NOTED the good progress being made with this 8-Point Plan project and the effect on the Council's revenue position, as set out in the Solicitor to the Council's Report No. LEG1609.

112. EXCLUSION OF THE PUBLIC –

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Report Para. No.	Schedule 12A Para. No.	Category
113	3	Information relating to financial or business affairs

**THE FOLLOWING ITEM WAS CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

113. DEVELOPMENT OF A DEPOT –
(Corporate Services)

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1610, which provided an update regarding the provision of a depot to support the waste, recycling, street cleansing and grounds maintenance contract. It also sought approval to pursue an alternative site in order to provide the Council with the best chance to deliver a depot by Autumn 2017.

Members were reminded that the Council had identified Canna Enterprise Centre, Lysons Avenue, Ash Vale as a suitable site to provide a depot. The Cabinet, at its meeting on 20th October, 2015, had agreed to the purchase of this site and, at the time, it was thought that Guildford Borough Council would treat the site as an allocated employment site and its use as a depot would be accepted. It later transpired that a planning application was required for change of use and Guildford Borough Council had, at the pre application stage, indicated it was likely to recommend refusal of the planning application. Given this advice, Rushmoor had sought counsel's opinion and this had suggested that the advice from Guildford Borough Council had been misguided and should not result in the planning application being refused. This opinion had been forwarded to Guildford Borough Council and it now appeared that a recommendation for approval of the planning application would be made. In light of this, only essential works would be carried out at present at the alternative site at Hawley Lane, Farnborough, pending the determination of the planning application.

The Cabinet RESOLVED that

(i) the Head of Community and Environmental Services be authorised to:

- in consultation with the Cabinet Member for Environment and Service Delivery and the Solicitor to the Council, appeal against any refusal for a depot on the Canna site or against any inappropriate conditions or to appeal for non determination;
- undertake the topographic survey and the ground investigations works at Hawley Lane;
- if planning is refused for the Canna site or if the application is not determined within the eight week period:
 - conduct pre application consultations and to undertake all preliminary work to submit a planning application for the development of the Hawley Lane site as a depot and travelling show persons site;
 - in consultation with the Solicitor to the Council, make an application to the Highway Authority for the diversion of the public footpath across the site at Hawley Lane, using appropriate legal powers;
- tender and appoint a demolition contractor and submit a prior approval notification to Guildford Borough Council for the demolition works and a Section 80 notice to the building regulation service to secure a developable site at the earliest point in time;
- undertake the procurement of a design and build contract for the provision of the depot facilities at either site;

(ii) the Solicitor to the Council be authorised to:

- enter into negotiations to reach agreement to secure the surrender of the current leases at the Hawley Lane site and enter into any legal documentation necessary to secure alternative provision, including any legal documentation to secure alternative community use provision on other land;
- if an appeal is submitted on the Canna site, submit a planning application to Guildford Borough Council for a small industrial site on that site;
- if the depot is developed at the Hawley Lane site, take all necessary steps to procure the redevelopment of the Canna site as a small industrial site, subject to a further report to the

Cabinet on the costs thereof, or to dispose of the site with the benefit of planning permission;

- (iii) the Head of Planning be authorised to ensure that the evolution of the planning policy context provided in the draft Local Plan includes an appropriate land allocation on the Hawley Lane site, based on the findings of the evidence base, which has identified a need to find land to accommodate Travelling Showpeople and enhance the delivery of small employment sites in the Borough, whilst also protecting the potential for the site to accommodate a depot; and
- (iv) the Head of Financial Services be authorised to vary the Capital Programme to create:
 - a budget of £50,000 for the development of a planning application for the construction of a depot on land at Hawley Lane;
 - a budget of £20,000 to allow for the development of a planning application for a small industrial estate at the Canna site, should it be required;
 - a budget of £40,000 to meet the costs of plan preparation for both the Canna site and Hawley Lane site.

The Meeting closed at 7.35 p.m.

D.E. CLIFFORD
LEADER OF THE COUNCIL

CABINET

Tuesday, 23rd August, 2016 at 7.00 p.m.
at the Council Offices, Farnborough

Councillor D.E. Clifford (Leader of the Council)
Councillor K.H. Muschamp (Deputy Leader and Business, Safety and
Regulation Portfolio)

Councillor Sue Carter (Leisure and Youth Portfolio)
Councillor Barbara Hurst (Health and Housing Portfolio)
Councillor G.B. Lyon (Concessions and Community Support Portfolio)
Councillor P.G. Taylor (Corporate Services Portfolio)
Councillor M.J. Tennant (Environment and Service Delivery Portfolio)

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 **6th September, 2016**.

114. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 26th July, 2016 were confirmed and signed by the Chairman.

115. **FINANCIAL MATTERS –** (Leader of the Council)

(1) **Revenue Budget Monitoring and Forecasting 2016/17 – Position at July, 2016 –**

The Cabinet considered the Head of Financial Services' Report No. FIN1615, which set out the anticipated financial position for 2016/17, based on the monitoring exercise carried out during July 2016. It was explained that the final outturn position for 2015/16 had shown a marked improvement in the general fund balance of over £0.5 million, which had taken the balance from £1.492 million as shown in the budget to £2 million, which was at the top of the range set out in the Medium Term Financial Strategy. The Report explained that the Directors' Management Board had carried out a budget challenge exercise to identify ongoing, permanent reductions in net spend. This exercise had identified a total of £357,000 of net reductions, which was made up of reductions in expenditure and increases in income. The Cabinet was informed that the operation of the Business Rate Retention Scheme had caused large variances between accounting years and this unpredictability represented a risk to the Council. Significant adverse variances in the current year had occurred in respect of the operation of markets and car boot sales, parking penalty charge income and car parking income in general. The Report set out the reasons for these shortfalls.

Members considered the Report and expressed satisfaction with the

improved revenue budget position and the measures put in place to ensure further progress in the future.

The Cabinet RESOLVED that the latest Revenue Budget monitoring position, as set out in the Head of Financial Services' Report No. FIN1615, be noted.

(2) **Capital Programme Monitoring and Forecasting 2016/17 – Position at July, 2016 –**

The Cabinet received the Head of Financial Services' Report No. FIN1616, which provided the latest forecast regarding the Council's Capital Programme for 2016/17. The Report advised that the approved Capital Programme for 2016/17 totalled £30,183,000. This figure included several significant property acquisitions, purchased as part of the Council's sustainability plans, which would start to generate additional revenue income for the Council within the 2016/17 financial year and in future years. It was also reported that the Council would need to borrow money to finance part of its capital programme and that borrowing rates were very low at the current time. The recent monitoring exercise had identified that, due to a number of slippages and underspends, the forecasted outturn was approximately £27,388,000, with a forecasted net reduction in spend of £2,795,000 against the approved Programme. The identified areas of slippage included works at Aldershot Railway Station, under the Activation Aldershot scheme, and works at the new Council depot site.

The Cabinet RESOLVED that the latest Capital Programme monitoring position, as set out in the Head of Financial Services' Report No. FIN1616, be noted.

116. **RUSHMOOR GOOD CAUSES LOTTERY –**
(Concessions and Community Support)

The Cabinet considered the Corporate Director's Report No. CD1603, which set out a proposal to establish a local good causes lottery.

The Report explained that the provision of a local lottery would support the Council's voluntary and community sectors, whilst moving the Council away from being a direct funding provider to the role of enabler. It would also allow the voluntary and community sectors to access lottery funding that was designed for them and at no cost to them. It was explained that Aylesbury Vale District Council had launched the first online local authority lottery in November 2015 and this was, currently, well established. It was proposed to design the Rushmoor delivery model on the successful scheme at Aylesbury but with changes, where necessary, to take account of local circumstances. The potential delivery model was set out in the Report and, as part of the process, the Council would have to procure an External Lottery Manager for the scheme.

Members were supportive of the suggested approach and it was

agreed that, in due course, all local charities would be contacted in order to promote the lottery.

The Cabinet RESOLVED that

- (i) the principle of establishing a Rushmoor Good Causes Lottery, as set out in the Corporate Director's Report No. CD1603, be approved;
- (ii) the Corporate Director, in consultation with the Cabinet Member for Concessions and Community Support, be authorised to finalise the details of the scheme;
- (iii) the Borough Services Policy and Review Panel, in consultation with the Cabinet Member for Concessions and Community Support, be requested to oversee the development of the eligibility criteria for the good causes wishing to apply to join the scheme;
- (iv) the commencement of the procurement process to secure an External Lottery Manager be approved; and
- (v) the awarding of the contract, based on the procurement criteria specified in the tender process, be approved..

117. WARD COMMUNITY GRANT SCHEME –
(Concessions and Community Support)

The Cabinet considered the Corporate Director's Report No. CD1602, which set out a proposal to establish a pilot Ward Community Grant Scheme.

Members were informed that the proposal was to make £6,500 of the current year's Community Grant Fund budget available to support the pilot scheme, whereby ward councillors would play a greater role in sponsoring community and voluntary groups in their own wards. The total allocation for grants during the pilot period would be £500 per ward per year and the details of the proposed pilot scheme were set out in Appendix 1 to the Report.

The Cabinet RESOLVED that

- (i) the adoption of a Ward Community Grant Scheme on a pilot basis, as set out in Appendix 1 to the Corporate Director's Report No. CD1602, be approved; and
- (ii) the Cabinet Member for Concessions and Community Support be requested to review the effectiveness of this pilot scheme and report back to the Cabinet by 31st March, 2017.

118. **KPI LIMITED – ALTERATION TO DEVELOPMENT AGREEMENT –**
(Environment and Service Delivery)

The Cabinet considered the Chief Executive's Report No. CEX1601, which provided details of a request by Key Property Investments Limited (KPI) to amend the existing development agreement with the Council, in order to enable the company to bring forward proposals for the outstanding phases of the Farnborough Town Centre North Queensmead redevelopment.

Members were reminded that the redevelopment of Farnborough town centre had been broken down into four development phases. Phases one and two had been completed but there had been some delays in completing the remaining two phases, caused in part by the impacts of the financial recession. The Council, as the freeholder of the site, had entered into a development agreement with KPI Limited at the outset of the scheme. This agreement had provided the Council with 'step-in' rights at a certain point in time, should the development be stalled. This would enable the Council to appoint a new development partner to complete the scheme. The existing agreement stated a step-in date of March 2017. It was reported that KPI Limited had made a request that the time before step-in rights became active be extended by five years. The Council was keen to support the continued implementation of the consented scheme with KPI Limited as the preferred development partner. It was felt, however, that a five year extension would be too long, particularly given that the proposal had been with consent for approximately twelve years. It was, therefore, proposed that KPI Limited should be granted a two year extension, with the possibility of further extensions being granted, subject to there being clear evidence of progress being made.

The Cabinet expressed its support for this approach and stressed the importance of good communication by KPI Limited as the remaining phases were progressed. It was also agreed that KPI Limited should be invited to sign up to the Council's Good Homes Charter, in relation to the provision of the residential accommodation within the scheme.

The Cabinet RESOLVED that the proposed amendment to the development agreement between Rushmoor Borough Council and KPI Limited, to allow an additional two years before the step-in rights are activated, was approved.

The Meeting closed at 7.35 p.m.

D.E. CLIFFORD
LEADER OF THE COUNCIL

CABINET

Tuesday, 20th September, 2016 at 7.00 p.m.
at the Council Offices, Farnborough

Councillor D.E. Clifford (Leader of the Council)
Councillor K.H. Muschamp (Deputy Leader and Business, Safety and
Regulation Portfolio)

Councillor Sue Carter (Leisure and Youth Portfolio)
Councillor Barbara Hurst (Health and Housing Portfolio)
Councillor G.B. Lyon (Concessions and Community Support Portfolio)
Councillor P.G. Taylor (Corporate Services Portfolio)
Councillor M.J. Tennant (Environment and Service Delivery Portfolio)

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 **4th October, 2016**.

119. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 23rd August, 2016 were confirmed and signed by the Chairman.

120. **FINANCIAL STRATEGY AND MEDIUM TERM FINANCIAL FORECAST –** (Leader of the Council)

The Cabinet considered the Head of Financial Services' Report No. FIN1619, which set out a review of the Medium Term Financial Strategy and sought endorsement of an updated Strategy for the period 2016/17 to 2019/20. It was appropriate to carry out the review at this time as the Council was about to move into its next budget setting cycle.

