



RUSHMOOR BOROUGH COUNCIL

POLICY AND PROJECT ADVISORY BOARD

*To be held at the Council Offices, Farnborough on
Tuesday, 21st July, 2026 at 7.00 pm*

To:

Cllr Thomas Day (Chair)
Cllr A. Adeola (Vice-Chair)
Cllr Lisa Greenway (Vice-Chair)

Cllr Leola Card
Cllr Uttar Gurung
Cllr Sharon Harvey
Cllr Rhian Jones
Cllr Mara Makunura
Cllr Rob Matthews
Cllr Mike Roberts
Cllr Calum Stewart

Standing Deputies:

Cllr Jib Belbase
Cllr Dave Bell
Cllr Kevin Betsworth
Cllr Craig Card
Cllr Halleh Koohestani
Cllr Steve Masterson
Cllr Dhan Sarki
Cllr Ivan Whitmee

Enquiries regarding this agenda should be referred to the Administrator, Chris Todd,
Democracy Team, Tel. (01252) 398825, Email. chris.todd@rushmoor.gov.uk.

A G E N D A

1. **MINUTES – (Pages 1 - 6)**

To confirm the Minutes of the Meeting held on 9th June, 2026 (copy attached).

2. **FREE PARKING FOR SHOPPERS – (Pages 7 - 8)**

Following the approval of a Motion at the Council meeting in October, 2025 and the discussions at the Board's meetings in December, 2025 and March, 2026, to conclude the Board's consideration of offering free or discounted car parking for shoppers in Aldershot and Farnborough town centres (copy of Motion wording attached).

Lee McQuade, Economy and Growth Service Manager and David Phillips, Executive Head of Operations, will be in attendance at the meeting to provide a short presentation and to guide the discussion.

3. **MAINTENANCE OF UNATTACHED LAND – (Pages 9 - 14)**

Following the approval of a Motion at the Council meeting in December, 2025 and the Board's initial discussions at its meeting in March, 2026, to conclude the consideration of matters relating to the maintenance of unattached land (copies of Motion minute wording and document outlining process and cost of acquiring Crown Land attached).

James Duggin, Chief Operating Officer, will be in attendance at the meeting to provide a presentation and to guide the discussion.

4. **WORK PLAN – (Pages 15 - 20)**

To discuss the Policy and Project Advisory Board Work Plan (copy attached).

MEETING REPRESENTATION

Members of the public may ask to speak at the meeting on any of the items on the agenda by writing to the Panel Administrator at the Council Offices, Farnborough by 5.00 pm two working days prior to the meeting.

Applications for items to be considered for the next meeting must be received in writing to the Panel Administrator fifteen working days prior to the meeting.

POLICY AND PROJECT ADVISORY BOARD

Meeting held on Tuesday, 9th June, 2026 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Thomas Day (Chair)

Cllr A. Adeola
Cllr Leola Card
Cllr Lisa Greenway
Cllr Uttar Gurung
Cllr Sharon Harvey
Cllr Rhian Jones
Cllr Mara Makunura
Cllr Rob Matthews
Cllr Mike Roberts

Apologies for absence were submitted on behalf of Cllr Calum Stewart.

1. APPOINTMENT OF VICE-CHAIRS

RESOLVED: That Cllrs Ade Adeola and Lisa Greenway be appointed as Vice-Chairs for the 2026/27 Municipal Year.

2. MINUTES

The minutes of the meeting held on 24th March, 2026 were agreed as a correct record.

3. EQUALITY POLICY

The Board welcomed Mr Alex Shiell, Service Manager – Policy, Strategy and Transformation and Martin Iyawe, Policy and Projects Officer, who provided information on the Council's new Equality, Diversity and Inclusion Policy and Action Plan, prior to its consideration by the Cabinet.

The Board was advised that the policy aimed to deliver outcomes in many areas, including better access to services for customers and helping to develop stronger and more inclusive communities. Members were assured that the Council already demonstrated an equality approach in many areas, including:

- Housing and homelessness prevention
- Cost of living support.

- Nepali-speaking staff available at service desk
- Community cohesion initiatives
- Community safety work
- Accessible leisure opportunities
- Refugee and resettlement support
- Support for local businesses
- Resident engagement and consultation

It was explained that the Equality Act protected certain characteristics, such as:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Members heard that the approach was to strengthen existing work rather than create a new programme. A consultation exercise had taken place between December, 2025 and February, 2026 and this had provided useful information that had been factoring into the policy. Delivery of the policy would be split between early actions / quick wins over the coming six months and medium to longer-term actions through to 2028. The Board was invited to:

- Note the consultation findings
- Review the Equality Policy and Action Plan
- Consider whether the five priorities reflected local needs
- Identify any gaps or overlooked groups

- Provide feedback before Cabinet consideration

In discussing the content of the presentation, the Board raised the following points:

- Q – Who to contact if complaints in respect to equality matters?
A – General enquiries through normal Council channels but if a complaint needed to use the formal complaints process
- Evidence of good engagement with Nepali businesses but what about other ethnic groupings?
- Language barriers exist, such as no Nepali speakers at Job Centre
- Consultation aimed at as many community groups as possible but if Members aware of underrepresented group(s), please tell the Policy Team
- 70-80% of respondents did this via website as opposed to other channels
- Accessibility of resources to the young and the neuro diverse are areas where more work is required
- Gender Pay Gap is a driver to support recruitment of women to more senior positions within the organisation
- Armed Forces not a protected characteristic as such but is subject to the provisions of the Army Forces Covenant
- How will we measure success in relation to the Action Plan? Should be outcome-based
- Resources to be offered to this hindered by the significant impact of LGR on senior management capacity - offer from Members to be involved in the delivery of this

In summarising the views of the Board, the Chair proposed that the following recommendations should be made to the Cabinet:

- Consider neuro-diversity to ensure this plan covers people with those needs and obtain data on difficulties neuro-diverse individuals may have had in accessing our services
- Military families should be covered (possibly by reference to the Armed Forces Covenant) even though this is not a protected characteristic in the Act
- Measures in the action plan should focus on outcomes rather than actions taken e.g. numbers of meetings. This will ensure that we are addressing key inequalities, with outcomes that are visible to residents

The Board voted and **AGREED** to the above recommendations.