The Cabinet was advised that the review of the Strategy had been carried out in light of the expected continuation of the challenging financial circumstances that the Council had experienced for a number of years. Members were informed that the existing Strategy had served the Council well in supporting financial planning over the medium term. It had been integral to the Corporate Plan and had supported the 8-Point Plan for the achievement of sustainability.

The Report set out the keys risks and considerations for future budget setting under the following headings:

- Central Government funding
- Business Rates Retention Scheme
- New Homes Bonus
- The multi-year settlement offer

- 2017/18 Local Government Finance Settlement – technical consultation paper
- Council Tax
- Transformational change
- Interest rates
- Level of reserves
- Devolution
- Other key risks
- Sustainability

The Cabinet was informed that, to ensure that a revised Strategy would be relevant to current decision making, it was necessary to consider this in the context of the Medium Term Financial Forecast. The Revenue Forecast indicated the anticipated funding gap for each of the years in the medium term, based on a set of assumptions about cost pressures and funding levels, and set these against cost reductions and income generation proposed in the 8-Point Plan. The Forecast showed a projected budget gap of £3.4 million by 2019/20. The Council was in the process of securing borrowing to support the Capital Programme but it was confirmed that there were very competitive inter- authority interest rates of around 0.25% widely available.

It was recommended that the Government's offer of a guaranteed four year settlement would provide the Council with some certainty for its future financial planning and should, therefore, be accepted.

During discussion, Members expressed their satisfaction with the Council's financial position and were content that the Council's 8-Point Plan had been successful in helping to deliver this. The Cabinet also acknowledged the good work carried out by the Budget Strategy Working Group and Rushmoor officers in getting to this position.

The Cabinet

- (i) **RECOMMENDED TO THE COUNCIL** that the Council's Financial Strategy, as set out in Appendix A of the Head of Financial Services' Report No. FIN1619, be approved; and
- (ii) **RESOLVED** that:
 - (a) the principal issues identified in the Report and the summary of risks, as set out in Appendix B, be noted;
 - (b) acceptance of the multi-year settlement offer be approved; and
 - (c) authority for the production of an efficiency plan be delegated to the Head of Financial Services, in consultation with the Cabinet Member for Corporate Services.

121. **APPLICATIONS FOR DISCRETIONARY RATE RELIEF –**
(Concessions and Community Support)

The Cabinet considered the Head of Financial Services' Report No. FIN1617 which set out details of three applications for rate relief from the Batten Disease Family Association (Office No. 1, The Old Library, Boundary Road, Farnborough), Parkside (Aldershot and District Learning Disability) Fab Café (Farnborough Library, Pinehurst, Farnborough) and Fabrica NCV Limited (No. 16 Camp Road, Farnborough).

The Cabinet RESOLVED that

- (i) the application for discretionary rate relief from the Batten Disease Family Association be refused on the grounds that the national charity could not currently demonstrate a sufficient local benefit;
- (ii) 20% top-up discretionary relief be awarded to Parkside (Aldershot and District Learning Disability) Fab Café for year 2016/17; and
- (iii) authority to determine the application by Fabrica NCV Limited be delegated to the Cabinet Member for Concessions and Community Support, to allow for a visit to be made to the premises.

122. **WAVERLEY BOROUGH COUNCIL'S PRE-SUBMISSION DRAFT LOCAL PLAN PART 1 – STRATEGY AND SITES CONSULTATION –**
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1631, which sought agreement to submit comments on Waverley Borough Council's Pre-Submission Draft Local Plan Part 1: Strategy and Sites document, which was open to consultation until 3rd October, 2016.

The Report set out the context of this consultation in terms of National Planning Policy and explained how Hart, Rushmoor and Surrey Heath Councils together formed a Housing Market Area. It was explained that Waverley, Guildford and Woking Councils were working together in a similar way. It was predicted in the document that Waverley would meet its objectively assessed housing need within its administrative area. The document also expressed a commitment to preserving the strategic gap between Aldershot and Farnham, although proposed changes to the gap would be included in Part 2 of the Local Plan and Rushmoor would work closely with Waverley in this respect at that time.

The Cabinet discussed several elements of the consultation, including the risks associated with Waverley relying on developments at Dunsfold Aerodrome to meet a large proportion of its housing need. It was also stressed that local infrastructure should be improved sufficiently to cope with

the increase in the local population.

The Cabinet RESOLVED that the Council make representations on the Waverley Borough Pre-Submission Draft Local Plan Part 1: Strategy and Sites consultation document, based on the comments set out in the Head of Planning's Report No. PLN1631.

123. **EDUCATIONAL ATTAINMENT – CONSULTATION ON THE CONNAUGHT SCHOOL –**
(Leisure and Youth)

The Cabinet considered the Corporate Director's Report No. CD1604, which sought agreement to submit comments on Hampshire County Council's consultation on the future of the Connaught School, Aldershot, which was open until 30th September, 2016.

A comprehensive briefing paper was attached to the Report and this set out the background to the consultation and a detailed explanation of the proposed options. In addition to this, Members had had a meeting on 19th September, 2016 when presentations had been given by Hampshire County Council and the head teacher at Westgate School in Winchester, which was an example of an 'all through' school, having pupils aged from four to sixteen years. Members were informed that Connaught School's governing body now supported Hampshire County Council's preferred option of the merger with Belle Vue Infant School and Newport Junior School to form an 'all through' school across the three existing sites.

The Cabinet discussed several elements of the consultation, including the likely timescale for the changes if agreed. Members were content that there was now a level of agreement as to the best way forward and expressed gratitude to Connaught's Chair of Governors for what had been achieved at the Connaught School.

The Cabinet RESOLVED that

- (i) a response be made, on behalf of the Council, to the consultation on the future of the Connaught School, as set out in the Corporate Director's Report No. CD1604 and discussed at the Meeting, to include:
 - welcoming the opportunity to continue to work with Hampshire County Council on the future of the Connaught School and improving educational attainment across Rushmoor;
 - supporting the preferred option of an all through school but not wanting to rule out the possibility of moving to an academy in the future;

- being keen to engage with Hampshire County Council on the possibility in the future of a new building for the new school on a single site; and
- (ii) the Corporate Director, in consultation with the Deputy Leader and the Cabinet Member for Leisure and Youth, be authorised to finalise the detailed response.

NOTE: Cr. D.E. Clifford declared a prejudicial interest in this item in respect of his company supplying goods to schools in the Borough and, in accordance with the Members' Code of Conduct, left the meeting during the discussion and voting thereon.

124. **CONNAUGHT LEISURE CENTRE, ALDERSHOT – CHANGES TO WEEKDAY OPENING TIMES –**
(Leisure and Youth)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1612, which sought approval to change the weekday opening times at the Connaught Leisure Centre, Aldershot.

Members were informed that the existing weekday opening times were 8.30 a.m. to 10.00 p.m.. It was proposed that these should change to 5.00 p.m. – 10.00 p.m., with weekends remaining unchanged. It was explained that the revised hours would significantly reduce the Centre's operating costs and would alleviate safeguarding concerns raised by the school around adult customers mixing with school pupils. A full explanation of each of the reasons was given in the Report. It was reported that arrangements had been made to provide existing Connaught customers with access to daytime fitness facilities at the nearby Aldershot Indoor Pools.

The Cabinet expressed support for this proposal and the need to make the facility sustainable by achieving an operating surplus.

The Cabinet RESOLVED that the changes to the opening times at Connaught Leisure Centre, as set out in the Head of Community and Environmental Services' Report No. COMM1612, be approved.

125. **HAMPSHIRE COUNTY COUNCIL REVIEW OF AGENCY AGREEMENTS – TRAFFIC MANAGEMENT, HIGHWAYS DEVELOPMENT CONTROL AND ENVIRONMENTAL WORKS –**
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1617, which provided an update on changes to the County Agency Agreements and sought approval for the Council to continue with an agency arrangement and deliver a range of services, with some adjustments.

The Cabinet was informed that, due to funding pressures, the County Council had had to reduce service levels and funding of agency arrangements where Rushmoor provided services on behalf of the County Council. The Report set out where these reductions would take place within the areas of traffic management, highways development control and environmental works.

The Cabinet discussed the proposals and acknowledged that the County Council had little choice but to implement these changes. Members were keen, however, to supplement these important local services wherever possible, such as in providing additional weed control operations. It was confirmed that the Council would continue to discuss with the County Council how this might be achieved.

The Cabinet RESOLVED that

- (i) given the high priority for traffic management, environmental works and highways development control and in order to maintain influence and deliver improvements, the continuation of the delivery of an agency agreement for Hampshire County Council, as set out in the the Head of Community and Environmental Services' Report No. COMM1617, be approved; and
- (ii) the financial implications, as set out in the Report, be approved.

126. RUSHMOOR MARKETS AND CAR BOOT SALES – UPDATE –
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1619, which sought approval to delegate responsibility for some operational issues and the setting of rent and to apply for planning approval to change the days of operation.

The Cabinet was reminded that the operation of Rushmoor's markets and car boot sales had been brought in house in early 2015. Since that time, in Farnborough the Tuesday market had thrived in its new location in Queensmead but the Sunday market had done less well. The Sunday car boot sale had remained busy. In Aldershot, the Thursday market had remained stable but both the Saturday market and Sunday car boot had struggled in recent times. The Report set out a number of proposals to increase footfall and income generation:

- Aldershot market rents to be reduced by £10 per pitch
- Farnborough rents to be increased by £2.50 per pitch
- Farnborough Sunday market to be moved to a Friday, subject to planning consent

- Aldershot Saturday market to be moved to a Monday, subject to planning consent
- Aldershot Sunday car boot to be moved to a Saturday

The Cabinet was supportive of these proposals and was keen for any other opportunities to be fully explored, such as Italian and Farmers' markets and activities involving Rushmoor's twin towns. It was agreed that the delegation of the responsibility for the setting of rents and other operational issues would make the service more responsive and likely to deliver improvements.

The Cabinet RESOLVED that

- (i) the delegation of responsibility for operational issues and the setting of rents, as set out in the Head of Community and Environmental Services' Report No. COMM1619, be approved; and
- (ii) the Head of Community and Environmental Services be authorised to implement the other proposals set out in the Report, including the applications for planning approval for a Friday market in Farnborough and a Monday market in Aldershot.

127. CAR PARKING SERVICE – REPLACEMENT OF PAY AND DISPLAY MACHINES AND RELATED MATTERS –
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1618, which sought approval for a proposed approach to the replacement of the Council's pay and display machines and a number of related matters.

The Cabinet was informed that the Council's existing machines were now at the end of their life. The proposed new machines would be equipped to take the new £1 coins as well as a number of other methods of payment, such as debit card and pay by phone. It was explained that the use of Rushmoor's Parking Smartcards had tailed off significantly in recent years and it was, therefore, proposed that these should be phased out. Furthermore, in the event of the phasing out of Parking Smartcards, it was recommended that the existing Smartcard 65 Plus concession, where residents over the age of 65 currently received £50 credit for a payment of £25, should not be carried forward to any alternative method of payment, such as permits or pay by phone. It was explained that there was no evidence to suggest that those aged 65 and over were any more economically disadvantaged than other customers.

The Cabinet RESOLVED that

- (i) the proposed approach for replacing the pay and display machines, as set out in the Head of Community and Environmental Services' Report No. COMM1618, be approved;
- (ii) the phasing out of Parking Smartcards, as set out in the Report, be approved; and
- (iii) the 65 Plus concession be withdrawn.

128. **REDAN ROAD, ALDERSHOT – COMPULSORY PURCHASE –**
(Health and Housing / Corporate Services)

The Cabinet considered the Solicitor to the Council's Report No. LEG1611, which sought approval to move towards the compulsory acquisition of the former Territorial Army Centre at Redan Road, Aldershot. The Chairman welcomed the owner of the site, Mr. M.K. Choudhary, to the meeting and it was explained that Mr. Choudhary would be allowed to address the Cabinet.

The Solicitor to the Council explained that the site had been acquired by Mr. Choudhary in August 2000 and had been subject to a number of planning applications. Most recently, planning had been granted in March 2015 for 22 dwellings, subject to the payment of Section 106 contributions totalling £196,451. Building had commenced in February 2016 when the foundations for block 1 – 7 had been laid. This had represented the commencement of the planning permission and was the point at which the Section 106 obligations had become payable. This sum had been invoiced but not paid. A request had been received from the owner's agent for payment of this amount to be made in instalments but this had been refused by the Development Management Committee in June 2016.

Mr. Choudhary addressed the meeting and offered his explanation for the delay in developing the site. He explained that there was, currently, a shortage of labour in the building sector and that this was presenting problems to developers. He was confident that he could complete the development by the end of 2018 and was ready to start imminently. He asked the Cabinet to allow him to keep the site and to consider allowing him to pay the outstanding Section 106 contributions in instalments.

The Solicitor to the Council explained that the site had been identified in the Rushmoor Borough Council 2015 Strategic Housing Land Availability Assessment as a site that would deliver 22 dwellings before 2019. In the Solicitor's opinion, the only way this could be guaranteed was to seek a development partner that would be prepared to step in and deliver the development, if needed. It was emphasised, however, that, in the first instance, Mr. Choudhary would be given the opportunity to pay the Section 106 monies and build out the development by the end of 2018, as planned.

In discussing the proposal, it was the Cabinet's view that it was a priority to ensure that development of this key strategic site was completed by the end of 2018 to provide much needed housing.

The Cabinet RESOLVED that, subject to the Council having entered into an agreement with a development partner to indemnify the Council for the acquisition cost of the site, the Solicitor to the Council be authorised to:

- make an offer to acquire the site up to the value set out in the confidential Appendix 2 to the Solicitor to the Council's Report No. LEG1611, under Section 227 of the Town and Country Planning Act 1990; and
- agree a period during which the offer should remain open for acceptance.

129. **UNION STREET EAST REGENERATION –**
(Environment and Service Delivery)

The Cabinet considered the Solicitor to the Council's Report No. LEG1612, which sought approval to take forward the regeneration of the Union Street East and former Marks and Spencer building site, as identified in the Aldershot Town Centre Prospectus Supplementary Planning Document.

Members were informed that the site comprised Nos. 36 – 62 Union Street and Nos. 51 – 57 High Street. The Report set out the background information and the development options. It went on to highlight a number of acquisition issues around the assembly of the land which would be required to secure a development partner. It was proposed that the Council should continue to intervene at this site to acquire the properties required to allow the area to be regenerated. A number of funding options had been explored, including bids to the Local Growth Fund, which was overseen by the Enterprise M3 Local Enterprise Trust and these options were set out in the Report. Members heard that, given the complexity of ownerships, the Council would need to work up a scheme as to how the key site could be regenerated to encourage interest from residential developers.

The Cabinet confirmed its support for intervening where required to facilitate the regeneration of Rushmoor's town centres and acquiring relevant sites as they became available.

The Cabinet RESOLVED that

- (i) the redevelopment of the Union Street East and former Marks and Spencer Key Site, as identified in Appendix 1 of the Solicitor to the Council's Report No. LEG1612, be approved;
- (ii) the details of the project be taken to the Aldershot Regeneration Group;

- (iii) the capital cost for the acquisition of the four Union Street properties stated in the Report, as set out in the confidential Appendix 2 of the Report, be approved;
- (iv) the full year revenue costs associated with the property acquisitions, as set out in the confidential Appendix 2 of the Report, be approved;
- (v) the urgency decision to acquire Nos. 60 – 62 Union Street, Aldershot be noted;
- (vi) the Head of Financial Services be authorised to:
 - accept any grant funding towards the costs of the redevelopment and to enter into any prudential borrowing arrangement, subject to appropriate safeguards, to increase the viability of the scheme;
 - submit expressions of interest and to enter into any loan or grant agreements with the Local Enterprise Partnership or the Homes and Communities Agency necessary in respect of the redevelopment of the key site;
- (vii) the Solicitor to the Council be authorised to:
 - negotiate and acquire by agreement Nos. 60 - 62 Union Street, Nos. 54 – 56 Union Street / Nos. 53 – 55 High Street, No. 52 Union Street, No. 50 Union Street and No. 36 Union Street within the key site area, at the price set out in the confidential Appendix 2 of the Report and subject to confirmation from the Council's valuer or the Council's external Compulsory Purchase Order adviser that the price represents the appropriate open market value;
 - enter into any legal documentation necessary in respect of the purchase or acquisition of rights and to undertake any ancillary action in connection therewith;
 - procure and appoint architects to develop a scheme for the redevelopment of the key site; and
 - appoint external advisers to advise upon Compulsory Purchase Order acquisition costs.

130. **EXCLUSION OF THE PUBLIC –**

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned item to avoid the disclosure of exempt information within the

paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

Report Para. Nos.	Schedule 12A Para. No.	Category
131 and 132	3	Information relating to financial or business affairs

**THE FOLLOWING ITEMS WERE CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

131. APPLICATIONS FOR SECTION 49 REMISSION OF NON-DOMESTIC RATES –
(Concessions and Community Support)

The Cabinet considered the Head of Financial Services' Exempt Report No. FIN1618, which set out two applications for the remission of non-domestic rates on the grounds of hardship.

Members assessed the applications from Ms. Ranjita Malia trading as Shreyaz Fashion, No. 18 Union Street, Aldershot and Sovereign Snooker Limited, Snooker Hall Sovereign House, No. 1A Camp Road, Farnborough, taking into account the evidence of financial hardship supplied and whether it was in the interests of local taxpayers to subsidise the businesses. The Cabinet took into account the nature and circumstances of the businesses and, where appropriate, the availability of alternative facilities in the area.

The Cabinet Member for Concessions and Community Support had visited each of the premises and recommended that both applications should be approved.

The Cabinet RESOLVED that

- (i) 50% hardship relief be granted to Ms. Ranjita Malia trading as Shreyaz Fashion for 2016/17; and
- (ii) 25% hardship relief be granted to Sovereign Snooker Limited for 2016/17.

132. FIRST WESSEX COVENANT ISSUES AND DISPOSALS –
(Corporate Services)

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1613, which sought approval for three separate issues relating to First Wessex Housing Association.

Members heard how First Wessex had requested whether amenity land and former highway land at Phases 1 – 4 of its development in North Town, Aldershot could be released to them for nil consideration. The Association had

also requested whether former highways land at their development at Lyndhurst Avenue, Aldershot could be released, also for nil consideration. In this case, in exchange for transferring the land for nil consideration, the Council would receive nomination rights to the new properties in perpetuity. The details and circumstances of each application were set out in the Report.

The Cabinet RESOLVED that

- (i) the request for a waiver of the consideration for the proposed release of the covenant relating to the amenity land at Phases 1 – 4 of First Wessex’s North Town development be refused;
- (ii) the request to transfer, for nil consideration, the former highway land at Phases 1 – 4 of First Wessex’s North Town development be refused; and
- (iii) the request to transfer, for nil consideration, the former highway land at Lyndhurst Avenue, Aldershot be approved.

The Meeting closed at 9.12 p.m.

D.E. CLIFFORD
LEADER OF THE COUNCIL

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 20th July, 2016 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members

Cr. B.A. Thomas (Chairman)
Cr. J.H. Marsh (Vice-Chairman)

Cr. Mrs. D.B. Bedford	Cr. P.I.C. Crerar	Cr. D.S. Gladstone
Cr. D.M.T. Bell	Cr. Sue Dibble	Cr. C.P. Grattan
Cr. R. Cooper	Cr. Jennifer Evans	a Cr. A.R. Newell

Non-Voting Member

Cr. M.J. Tennant (Cabinet Member for Environment and Service
Delivery) (ex officio)

An apology for absence was submitted on behalf of Cr. A.R. Newell.

Cr. S.J. Masterson attended as standing deputy in place of Cr. A.R.
Newell.

133. **DECLARATION OF INTEREST –**

There were no declarations of interest.

134. **MINUTES –**

The Minutes of the Meeting held on 22nd June, 2016 were approved
and signed by the Chairman.

135. **TOWN AND COUNTRY PLANNING ACT, 1990 (AS AMENDED) - TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER, 1995 - DEVELOPMENT APPLICATIONS GENERALLY –**

RESOLVED: That

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

* 16/00411/FULPP	(225 Ash Road, Aldershot, Hampshire, GU12 4DD);
16/00408/ADVPP	(225 Ash Road, Aldershot, Hampshire, GU12 4DD);

- 16/00409/ADVPP (225 Ash Road, Aldershot, Hampshire, GU12 4DD);
- 16/00410/ADVPP (225 Ash Road, Aldershot, Hampshire);
- (ii) the applications dealt with by the Head of Planning, 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 Planning's Report No. PLN1625, be noted;
- (iii) the following applications be determined by the Head of Planning, in consultation with the Chairman:
- * 16/00451/FULPP (10 Queens Road, Farnborough, Hampshire, GU14 6DN);
- (iv) the current position with regard to the following applications be noted pending consideration at a future meeting:
- 15/00897/REMPP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
- 15/00898/REMPP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
- 15/00930/LBC2PP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
- 15/00931/LBC2PP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot); and
- (v) the receipt of a petition in respect of the following application be noted:
- * 16/00451/FUL (10 Queens Road, Farnborough, Hampshire, GU14 6DN).
- * The Head of Planning's Report No. PLN1625 in respect of these applications was amended at the meeting.

136. 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
16/00411/FULPP	(225 Ash Road, Aldershot, Hampshire, GU12 4DD)	Mr. P. Myles	Against
16/00411/FULPP	(225 Ash Road, Aldershot, Hampshire, GU12 4DD)	Mr. N. Hemstock	In Support

137. APPLICATION NO. 16/00451/FULPP – 10 QUEENS ROAD, FARNBOROUGH, HAMPSHIRE, GU14 6DN –

The Committee received the Head of Planning’s Report No. PLN1625 (as amended at the meeting) regarding the demolition of the existing shop and the erection of one studio flat, two one-bedroom flats and one two-bedroom flat with associated car parking.

It was noted that the recommendation was to grant planning permission, subject to the completion of a satisfactory unilateral undertaking under Section 106 of the Town and Country Planning Act, 1990.

RESOLVED: That

- (i) subject to the receipt of a satisfactory unilateral undertaking under Section 106 of the Town and Community Planning Act 1990 by 26th July, 2016, to secure £17,453 towards SPA avoidance and mitigation and access management at Hawley Meadows SANG mitigation scheme (comprising £15,730 SANG and £1,723 SAMM contributions), the Head of Planning in consultation with the Chairman be authorised to grant planning permission subject to the amended conditions; however
- (ii) in the event that a satisfactory unilateral undertaking is not received by 26th July, 2016, the Head of Planning, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that the proposal does not provide mitigation for the impact of the proposal on the Thames Basin Heaths Special Protection Area in accordance with the Council’s Thames Basin Heaths Special Protection Area, contrary to Policy CP13 of the Rushmoor Local Plan.

138. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT –
GRASMERE HOUSE, 33 CARGATE AVENUE, ALDERSHOT –**

RESOLVED: The Committee noted the enforcement action taken by the Head of Planning in accordance with the Council's Scheme of Delegation, more particularly specified in the Head of Planning's Report No. PLN1626

The Meeting closed at 9.12 p.m.

B.A. THOMAS
CHAIRMAN

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 17th August, 2016 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members

Cr. B.A. Thomas (Chairman)
Cr. J.H. Marsh (Vice-Chairman)

Cr. Mrs. D.B. Bedford	Cr. P.I.C. Crerar	Cr. D.S. Gladstone
Cr. D.M.T. Bell	Cr. Sue Dibble	Cr. C.P. Grattan
Cr. R. Cooper	a Cr. Jennifer Evans	Cr. A.R. Newell

Non-Voting Member

Cr. M.J. Tennant (Cabinet Member for Environment and Service
Delivery) (ex officio)

An apology for absence was submitted on behalf of Cr. Jennifer Evans.

Cr. P.F. Rust attended as standing deputy in place of Cr. Jennifer
Evans.

139. **DECLARATION OF INTEREST –**

There were no declarations of interest.

140. **MINUTES –**

The Minutes of the Meeting held on 20th July, 2016 were approved and
signed by the Chairman.

141. **TOWN AND COUNTRY PLANNING ACT, 1990 (AS AMENDED) - TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER, 1995 - DEVELOPMENT APPLICATIONS GENERALLY –**

RESOLVED: That

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

- * 16/00557/RBC3PP (259 North Lane, Aldershot);
- * 16/00581/RBC3PP (Land to the Rear of Alison Way,
Aldershot);

- (ii) the applications dealt with by the Head of Planning, 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 Planning's Report No. PLN1627, be noted;
- (iii) the current position with regard to the following applications be noted pending consideration at a future meeting:

15/00897/REMPP	(Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
15/00898/REMPP	(Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
15/00930/LBC2PP	(Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
15/00931/LBC2PP	(Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
16/00522/FULPP	(Salesian College Playing Fields, Park Road, Farnborough); and
16/00544/FULPP	(Southwood Summit Centre, 1 Aldrin Place, Farnborough)

* The Head of Planning's Report No. PLN1627 in respect of these applications was amended at the meeting.

142. REPRESENTATIONS BY THE PUBLIC –

There were no representations by the public.

143. PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER APRIL – JUNE, 2016 –

The Committee received Head of Planning's Report No. PLN1628 which provided an update on the position with respect to achieving performance indicators for the Development Management Section of Planning and the overall workload of the Section for the period 1st April to 30th June, 2016.

The Head of Planning informed the Committee that the percentage of appeals against the authority's decision to refuse planning permission had exceeded the Government's maximum target, however, this related to only two appeal decisions in the quarter, one of which was allowed. All other Government targets had been met.

RESOLVED: That the Head of Planning's Report No. PLN1628 be noted.

The Meeting closed at 7.29 p.m.

B.A. THOMAS
CHAIRMAN

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DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 14th September, 2016 at the Council Offices, Farnborough at 7.00 p.m.

Voting Members

a Cr. B.A. Thomas (Chairman)
Cr. J.H. Marsh (Vice-Chairman) (In the Chair)

a Cr. Mrs. D.B. Bedford Cr. P.I.C. Crerar Cr. D.S. Gladstone
Cr. D.M.T. Bell a Cr. Sue Dibble Cr. C.P. Grattan
Cr. R. Cooper Cr. Jennifer Evans Cr. A.R. Newell

Non-Voting Member

Cr. M.J. Tennant (Cabinet Member for Environment and Service Delivery) (ex officio)

Apologies for absence were submitted on behalf of Crs. B.A. Thomas, Mrs. D.B. Bedford and Sue Dibble.

Cr. S.J. Masterson attended as standing deputy in place of Cr. B.A. Thomas and Cr. P.F. Rust attended as standing deputy in place of Cr. Sue Dibble

In the absence of the Chairman, the Vice-Chairman, Cr. J.H. Marsh took the Chair.

144. DECLARATION OF INTEREST –

Having regard to the Members' Code of Conduct, the following declaration of interest was made. The Member with a disclosable pecuniary interest left the meeting during the debate on the relevant agenda item:

Member	Application No. and Address	Interest	Reason
Cr. M.J. Tennant	16/00522/FULPP (Salesian College Playing Fields, Park Road, Farnborough)	Prejudicial	Proximity of home to the site.

145. MINUTES –

The Minutes of the Meeting held on 17th August, 2016 were approved and signed by the Chairman.

146. **TOWN AND COUNTRY PLANNING ACT, 1990 (AS AMENDED) -
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT
PROCEDURE) ORDER, 1995 -
DEVELOPMENT APPLICATIONS GENERALLY –**

RESOLVED: That

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

15/00930/LBC2PP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);

15/00931/LBC2PP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);

- * 16/00522/FULPP (Salesian College Playing Fields, Park Road, Farnborough);

- (ii) the applications dealt with by the Head of Planning, 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 Planning’s Report No. PLN1629, be noted;

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

15/00897/REMPP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);

15/00898/REMPP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);

- * 16/00571/FULPP (177 – 177A Ash Road, Aldershot); and

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

16/00068/FULPP (Enterprise House, 88-90 Victoria Road and part of 84-86 Victoria Road, Aldershot);

16/00544/FULPP (Southwood Summit Centre, 1 Aldrin Place, Farnborough);

- * The Head of Planning’s Report No. PLN1629 in respect of these applications was amended at the meeting.

147. **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
15/00897/REMPP 15/00898/REMPP 15/00930/LBC2PP 15/00931/LBC2PP	(Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot)	Mr. J. Beresford	In support
16/00522/FULPP	(Salesian College Playing Fields, Park Road, Farnborough)	Mr. P. Reeves	Against
16/00571/FULPP	(177- 177A Ash Road, Aldershot)	Ms. Deborah Meah Ms. Chantal Foo	Against In support

148. **APPLICATION NO. 15/00897/REMPP – ZONE C – CAMBRIDGE MILITARY HOSPITAL, ALDERSHOT URBAN EXTENSION, ALISONS ROAD, ALDERSHOT –**

The Committee received the Head of Planning’s Report No. PLN1629 regarding the part approval of reserved matters for the conversion of Cambridge Military Hospital, including part demolition, extensions and external alterations, to provide 74 dwellings and 943m² of mixed commercial and community uses with associated landscaping, access and parking, in Development Zone C, Cambridge Military Hospital, pursuant to Condition 4 (1 to 21), attached to Outline Planning Permission 12/00958/OUT dated 10th March, 2014.

It was noted that the recommendation was to grant planning permission.

RESOLVED: That following the issue of planning permission for the first Cambridge Military Hospital Development Zone Reserved Matters Application at Gun Hill House & Water Tower, Application No. 15/00069/REMPP on completion of the associated deed of variation, the Head of Planning, in consultation with the Chairman, be authorised to grant planning permission subject to the conditions and informatives set out in the Head of Planning’s Report No. PLN1629.

149. **APPLICATION NO. 15/00989/REMPP – ZONE C – CAMBRIDGE MILITARY HOSPITAL, ALDERSHOT URBAN EXTENSION, ALISONS ROAD, ALDERSHOT –**

The Committee received the Head of Planning's Report No. PLN1629 regarding the part approval of reserved matters for the redevelopment of the Louise Margaret Hospital and Nurses Residence, including part demolition, external alternations, extensions and new build, to provide 41 dwellings with associated landscaping, access and parking, in Development Zone C, Cambridge Military Hospital, pursuant to Condition 4 (1 to 21), attached to Outline Planning Permission 12/00958 dated 10th March, 2014.

It was noted that the recommendation was to grant planning permission.

RESOLVED: That following the issue of planning permission for the first Cambridge Military Hospital Development Zone Reserved Matters Application at Gun Hill House & Water Tower, Application No. 15/00069/REMPP on completion of the associated deed of variation, the Head of Planning, in consultation with the Chairman, be authorised to grant planning permission subject to the conditions and informatives set out in the Head of Planning's Report No. PLN1629.

150. **APPLICATION NO. 16/00522/FULPP – 177 – 177A ASH ROAD, ALDERSHOT –**

The Committee received the Head of Planning's Report No. PLN1629 (as amended at the meeting) regarding the erection of first floor extensions to front, side and rear and external alterations to facilitate conversion of a café to one 1-bedroom flat, rear portion of shop at 177A Ash Road to one 1-bedroom flat; and enlargement of existing first floor flat from 1 to 3-bedrooms with enclosed first floor roof terrace.

It was noted that the recommendation was to grant planning permission, subject to the completion of a satisfactory planning obligation under Section 106 of the Town and Country Planning Act, 1990.

RESOLVED: That

- (i) subject to the completion of a satisfactory planning obligation under Section 106 of the Town and Country Planning Act, 1990, by 29th September, 2016, to secure appropriate financial contributions towards special protection area mitigation, the Head of Planning, in consultation with the Chairman, be authorised to grant planning permission subject to the amended conditions and informatives;
- (ii) however, in the event that a satisfactory Section 106 agreement is not received by 29th September, 2016, the Head of Planning, in consultation with the Chairman, be authorised to refuse

planning permission on the grounds that the proposal does not make satisfactory provision for a financial contribution to mitigate the effect of the development on the Thames Basin Heaths Special Protection Area in accordance with the Rushmoor Thames Basin Heaths Special Protection Area Interim Avoidance and Mitigation Strategy and Core Strategy Policies CP11 and CP13;

- (iii) in the event of
 - (a) planning permission being granted and implementation (and cessation of the unauthorised residential use) does not take place within 6 calendar months of the decision date; or
 - (b) planning permission being refused; the Head of Planning is authorised to instruct the Solicitor to the Council to issue an enforcement notice requiring cessation of use of the unauthorised residential units within the application site.

151. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT – LAND ADJACENT TO 11 FINTRY WALK, FARNBOROUGH –**

The Committee received the Head of Planning's Report No. PLN1630, which provided an update with regard to the position on the land adjacent to 11 Fintry Walk, Farnborough.

The Committee was informed that following a Committee resolution in August, 2015, an enforcement notice was issued to the owner of 11 Fintry Walk, Farnborough, in respect of the change of use of public amenity lane to private garden and enclosure with 1.8m close boarded fence. The owner of the property had pleaded guilty on 9 June, 2016 and the court agreed to adjourn the case until 11 August, 2016, for sentencing to allow the owner time to comply with the enforcement notice.

On 11th August, the court was advised that the owner had largely complied with the enforcement notice, however there remained a pallet of bricks and vegetation on the land, which the Council wanted the owner to remove within 28 days. It was noted that the owner had been ordered to pay a fine of £500, reduced from £750, a victim surcharge of £50 and the Council's costs of £625.

The Committee was informed that a site visit had been scheduled to ensure that the pallet of bricks and vegetation had been removed. Subject to the works being carried out satisfactorily the enforcement case will be closed.

RESOLVED: That the Head of Planning's Report No. PLN1630 be noted.

152. **APPEALS PROGRESS REPORT –**

(1) **New Appeals –**

Application No.	Description
16/00284/TPO	Against the refusal of consent to fell and replace and Oak Tree which is subject to a TPO, in the rear garden at 2 The Birches, Farnborough. It was noted that the appeal would be dealt with by written representations.

(2) **Appeal Decisions –**

Application No.	Description	Decision
15/00030/COUGEN	Against the enforcement notice requiring the use of the property as an 18-bedroom house in multiple occupation to cease within a period for compliance of six months at The Old Warehouse, Start Yard, Victoria Road, Aldershot.	Dismissed
15/00012/ENF	Against the enforcement notice requiring the use of the property as a 7-bedroom house in multiple occupation and 6 self-contained flats to cease within a period for compliance of six months at The Former Beehive Public House, 264 High Street, Aldershot.	Dismissed

RESOLVED: That the Head of Planning's Report No. PLN1632 be noted.

The Meeting closed at 8.51p.m.

J.H. MARSH
VICE-CHAIRMAN

**DEVELOPMENT MANAGEMENT COMMITTEE
20TH JULY 2016**

APPENDIX "A"

Application No. & Date Valid: **16/00411/FULPP** **20th May 2016**

Proposal: Erection of restaurant with drive-thru and takeaway facility (Use Class A3 / A5) with associated structures, fencing, parking, landscaping and vehicular access from North Close (following demolition of existing buildings and closure of access onto North Lane) at **225 Ash Road Aldershot Hampshire GU12 4DD**

Applicant: Cooper Estates Developments Limited McDonald's Restaurants

Conditions: 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason - As required by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2 No works shall start on site until a schedule and/or samples of the external materials to be used in the development have been submitted to, and approved in writing by, the Local Planning Authority. The Development shall be completed and retained in accordance with the details so approved.

Reason - To ensure satisfactory external appearance.*

3 No works shall start on site until a schedule and/or samples of surfacing materials, including those to access driveways/forecourts to be used in the development have been submitted to, and approved in writing by, the Local Planning Authority. The development shall be completed and retained in accordance with the details so approved.

Reason - To ensure satisfactory external appearance and drainage arrangements.*

4 With the exception of the proposed acoustic fencing, the boundary treatment as shown in the approved plans

shall be implemented in full prior to the premises being opened to the public and thereafter retained/maintained.

Reason - To safeguard the amenities of neighbouring property.*

- 5 No works shall start on site until plans showing details of the existing and proposed ground levels, proposed finished floor levels, levels of any paths, drives, garages and parking areas and the height of any retaining walls within the application site have been submitted to and approved in writing by the Local Planning Authority. The development shall be completed and retained in accordance with the details so approved.

Reason - To ensure a satisfactory form of development in relation to neighbouring property.*

- 6 Provision shall be made for services to be placed underground. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development)(England) Order 2015 (or any Order revoking and re-enacting that Order with or without modification) no overhead electricity, telecommunications or service lines shall be erected or placed above the ground of the site without the express written consent of the Local Planning Authority.

Reason - In the interests of the amenities and character of the area.

- 7 Construction or demolition work of any sort within the area covered by the application shall only take place between the hours of 0800-1800 on Monday to Fridays and 0800-1300 on Saturdays. No work at all shall take place on Sundays and Bank or Statutory Holidays.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on traffic and parking conditions in the vicinity.

- 8 No works shall start on site until a construction method statement has been submitted to and approved in writing by the Local Planning Authority, which shall include:

- i) programme of construction work;
- ii) the provision of long term facilities for contractor parking;
- iii) the arrangements for deliveries associated with

- all construction works;
- iv) methods and phasing of construction works;
- v) access and egress for plant and deliveries;
- vi) protection of pedestrian routes during construction;
- vii) location of temporary site buildings, site compounds, construction materials and plant storage areas;
- viii) controls over dust, noise and vibration during the construction period;
- ix) provision for storage, collection and disposal of rubbish from the development during the construction period
- x) lorry routing; and
- xi) provision for the on site parking and turning of construction vehicles.

Construction shall only take place in accordance with the approved method statement. *

Reason - To protect the amenities of neighbouring residential occupiers and to prevent adverse impact on highway conditions in the vicinity.*

- 9 The landscaping scheme hereby approved shall be implemented in full prior to the first use of the building by the public or the first available planting season whichever is the sooner. Any tree/shrub removed, dying or becoming seriously diseased within five years of planting shall be replaced by trees/shrubs of similar size and species to those originally required to be planted.

Reason - To ensure the development makes an adequate contribution to visual amenity.

- 10 Prior to the commencement of development details of measures to incorporate Sustainable Drainage Systems (SUDS) or other appropriate drainage measures into the development shall be submitted to and approved in writing by the Local Planning Authority. Such details as may be approved shall be implemented in full prior to the first occupation of the development and retained in perpetuity.

Reason - To reflect the objectives of Policy CP4 of the Rushmoor Core Strategy.

- 11 Notwithstanding any information submitted with the application, no construction pursuant to this permission shall commence until there has been submitted to and

approved in writing by the Local Planning Authority: -

- i. a desk top study carried out by a competent person documenting all previous and existing uses of the site and adjoining land, and potential for contamination, with information on the environmental setting including known geology and hydrogeology. This report should contain a conceptual model, identifying potential contaminant pollutant linkages.
- ii. if identified as necessary; a site investigation report documenting the extent, scale and nature of contamination, ground conditions of the site and incorporating chemical and gas analysis identified as appropriate by the desk top study.
- iii. if identified as necessary; a detailed scheme for remedial works and measures shall be undertaken to avoid risk from contaminants/or gas identified by the site investigation when the site is developed and proposals for future maintenance and monitoring, along with verification methodology. Such scheme to include nomination of a competent person to oversee and implement the works.

Where step iii) above is implemented, following completion of the measures identified in the approved remediation scheme a verification report that demonstrates the effectiveness of the remediation shall be submitted for approval in writing by the Local Planning Authority.

Reason - To ensure that the site is safe for the development permitted and in the interests of amenity and pollution prevention.*

- 12 In the event that unforeseen ground conditions or materials which suggest potential or actual contamination are revealed at any time during implementation of the approved development it must be reported, in writing, immediately to the Local Planning Authority. A competent person must undertake a risk assessment and assess the level and extent of the problem and, where necessary, prepare a report identifying remedial action which shall be submitted to and approved in writing by the Local Planning Authority before the measures are implemented.

Following completion of measures identified in the approved remediation scheme a verification report must be prepared and is subject to approval in writing by the Local Planning Authority.

Reason - To ensure that the site is safe for the development permitted and in the interests of amenity and pollution prevention.

- 13 Prior to the first occupation of the development details of a lighting strategy for the site shall be submitted for the approval of the Local Planning Authority . Once approved the lights shall be installed in accordance with these details prior to the first occupation of the development and thereafter retained.

Reason - In the interests of visual and residential amenity.

- 14 The plant and machinery hereby approved shall be installed in accordance with the noise levels and mitigation measures as set out in the Environment Noise Assessment and supplementary Environment Noise Information prepared by Peter Ashford of Acoustic Associates South West Ltd dated 13 October 2015 and 4 April 2016 prior to the premises opening to the public and thereafter retained in accordance with these approved details.

Reason - To protect the amenity of neighbouring occupiers.*

- 15 Notwithstanding any details submitted with the application the use of the development hereby approved shall not commence, until details of the means of suppressing and directing smells and fumes from the premises have been submitted to and approved in writing by the Local Planning Authority. These details shall include the height, position, design, materials and finish of any external chimney or vent. The development shall be carried out in accordance with the details so approved prior to the first use of the development and thereafter retained.

Reason - To safeguard the amenities of neighbouring property.*

- 16 The restaurant/takeaway/drive through uses hereby permitted shall not be open to customers outside the hours of 07:00 to 23:00.

Reason - To safeguard the amenities of existing and future neighbouring occupiers.

- 17 Deliveries and refuse collections to/from the premises shall only take place between the hours of 8am to 9pm.
Reason - To safeguard the amenities of adjoining and future occupiers.

- 18 Unless shown on the approved plans no display or storage of goods, materials, plant, or equipment shall take place other than within the buildings.

Reason - To protect the amenities of neighbouring property and the character of the area.

- 19 The development hereby approved shall not be occupied until the vehicle and cycle parking facilities shown on the approved plans have been completed and made ready for use by customers. The parking facilities shall be thereafter retained solely for parking purposes (to be used by the occupiers of, and visitors to, the development). *

Reason - To ensure the provision and availability of adequate off-street parking and to promote sustainable transport choices.

- 20 Unless otherwise agreed in writing, no part of the development hereby approved shall be used or occupied until the proposed means of vehicular access and associated works on North Close and North Close/North Lane junction as shown on the approved plans have been completed and made available for use.

Reason - To ensure adequate means of access is available to the development.

- 21 Any existing means of access or part thereof not incorporated within the approved arrangement hereby permitted shall be permanently closed as soon as the new means of access has been constructed and brought into use. A footway/verge shall be provided and the kerbs raised in accordance with details which shall be submitted to and approved in writing by the Local Planning Authority prior to commencement of the development.

Reason - In the interest of highway and pedestrian safety.*

22 Notwithstanding the details shown on drawing number 6485-SA-8986-P205 B, the first floor windows in the east elevation shall be obscurely glazed to a minimum height of 1.7 metres above the internal floor level and so retained.

Reason - To maintain appropriate levels of privacy for the occupiers of Clyde Court.

23 Prior to the first occupation of the development and notwithstanding any information submitted with the applications details of the proposed acoustic fencing shall be submitted to the Local Planning Authority for approval. These details should include its proposed construction to demonstrate that it will provide the level of acoustic attenuation required. Once approved the acoustic fencing shall be erected prior to the first occupation of the development and thereafter retained and maintained for the duration of the operational life of the premises.

Reason - To safeguard the amenities of adjoining occupiers.

24 All wild birds and their nests are protected under the Wildlife and Countryside Act 1981 (as amended). If any part of the building is to be demolished during the bird breeding season (March-September inclusive) it should first be inspected by an experienced ecologist to ensure that no active nests are present. If an active nest is discovered it should be left in situ until the young have fledged.

Reason - to prevent harm to breeding birds.

25 The permission hereby granted shall be carried out in accordance with the following approved drawings - 6485-SA-8986-AL01 D, AL03 B, P202 A, P204 E, P205 B, P206 A, Sign Type 8 and MK MCD ALD 01 (Rev C).

Reason - To ensure the development is implemented in accordance with the permission granted.

**Application No. 16/00408/ADVPP
& Date Valid:**

20th May 2016

Proposal: Display three sets of internally illuminated letters, three internally illuminated fascia signs and one internally illuminated

golden arch at **225 Ash Road Aldershot Hampshire GU12 4DD**

Applicant: McDonald's Restaurants Ltd

Conditions: 6 The signage hereby permitted shall be displayed in accordance with the following approved drawings - 6485-SA-8986-AL01 D, P202 A, P209 B, McDonalds/002/2008, 023/2016 and Sign types 23A and 23C.

Reason - To ensure the signage is displayed in accordance with the permission granted.

Application No. & Date Valid: 16/00409/ADVPP 20th May 2016

Proposal: Display a double sided internally illuminated totem sign (6.5 metres high) at **225 Ash Road Aldershot Hampshire GU12 4DD**

Applicant: McDonald's Restaurants Ltd

Conditions: 6 The signage hereby permitted shall be displayed in accordance with the following approved drawings - 6485-SA-8986-AL01 D and P222 C and Sign type 1A.

Reason - To ensure the signage is displayed in accordance with the permission granted.

Application No. & Date Valid: 16/00410/ADVPP 20th May 2016

Proposal: Display one internally illuminated Gateway (height restrictor) sign, nine freestanding internally illuminated signs, one freestanding non illuminated sign, twenty non illuminated traffic signs and one non illuminated double sided banner unit. at **225 Ash Road Aldershot Hampshire GU12 4DD**

Applicant: McDonald's Restaurants Ltd

Conditions: 6 The signage hereby permitted shall be displayed in accordance with the following approved drawings - 6485-SA-8986-AL01D, 202 A and P208 B, sign types 2, 3, 7, 8, 11, 13, 19, 22, 24 (14b), 24 (14c), 25 (No entry),

25 (Pedestrian crossing), 25 (Give Way), 10mph disc and Caution look left/right.

Reason - To ensure the signage is displayed in accordance with the permission granted.

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**DEVELOPMENT MANAGEMENT COMMITTEE
17TH AUGUST 2016**

APPENDIX "A"

Application No. & Date Valid: **16/00557/RBC3PP** **13th July 2016**

Proposal: Change of use of existing building from Army Air Cadet Hut to a hostel for up to 9 persons and associated works at **259 North Lane Aldershot Hampshire GU12 4SU**

Applicant: Ms Qamer Yasin

Conditions: 1 The development hereby permitted shall be begun before the expiration of one year from the date of this permission.

Reason - As required by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004, to reflect the objectives of the Council's Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy as amended July 2014 and to accord with the resolution of Rushmoor's Cabinet on 17 June 2014 in respect of Planning Report no PLN1420.

2 The permission hereby granted shall be carried out in accordance with the following approved drawings and reports – Design and Access Statement Version 2, Shadow Habitats Regulations Assessment, 20.6.33_101, 20.6.33_102, 20.6.33_103, 20.6.33_105, 20.6.33_106, 20.6.33_107 & 20.6.33_100.

Reason - To ensure the development is implemented in accordance with the permission granted.

3 The use of the building as temporary emergency accommodation for homeless people shall cease three years from the date of first occupation and the building shall revert to its previous lawful use as a Army Air Cadets Training Hut.

Reason - To meet a current identified housing need and to allow the future implementation of the Aldershot Urban Extension.

- 4 The vehicle and cycle parking spaces shown on the approved plans shall be provided prior to the first occupation of any part of the development hereby approved and kept available at all times thereafter for the parking of vehicles and bicycles ancillary to the supported housing use.

Reason - To ensure that a sufficient level of parking is available for the development to meet its operational needs and in the interests of highway safety.

Application No. & Date Valid: **16/00581/RBC3PP** **20th July 2016**

Proposal: Change of use of amenity land to be incorporated within the boundary of 72 Alexandra Road, Aldershot for use as garden land and erection of a 2m high close board boundary fence at **Land To The Rear Of 18 Alison Way Aldershot Hampshire**

Applicant: Rushmoor Borough Council

Conditions: 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason - As required by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

- 2 The permission hereby granted shall be carried out in accordance with the following approved drawings - PLAN/01 1:1250 Site Location Plan, PLAN/02 1:500 Block Plan and PLAN/03 Photograph showing type of proposed fencing.

Reason - To ensure the development is implemented in accordance with the permission granted.

**DEVELOPMENT MANAGEMENT COMMITTEE
14TH SEPTEMBER 2016**

APPENDIX "A"

Application No. & Date Valid: **16/00522/FULPP** **28th June 2016**

Proposal: Construction of 3G artificial turf all-weather rugby/football pitch to replace existing grass rugby pitch, enclosed with new 4.5 metre high fencing and provided with floodlighting comprising a total of sixteen sports lighting luminaires mounted distributed between six 15-metre high light columns at **Salesian College Playing Fields Park Road Farnborough Hampshire**

Applicant: Salesian College

Conditions: 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason - As required by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2 The permission hereby granted shall be carried out in accordance with the following approved drawings and details -

Reason - To ensure the development is implemented in accordance with the permission granted.

3 The floodlights hereby approved shall only be used between the hours of 0900 and 2030 Monday to Friday and not on Saturdays, Sundays or Bank Holidays.

Furthermore, in any event, the floodlights hereby permitted shall only be illuminated when the artificial surface pitch hereby approved is in use or undergoing maintenance.

Reason - To safeguard the amenities of neighbouring occupiers and to restrict the use of the floodlights to no more than is necessary within the Blackwater Valley countryside gap.

4 The proposed artificial-surface pitch and associated works hereby approved shall be used as ancillary sport

facilities for the Salesian College only and for no other purpose without the prior written approval of the Local Planning Authority.

Reason - Given the limited formal parking facilities available within the site and in the interests of the amenities of neighbouring residential properties.

- 5 There shall be no pedestrian or vehicular access to the artificial surface pitch hereby approved from Salesian View except in an emergency.

Reason - To safeguard the amenities of neighbouring residents.

- 6 No public address system or other sound amplification system shall be installed or used in connection with the artificial surface pitch hereby approved without the prior written approval of the Local Planning Authority.

Reason - To safeguard the amenities of neighbouring occupiers.

- 7 Construction or clearance/excavation work of any sort within the area covered by the application shall only take place between the hours of 0800-1800 on Monday to Fridays and 0800-1300 on Saturdays. No work at all shall take place on Sundays and Bank or Statutory Holidays.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on traffic and parking conditions in the vicinity.

- 8 The drainage scheme to be installed with the artificial surface pitch hereby approved shall be undertaken in full in accordance with the plans and details submitted with the application and hereby approved; and thereafter retained. Details of the long-term maintenance arrangements for the drainage scheme shall be submitted to and approved in writing within a period of 18 months from the date on which this permission is granted.

Reason - To accord with the provisions of Policy CP4 of the Rushmoor Core Strategy and to ensure that no undue flood risk would arise.

CORPORATE SERVICES POLICY AND REVIEW PANEL

Meeting held on Tuesday, 5th July, 2016 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members

Cr. P.J. Moyle (Chairman)
Cr. D.S. Gladstone (Vice-Chairman)

Cr. D.M.T. Bell
Cr. R.L.G. Dibbs
Cr. B. Jones

Cr. Marina Munro

Cr. A.R. Newell
Cr. P.F. Rust
Cr. J.E. Woolley

153. **APPOINTMENT OF CHAIRMAN –**

RESOLVED: That Cr. P.J. Moyle be appointed Chairman for the
2016/17 Municipal Year.

154. **APPOINTMENT OF VICE CHAIRMAN –**

RESOLVED: That Cr. D.S. Gladstone be appointed Vice-Chairman for
the 2016/17 Municipal Year.

155. **MINUTES –**

The Minutes of the meeting held on 31st March, 2016 were approved
and signed by the Chairman.

156. **APPOINTMENT TO GROUPS –**

(1) **Mid-Cycle Group –**

RESOLVED: That the Chairman, Vice-Chairman and Crs. D.M.T Bell
and B. Jones be appointed to the Mid-Cycle Group for the 2016/17
Municipal Year.

(2) **Customer Services Member Review Working Group –**

RESOLVED: That the Chairman and Crs. D.M.T. Bell, A.H. Crawford,
R.L.G. Dibbs, D.S. Gladstone, B. Jones and P.F. Rust be appointed to
the Customer Services Working Group for the 2016/17 Municipal Year.

157. DIGITAL STRATEGY –

The Panel welcomed Michael Gates, from MGS Consulting Ltd, and Nick Harding, Head of ICT and Facilities Services, who gave a presentation to the Panel updating on the development of the Council's Digital Strategy and the changes made since the Members' Seminar in September 2015 (copy available on the website page for the meeting).

By way of introduction, the Panel watched a short video with real-life examples of how digital technology had improved the delivery of public services in Edinburgh from the perspective of both residents and service providers. The key messages included how digital services had enabled enhanced accessibility to services, increased engagement and sharing of information, more personalised services and real-time updates. Significantly, the digital evolution was moving quickly, and local government could achieve significant savings from digitisation.

Michael Gates then outlined the process for the development of, and content of, Rushmoor's digital vision and its eight supporting digital ambitions. With reference to the points raised at the Members Seminar, the Panel highlighted the need to ensure that no one was 'digitally excluded' from services, as there were a large number of people in the Borough who did not access the internet or use mobile devices. It was noted that the Council's digital ambitions reflected the need to design services to be fully accessible.

The Panel noted that the Digital Strategy itself would be built around six key themes, as described in the presentation, with projects identified within each theme. Nick Harding then outlined the current Phase 1 projects, which included:

- transactional website re-design
- mobile working for frontline services
- channel shift – applications
- Modern.gov - committee papers and members webpages
- Hampshire Superfast Broadband Programme
- cyber security

The Panel considered and discussed the content of the proposed digital strategy, and it was asked whether there should be a greater emphasis on income generation. In response, it was stated that, while the strategy was focused on delivering service transformation, the introduction of new technology had made a positive difference to income in a number of areas. For example, in the car parks service, a large proportion of parking fines were now paid within a few hours of an offence. Following further discussion, it was advised that the introduction of technology to enable credit card payments in Council owned car parks would be investigated in a future phase.

Panel Members also indicated support for greater use of, and standardisation in accessing, electronic agendas, committee reports and meeting calendars, and it was confirmed that improvements in this area would

be delivered through the introduction of Modern.gov software in Autumn 2016. In response to a question, it was confirmed that robust IT security arrangements were in place to protect the Council, and that the cost of contracts for cyber security had reduced.

The Corporate Director, Ian Harrison, confirmed that the Panel's comments would be taken into account as part of the development of the Strategy, and that the approach to public engagement on the Strategy would be carefully considered.

The Panel **NOTED** progress on the preparation of the Digital Strategy.

158. **HUMAN RESOURCES UPDATE –**

The Panel welcomed Rachel Gray, the Interim Human Resources Manager, who gave a presentation to the Panel updating on issues related to the workforce profile and the human resources' work programme (copy available on the website page for the meeting).

By way of context, the Interim Human Resources Manager presented an overview of the national picture for public sector employers, which suggested an increasingly complex future with financial pressures and impacts of the EU referendum for future employment legislation.

The Panel then noted the key data related to staffing at Rushmoor Borough Council, including headcount, part-time workers, age, turnover and sickness. Turnover had remained steady over the past four years at around 13.5% each year, which was lower than private sector levels. The number of days lost to long-term sickness had reduced significantly in 2015/16, compared to figures in 2014/15, which reflected the work carried out to address some long-term cases. In 2015/16, an average of 6.24 days per full-time employee had been lost to sickness, which was lower than the public sector average of 7.9 days.

The Panel considered the information related to the reasons for employee sickness and highlighted that the combined figure for depression and anxiety/stress was higher than any other single category including colds and flu. The Interim Human Resources Manager confirmed that support was available to employees through Occupational Health and the Employee Assistance Programme and that the Council would be seeking to improve understanding of the reasons behind the statistics and developing a Well-Being Strategy.

On recruitment, it was noted that 48 posts had been advertised in 2015/16 and that the 'hard to recruit' posts included IT network engineers, building control surveyors and civil enforcement officers. Recruitment strategies had included the use of social media and professional association websites as well as the usual Hampshire Jobs website. During discussion, it was suggested that ex-service personnel could be interested in civil

enforcement roles and that contact could be made with the Army's Career Transition Partnership (CTP), whose regional office was based in Aldershot.

Members were advised that, from April 2017, public sector employers would be required to employ 2.3% of their workforce as apprentices and that, based on a headcount in Rushmoor, this would mean seven apprentices. These posts were likely to be in areas including economic development, bereavement services and engineering, and it was recognised that it would be challenging to find training providers who could provide courses in technical trades to match the roles. The Panel agreed with the proposed approach to collaborate with other local authorities to influence colleges.

The Panel **NOTED** the presentation.

159. **WORK PROGRAMME –**

The Panel **NOTED** that the work programme for 2016/17 would be considered at the mid-cycle meeting, with all Members invited to contribute in advance.

The meeting closed at 8.55 pm.

P.J. MOYLE
CHAIRMAN

LEISURE AND YOUTH POLICY AND REVIEW PANEL

Meeting held on Monday, 5th September, 2016 at the Council Offices, Farnborough at 7.00 p.m.

Voting Members

Cr. Liz Corps (Chairman)
Cr. Mrs. D.B. Bedford (Vice-Chairman)

Cr. T.D. Bridgeman
Cr. P.I.C. Crerar
Cr. Sue Dibble

Cr. R.L.G. Dibbs

Cr. J.H. Marsh
Cr. M.L. Sheehan
Cr. L.A. Taylor

160. **MINUTES –**

The Minutes of the Meeting held on 6th June, 2016 were agreed as a correct record.

It was **NOTED** that a report on the changes at Connaught Leisure Centre would be prepared for the Cabinet meeting on 20th September, 2016.

161. **THE EMPIRE –**

The Panel welcomed Mr. Justin Coll, General Manager of the Empire, who gave an overview of the Empire's working arrangements and activities followed by a tour of the building.

It was noted that the building had been built primarily as a cinema in 1930 and also had a large stage and Compton organ, allowing for a variety of events. The organ had been removed in the 1960's and the cinema was renamed the Odeon Empire in 1964. The Odeon Empire had closed in 1981 when the building had been taken over by a Christian organisation and renamed the Kings Centre. In 2015, a local property company had bought the building and sub leased it for 15 years to PRB Aldershot, which was using the building as an entertainment venue hosting a variety of events.

Since taking over in 2015, PRB Aldershot had installed a large projector, screen and sound system for film showings, installed a bar in the main auditorium and started to redecorate the interior of the building, amongst other things. The first floor had been converted into a Korean restaurant and the top floor had been leased as a Hindu Temple for worship.

Events could be held in the main auditorium, which had a capacity of 800 seated, or 990 standing. Events could also be held in the smaller hall which had a capacity of 150. Events included wedding parties, charity

events, private screenings and corporate events. It was noted that both the Police and the NHS had hired the smaller hall for events. The Panel was informed that the size of the venue had been more suited to the larger events hosted within the Nepali community and the venue was booked out, for most weekends, up to the end of the year. A kitchen was located underneath the stage and was used to cater for events.

It was advised that an enquiry had been made regarding installing an original Compton organ, from the Plymouth ABC, at the venue. It was noted that this organ was orchestra ready and had featured on the BBC in its own show. The installation of the organ would provide further scope for events at the venue.

In response to a query, it was noted that only the ground floor of the building had disabled access and the installation of a lift would be costly considering the structure of the building. However, the thick walls did provide excellent sound proofing for the venue. It was also noted that when hosting large events extra staff were employed to manage the large volume of visitors and barriers were erected to stop people walking into the road.

In response to a question about listing the building, it was noted that an application had been made to English Heritage several years earlier but it had been turned down.

Mr. Coll advised that, whilst it was well used, the venue was currently not making much of a profit, as the running costs, particularly the heating costs, were high.

The Chairman thanked Mr. Coll who then gave a tour of the building.

162. **WORK PROGRAMME –**

The Panel **NOTED** the current work programme, and were advised that the items on the Leisure Contracts, including the Lido Review, and the Football Clubs had been agreed.

It was **NOTED** that the membership of the Lido Working Group had been confirmed at the last mid cycle meeting of the Panel. The membership for the 2016/17 Municipal Year was confirmed as, the Chairman (Cr Liz Corps) and Crs. A.H. Crawford, A.R. Newell, M.J. Roberts, M.L. Sheehan and B.A. Thomas.

The meeting closed at 8.04 p.m.

LIZ CORPS
CHAIRMAN

ENVIRONMENT POLICY AND REVIEW PANEL

Meeting held on Tuesday, 6th September, 2016 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members:

Cr. R.L.G. Dibbs (Chairman)
Cr. Sophia Choudhary (Vice-Chairman)

Cr. Mrs. D.B. Bedford
Cr. K. Dibble
Cr. D.S. Gladstone

Cr. C.P. Grattan

Cr. P.J. Moyle
Cr. Marina Munro
Cr. J.J. Preece

163. **APPOINTMENT TO THE ENVIRONMENT POLICY AND REVIEW PANEL –**

The Panel confirmed the appointment of Cr. C.P. Grattan to the Panel for the remainder of the 2016/17 Municipal Year be noted.

164. **MINUTES –**

The Minutes of the Meeting held on 7th June, 2016 were approved and signed by the Chairman.

165. **ENERGY AND ENVIRONMENTAL IMPROVEMENTS –**

The Panel received a presentation from the Council's Energy and Environment Manager on reducing energy costs through energy efficiency measures on Council owned premises. The Panel was advised that the Council had a legal obligation to reduce carbon emissions. The energy efficiency measures introduced to reduce carbon emission would also result in cost savings for the Council. In addition, the Council had a role in leading by example for the community.

The Council's carbon footprint was calculated by measuring: gas and electricity usage in buildings managed by the Council and those buildings used by other organisations; staff and contractor business rail and car travel; and, fleet vehicle fuel usage. Work has been undertaken to reduce gas usage by isolating boiler systems and installing remote timers which had resulted in £93,000 of savings per year. The Crematorium was responsible for the highest proportion of the Council's gas consumption (63%) but there was currently no technology available to reduce the usage.

Other improvements that had been introduced to reduce the Council's carbon footprint included upgrading street and car park lighting, upgrading lighting to LED in Council buildings, and the installation of solar PV. Solar PV had been installed at five Council buildings which had resulted in £57,210 Feed-In-Tariff income since 2011 and saved approximately £3,500 in

electricity costs per year. The main barrier for the installation of solar PV on other Council buildings was due to weak roofs which were unable to support the weight of the panels.

The Panel **NOTED** the presentation.

Action to be taken	By whom	When
Slides to be circulated to the Panel	Panel Administrator	10th September 2016

166. **FLOODING – ROLE OF THE COUNCIL –**

The Panel received a presentation from the Pollution and Environmental Control Environmental Health Manager on the Council's role, and that of other bodies, on flooding in the Borough. Provisions were contained in the Flood and Water Management (FWM) Act 2010, which was introduced following major flooding across the country in 2006/07. The 2006/07 floods had a major impact on Ash Road and the surrounding area and areas around Cove Brook; work had subsequently been undertaken to address the flooding issues in these areas.

As a result of the new FWM Act, roles had been assigned to respond to flooding. Hampshire County Council was the Lead Local Flood Authority and was required to develop a Multi-Agency Flood Plan and act as the co-ordinating body for the Risk Management Authorities. The Risk Management Authorities included: Rushmoor Borough Council (to prevent flooding and respond during an event and recovery); Thames Water Utilities (responsible for surface water and foul sewers); and, the Environment Agency (responsible for main river consents).

The Council had a number of roles under the FWM Act to:

- Respond to requests for help by providing sand bags to properties at risk of internal flooding. The Council now had a stock of 2,000 sand bags ready to distribute and residents were also encouraged to purchase their own sand bags.
- Act as a broker on behalf of residents by liaising with Hampshire County Council, Environment Agency, Thames Water Utilities and private landowners where necessary.
- Carry out work where the Council was the riparian owner.
- Advise other riparian owners of their responsibility to maintain and repair banks.
- Protect Council owned property from flooding.

Measures had been introduced to protect the Borough from flooding in the future. All new developments were required to ensure that any surface water run-off was no worse than the existing site. The Surface Water

Management Plan had identified eleven hot-spots which would be included in the Rushmoor Local Plan. The approach adopted in the Local Plan should reduce the likelihood of a flash flooding event in the Borough. The Environment Agency issued flood warnings and provided advice to public and partners – residents were able to register with the Environment Agency to receive warnings.

The Flood Defence Grant-in-Aid scheme provided funding for investigation works and an application had been submitted in the second tranche for funding for the area around Cove Brook. Thames Water Utilities was also planning to undertake an Aldershot catchment study looking at improving drainage arrangements and Members would be updated on the study later in the year.

The Panel **NOTED** the presentation and acknowledged the work that had been carried out by the Council to prevent flooding and responding to flash flooding that had occurred. There was a view that residents were unaware of a number of issues relating to riparian ownership and who they should contact in the event of flooding. It was suggested that an education and communication programme was required to provide residents with the information. It was also proposed that a representative from Hampshire County Council, as the Lead Local Flood Authority, should be invited to a future meeting of the Panel to advise of the work the County Council had carried out and future plans.

Action to be taken	By whom	When
Consideration be given at the mid-cycle meeting to invite a representative from Hampshire County Council as the Lead Local Flood Authority to a Panel meeting.	Panel Administrator	5th October 2016
Slides to be circulated to the Panel	Panel Administrator	10th September 2016

167. **RECYCLING –**

The Panel received a presentation from the Council's Contracts Manager setting out the details on the current recycling performance in the Borough and options for improvements including the potential financial benefits. The Council currently collected recycling, glass and garden waste fortnightly and general refuse weekly. Residents were charged for garden waste collection and bulky waste was collected on request which also incurred a charge. The quality of service provided was high. However, the recycling rate was poor and the cost of the service was high.

Rushmoor Borough Council was responsible for waste collection in the area but Hampshire County Council (HCC) was responsible for waste disposal. HCC was ranked as the overall best performing county for waste diversion from landfill but was one of the lower performing areas for recycling. The range of materials for recycling was also limited but Rushmoor could only accept items specified for recycling by HCC. In the national performance table

Rushmoor was rated very low, all Hampshire authorities were ranked in the bottom third. The waste contract currently cost Rushmoor around £2.1m per year. Following a benchmarking exercise conducted in 2015 Rushmoor was ranked as the most expensive waste service per household.

A number of ways to improve recycling had been considered including introducing free garden waste collections and food waste collections. A Hampshire-wide working group was looking into the options for increasing the range of materials that could be recycled. Incentives to recycle could also be introduced along with an education campaign. Nevertheless, it was felt this would need to part of a wider campaign to create a significant impact. Options to restrict the volume of general waste was shown to produce a more significant improvement in recycling rates which could include initiatives such as the use of smaller refuse bins and the introduction of an alternate weekly collection. A new contract was in the process of being procured which would address some of the high cost issues.

The Alternate Weekly Trial carried out in 2007 showed an increase in the recycling and composting rate from 23% to 36%, although it was noted that this had included kerbside glass collection as a new service for the trial. There had been a low number of complaints and there had been no significant evidence of any increase in flytipping and vermin during the trial. There had been some issues highlighted as part of the trial, including the difficulty for flats due to bin capacity and insufficient capacity for larger families.

The Panel discussed the issues with the cost of the waste service and the poor recycling performance in the Borough and across Hampshire. The Panel believed that recycling levels were unsatisfactory and the service needed to be reviewed. The Panel was uncomfortable with the statistics and called upon the Cabinet to take action.

The Panel **NOTED** the presentation.

Action to be taken	By whom	When
Request to be sent to the Cabinet to take action to address the unsatisfactory recycling levels.	Panel Administrator	15th September 2016
Slides to be circulated to the Panel	Panel Administrator	10th September 2016

168. **HAMPSHIRE COUNTY COUNCIL'S HOUSEHOLD WASTE RECYCLING CENTRE – CONSULTATION RECOMMENDATIONS –**

The Panel **NOTED** the recommendations from Hampshire County Council following the Household Waste Recycling Centre consultation. The recommendations included a reduction in opening hours, closure of all sites on a Thursday and the introduction of a cross-border charge for non-Hampshire residents.

169. **PROVISION OF OVERNIGHT TOILETS – ALDERSHOT TOWN CENTRE –**

The Panel had been requested by Cr. J.J. Preece to consider the provision of overnight toilets in Aldershot Town Centre. The Panel requested that the Aldershot Regeneration Task Force should investigate whether there was a requirement for overnight toilets in Aldershot Town Centre. Cr. Preece also raised the issue of the provision of toilets for the Farnborough Town Centre Sunday Car Boot Sale. The issues would be raised with the Farnborough Town Centre Working Group to consider.

Action to be taken	By whom	When
The Aldershot Regeneration Task Force be requested to consider the requirement of overnight toilets in Aldershot Town Centre	Panel Administrator	September 2016
The Farnborough Town Centre Working Group be requested to consider the requirement for toilet provision for the Sunday Car Boot Sale	Panel Administrator	September 2016

170. **FARNBOROUGH TOWN CENTRE WORKING GROUP – TERMS OF REFERENCE –**

RESOLVED: That the Farnborough Town Centre Working Group Terms of Reference be adopted.

171. **WORK PROGRAMME –**

The Panel **NOTED** the current work programme.

The Meeting closed at 9.10 p.m.

R.L.G. DIBBS
CHAIRMAN

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CORPORATE SERVICES POLICY AND REVIEW PANEL

Meeting held on Thursday, 8th September, 2016 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members

Cr. P.J. Moyle (Chairman)
Cr. D.S. Gladstone (Vice-Chairman)

Cr. D.M.T. Bell
Cr. R.L.G. Dibbs
Cr. B. Jones

Cr. Marina Munro

Cr. A.R. Newell
Cr. P.F. Rust
Cr. J.E. Woolley

172. MINUTES –

The Minutes of the meeting held on 5th July, 2016 were approved and signed by the Chairman.

173. PROPERTY ACQUISITION –

The Panel welcomed Ann Greaves, the Solicitor to the Council, who gave a presentation to the Panel informing them of the Council's approach to property acquisition. It was noted that the strategy had started as a part of the 8-Point Plan programme to achieve financial sustainability.

Members were advised that the Council had started work with Eastleigh Borough Council to develop an Asset Management Strategy that would focus on buying commercial investment in order to increase revenue. An Investment Strategy would ensure that the property portfolio remained fit for purpose. It was noted that the delivery of the Asset Management Strategy had not been as quick as the Council had hoped, although it had been agreed to pursue purchasing properties.

The aim of the strategy was to have a balanced portfolio, which had been evident in the recent properties acquired by the Council. Members heard that there was also a number of pending acquisitions.

The Panel was informed of the search criteria followed by the Property Acquisition team. It was noted that there had not been many opportunities within the Borough; however, the Council would consider investing in local properties if they provided a rate of return of 5% or more and if there was a good covenant or a strategic reason. Properties outside of the Borough had been identified by purchasing agents but it was important for the Council that each property was within a reasonable driving distance. Other important factors considered were:

- The strength of the covenant
- The length of the lease
- Any added value

It was noted that, in some circumstances, the Council had been required to act quickly in order to meet the bid deadline and there had therefore not been time to seek Cabinet approval. In those instances, the Council had agreed an urgency procedure to follow to enable acquisition of the property

The due diligence process was explained to Members. This had included the use of a spreadsheet to calculate the internal rate of return over a 50 year period.

The Panel was informed that once an offer had been made on a property, the Council was either successful, unsuccessful or invited to make a further bid. It was noted that the Council was recording the reasons for unsuccessful bids, where possible, in order to help with future bids. A record of all properties that the Council had chosen not to bid for was also being kept.

It was then explained that the Council was currently in a period of consolidation whilst the acquisition process on current properties was completed and the financial and property management issues were fully understood. This was also giving the Council the opportunity to assess whether any of the assets could increase in value.

The Solicitor to the Council answered Members questions and the Chairman thanked Ms. Greaves for her presentation.

The Panel **NOTED** the presentation and **ENDORSED** the approach being taken.

174. **BUSINESS RATES RETENTION SCHEME –**

The Panel welcomed the Head of Financial Services, Amanda Fahey, who gave a presentation on the current business rates retention scheme. It was noted that the Council was in the fourth year of the current scheme and there was an intention, nationally, to move to 100% retention by the end of the current Parliament.

Members were provided with an overview on national non-domestic rates and the Panel was informed that the Local Government Finance Act, 1990, but introduced the current arrangements for business rates. The Act provided the framework for administration and billing but did not define the legal unit of property; this had later been developed through rating case law.

The Council's total payable business rates equated to £48 million and Members were shown a list of the top twelve commercial properties.

A new system had been introduced in 2013 which had allowed local authorities to keep up to half of the rates income collected and transfer half to central government as previously all business rates collected had been put into a single national pot and distributed in the form of formula grants. Reasons were given for the changes made to the scheme, including the opportunity it had provided to local authorities to have more influence over their funding.

The Panel heard that the Council's position in the current scheme was being monitored quarterly and reported to the Government at the start and end of each year. Whilst the scheme had been difficult at times for the Council to administer, it had had little effect on ratepayers.

The history of appeals was discussed and it was noted that some had been outstanding for a number of years and the potential changes to business rates was likely to increase the number of appeals made. However, there was a consultation on the appeals process planned for the year ahead.

Members were then advised of the 100% rates retention scheme that was expected to be adopted by the whole sector by the end of the current Parliament. The main change was that local authorities would keep all growth and be given new roles and responsibilities by the Government, which were likely to bring additional financial implications. Other potential changes included the phasing out of revenue support grants. It was noted that a full review of the methodology was due to take place.

The Panel raised a number of issues and noted the potential effects that devolution could have on business rates.

The Panel **NOTED** the presentation and requested further updates in due course.

175. **WORK PROGRAMME –**

The Panel **NOTED** the work programme for 2016/17.

The meeting closed at 8.25 pm.

P.J. MOYLE
CHAIRMAN

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BOROUGH SERVICES POLICY AND REVIEW PANEL

Meeting held on Monday, 12th September, 2016 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members

Cr. A.R. Newell (Chairman)
Cr. M.S. Choudhary (Vice-Chairman)

Cr. T.D. Bridgeman
Cr. R. Cooper
Cr. Liz Corps

Cr. Marina Munro

Cr. M.J. Roberts
Cr. M. Staplehurst
a Cr. B.A. Thomas

An apology for absence was submitted on behalf of Cr. B.A. Thomas.

176. MINUTES –

The Minutes of the Meeting held on 13th June, 2016 were approved and signed by the Chairman.

177. APPOINTMENTS –

The Panel confirmed the appointment of Cr. M.J. Roberts to the Panel, in place of Cr. C.P. Grattan for the remainder of the 2016/17 Municipal Year.

178. GOOD CAUSES LOTTERY –

The Panel welcomed Cr. G.B. Lyon, Cabinet Member for Concessions and Community Support, and Ms. Amanda Fahey, Head of Financial Services, who attended the meeting to brief the Panel on the actions required to establish the Cabinet approved Good Causes Lottery.

The Panel received a presentation on an example of an existing lottery, showing how the lottery worked and projections of income for the good causes involved. It was advised that a procurement process would need to be undertaken to secure an operator for the lottery and eligibility criteria would need to be established to determine which good causes could benefit from the lottery. The chosen operator would take a percentage of the funds, usually 17-20%, a percentage would be set aside as a prize fund and the majority would be distributed to the good causes involved.

The Council's aim for the lottery was to empower and support local good causes with no risk to the Council. The role of the Council would be to hold the licence, authorise the monthly payments to the good causes, define eligibility and approve new causes as required. Initially the Council would also need to assist with marketing and promotion of the lottery.

The Panel was asked how they could assist in determining the eligibility criteria for the lottery and it was **AGREED** that a small consultative group, involving Crs. T.D. Bridgeman, R. Cooper and M. Staplehurst would be established to liaise with the Cabinet Member for Concessions and Community Support and officers to set the guidelines for choosing good causes to benefit from the lottery.

The Chairman thanked Cr. G.B. Lyon and Ms. Fahey for their presentation.

179. **HEALTH AND SAFETY –**

The Chairman welcomed Mr. Colin Alborough, Environmental Health Manager, who attended the meeting to report on activities and emerging issues relating to health and safety regulation and business support in the Borough.

The Panel received a presentation, which included changes within the Health and Safety Executive (HSE), where the Government had announced that 84% of health and safety regulations had been scrapped or improved in recent years. The HSE had rationalised and simplified the advice to businesses, making the HSE's website easier to navigate and making it clearer for users to determine what needed to be done to achieve health and safety standards. Even though the HSE now directed the work that local authorities were required to do, the new National Code gave greater flexibility to allow officers to target local priorities.

It was reported that health and safety ill health incidents in Rushmoor, cost the local economy between £22.1 - £33.9 million per year and between £7.1 - £12.9 million per annum for the cost of accidents.

Locally the service supported local businesses and residents and regulated their health and safety needs. This was achieved through a number of measures including interventions with duty holders identified as poor performers; the licensing and registration of tattooist and skin piercers; and leading on a number of groups, including Safety Advisory Groups, Health & Safety Executive / Local Authorities Enforcement Liaison Committee (HELA) and the Farnborough Airshow Safety Advisory Group (SAG). The service also led on Corporate Health and Safety matters within the Council.

It was noted that the service carried out both proactive and reactive work. Proactive areas locally included targeted intervention, inspections of poor performers and project specific work, such as the Retail Violence initiative, which had highlighted that 95% of local employees had been subjected to violence at work and a number of workplaces in the Borough had no policy in place to deal with violence in the workplace. As a result of the initiative, 75% of the businesses targeted had committed to making changes to reduce risk in their workplaces. The reactive work locally involved licensing, asbestos, gas and CO safety, service requests and accidents and incidents.

Mr. Alborough advised that the service had commercialised some areas of their work through selling support packages to local business, training internal and external local authority staff and initiating full cost recovery, as a Primary Authority, for the Army and Consol, a national sunbed company. The aim would be to continue to develop the commercial offer to serve purpose and to provide income for the Council going forward.

The Panel discussed the role of the HSE relating to construction sites and other areas, which fell to the HSE for enforcement, and how more responsibility could be given to local authorities to address matters locally, quicker, through flexible warrants. It was advised that the HSE had pulled flexible warrants recently and officers were lobbying to address this issue.

In response to a query around how health and safety matters were articulated to home workers and freelancers, it was noted that statistics indicated that the risk in these areas had been low. However, advice was available to anyone who requested it.

The Panel **NOTED** the presentation and thanked Mr. Alborough.

180. **COMMUNITY INVOLVMENT TASK AND FINISH GROUP –**

The Corporate Director, Mrs Karen Edwards, gave a presentation to the Panel on the activities, to date, of the Task and Finish Group, to help determine the role of the group in the future.

It was reported that the Group had met twice during the last Municipal Year and had shown an interest in engaging better with hard to reach groups, had thought about ways to get greater involvement in the democratic system and more effective consultation around service priorities. The Group had considered changes and challenges with elector involvement, as a result of the introduction of Individual Elector Registration, and the councils approach to consultation with residents on priorities and budgets from the need to make significant savings.

The Panel was made aware of the Cabinet's emerging priorities for 2017/18. Of these, a number directly related to improving involvement. As a result, the Panel felt that the Cabinet was demonstrating that they had recognised the need for better engagement with the local community and would be taking actions accordingly.

It was **AGREED** that there was no requirement for the Task and Finish Group to meet for the time being and that a discussion would be held at the next mid cycle meeting to consider the Cabinet's priorities further and the appropriate time to invite the relevant Cabinet Member to report back on progress.

181. **WORK PROGRAMME –**

The Panel noted the current work programme.

The Meeting closed at 9.15 p.m.

A.R. NEWELL
CHAIRMAN

COMMUNITY POLICY AND REVIEW PANEL

Minutes of the meeting held on Thursday, 15th September, 2016 at Council Offices, Farnborough at 7.00 pm.

Voting Members

Cr. M.D. Smith (Chairman)
Cr. M.S. Choudhary (Vice-Chairman)

Cr. R. Cooper
Cr. Jennifer Evans
Cr. A. Jackman

Cr. S.J. Masterson

Cr. J.J. Preece
Cr. P.F. Rust
Cr. J.E. Woolley

182. MINUTES –

The Minutes of the Meeting held on 9th June, 2016 were approved and signed by the Chairman.

183. FIRST WESSEX AND SENTINEL HOUSING ASSOCIATIONS – POTENTIAL MERGER –

The Panel welcomed Mr. Peter Walters, Chief Executive of First Wessex, to the meeting, who had been invited to attend to explain the reasons behind the planned merger between First Wessex and Sentinel Housing Association.

Mr. Walters wanted to assure Members that, essentially, the merged association aimed to use their combined strength to improve services and build more homes. It was the intention for the two housing associations to be one association by April, 2017. It was noted that Government policy had had an impact on housing associations due to the introduction of the 1% rent reduction scheme over a four year period. The merger was aiming to make significant cost reductions and also enable the new association to borrow funding for new developments.

Other reasons for the proposal included the geographical location of the housing stock held by the associations; First Wessex had stock in northern and southern Hampshire, including Portsmouth and Southampton, and Sentinel's stock covered most of the middle of Hampshire. The Panel was shown a map of the First Wessex and Sentinel stock, which covered their main areas of operation. This showed Members that the combined stock left no gaps and totalled 30,000 homes in and just outside the County. Both housing associations had been known for providing 'top performing' services and the larger footprint would result in the association being closer to their customers, therefore minimising travel. It was noted that the intention was to remain as local to Hampshire as possible and not exceed 30,000 homes.

The issue around other mergers was raised, as some had not been successful. Mr. Walters expressed the opinion that the merger between First Wessex and Sentinel was one of equal partners. Both had successfully increased their own stock over the years and were of the view that it was important to continue to build low-cost housing.

The Panel noted what the new association would aim to achieve:

- Financial strength to build more homes and provide better services
- Maintain a high level of expertise
- Keep to 20 local authority areas
- Be an influential partner of choice
- Deliver at least 1,250 new homes per year of mixed tenure
- Create efficiencies
- Social purpose and customer focus as the core ethos
- First class repairs service
- Value for money
- Fast forward to digital shift

Questions were raised concerning the locality of the new association and whether this would impact customers. However, it was confirmed that the new association aimed to maintain a local presence and would expect staff to spend more time out in the community.

To conclude, it was noted that the due diligence process was scheduled to be completed by the end of October, 2016, provided no issues were found, consent would be sought from funders to vary the covenants attached to borrowing arrangements with a view for the organisation to take effect from April, 2017.

Mr. Walters answered Member questions and the Panel **NOTED** the presentation.

184. **HOUSING AND HOMELESSNESS STRATEGY –**

The Panel welcomed Ms. Zoe Paine and Ms. Sally Ravenhill, Strategy and Enabling Managers, who had been invited to the meeting to update the Panel on the progress made on the development of the Housing and Homelessness Strategy. It was noted that the strategy was required to fulfil the statutory obligation to have a Homelessness and Tenancy Strategy in place. The 2017-2021 strategy would be a continuation of the work from the previous strategy.

It was noted that homelessness had risen in the Borough by 58% since 2010/11, which had had an impact on the local community, residents service providers and the Council's housing staff. The reduction in housing support services had led to loss of accommodation for a number of people, which was one of the reasons for the increase in homelessness. Other reasons included parental eviction and loss of private sector accommodation. Key housing issues in the Borough included welfare reform, the high housing demand and

affordability issues, housing conditions and the pressure on social rented housing stock.

Members heard that before drafting the strategy, a number of consultations had been carried out:

- Partner consultation – April 2016
- Online consultation – June 2016
- Cabinet Member for Health and Housing and the Housing Strategy Standing Group – July 2016
- Homelessness Review – Summer 2016

The Panel discussed the outcomes of the online consultation, which had received 222 responses. It was noted that the Housing Strategy Standing Group had met and discussed the proposed structure, raised some of the challenges and agreed the proposed objectives and actions.

It was noted that the strategy aimed to tackle the key issues through four strategic themes:

- The right homes in the right place
- Making best use of the housing stock
- Helping people to solve their housing problems and provide a suitable home when needed
- Enabling people to live in good quality accommodation appropriate for their needs

These themes were discussed in more detail with the Panel, including what they aimed to achieve and the challenges that they were likely to face. It was noted the draft was due to be completed by 14th October, 2016. The next stage would then be to present the draft to the Housing Strategy Standing Group. In addition, Members requested that a draft should also be taken to a full Panel meeting before seeking Cabinet approval in December.

The Panel **NOTED** the Report and **AGREED** that an update on the draft of the strategy be brought to the Panel before Cabinet approval is sought.

185. **WORK PROGRAMME –**

The Panel noted the work programme for the 2016/17 Municipal Year.

The Meeting closed at 9.13 p.m.

M.D. SMITH
CHAIRMAN

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