The Chair thanked Mr Shiell and Mr Iyawe for their input and guidance.

4. PLAYGROUND IMPROVEMENTS PROJECT

The Board welcomed Mr Andy Ford, Play & Open Spaces Manager and Ms Ruth Whaymand, Service Manager Environmental Contracts, who provided information in relation to the proposed prioritisation of the refurbishment or renewal of Council-owned playgrounds that would benefit from investment of £400,000 over the following two years.

The Board was advised that, recently, any playground refurbishments or renewals had been carried out using developers' S106 contributions for the relevant area. However, in each of the 2026/27 and 2027/28 financial years, the sum of £200,000 had been allocated to allow for extensive renewals and refurbishments. It was acknowledged, however, that this sum would not allow for the refurbishment or renewal all 40 of the Council-owned sites, so a prioritisation exercise had been required and a proposed order was presented to Members. The Board's view was sought on whether this prioritisation order was correct or should be changed.

Officers had considered the site based on the relative level of dilapidation coupled with usage. Based on this, the following sites were proposed for attention in the 2026/27 financial year:

- 1) Keith Lucas Road, Farnborough
- 2) Sunnybank Road / Dart Road, Farnborough (although two separate sites their close proximity would mean that work on both at same time would make economic sense)

It was expected that these two sites would utilise the entirety of the 2026/27 budget and, should further funding be required, S106 contributions would be used. In relation to 2027/28, the following priority order was suggested:

- 1) Aspen Grove, Aldershot
- 2) Montgomery Road, Farnborough
- 3) Cumbria Court, Farnborough

In discussing the content of the presentation, the Board raised the following points:

- Lack of public conveniences at some sites a problem
- Confirmed Council looking at reopening Cove Green and Rectory Road toilets – no budget to build new toilets
- Confirmed that relevant local communities consulted on proposals to update playground and local residents invited to be involved in project if they would like to be

- Where sites not directly owned by the Council, e.g. Curly Bridge Close, Council seeks to work in partnership with owning organisation
- Confirmed that accessible play equipment could only be fitted at supervised sites.

The Board voted and **AGREED** that the priority order, as set out by Mr Ford in the presentation and as set out above, was correct and was, therefore, recommended for approval by the Cabinet.

The Chair thanked Mr Ford and Ms Whaymand for their input and guidance for this item.

5. **APPOINTMENTS TO ELECTIONS GROUP 2026/27**

RESOLVED: That the following members be appointed to serve on the Elections Group for the 2026/27 Municipal Year:

Cabinet Member with responsibility for Electoral Issues	Cllr Sophie Porter
Chair of Licensing and Corporate Business Committee	Cllr Sarah Spall
Chair of PPAB	Cllr Tom Day
Conservative Group (2)	Cllrs Steve Harden and Gareth Lyon
'Others' Group (1)	Cllr C.W. Card
Reform Group (1)	Cllr Kevin Betsworth

6. **WORK PLAN**

The Board noted the current Work Plan.

The Chair invited Members to submit any possible items for consideration by the Programme Management Board by email.

The meeting closed at 8.21 pm.

CLLR THOMAS DAY (CHAIR)

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Notice of Motion – Town Centre Parking – FINAL VERSION

This Council:

- Recognises the huge challenges facing local businesses, particularly those in our town centres.
- Acknowledges that with alternative shopping options available in other town centres, as well as the growth of online shopping, parking charges may discourage people from visiting Farnborough and Aldershot.
- Observes that forthcoming option of setting up town councils could lead to changes which allow for more support to be provided to town centres and local economies, making consideration of the matter timely.
- Believes that any discussions or consultations on this issue need to be informed by detailed evidence.
- Recognises the heavy workload placed upon Council Officers and the desirability to avoid duplication of effort.

Therefore, this Council:

- Requests officers, under guidance from PPAB, to develop a suitable method of consulting residents, local businesses and potential investors about the likely impact of free or discounted parking and how it could work best.
- Requests the Portfolio Holder to present the findings of feasibility investigations to PPAB to allow it to make recommendations to the Cabinet in time for next year's budget.

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Unattached Land

The Council considered a Notice of Motion submitted by Cllr Steve Harden under Standing Order 10 (1) on the topic of unattached land:

“This Council resolves to write to the local Member of Parliament and to the Chancellor to raise concerns regarding the management and maintenance of unattached land, and to request appropriate support and guidance.

This Council also resolves that the Policy and Project Advisory Board be requested to consider, and report to Cabinet on:

- the feasibility and associated costs of undertaking an urgent review of all parcels of unattached or unregistered land within the Borough, in order to confirm the appropriate owners and clarify responsibility for their maintenance
- the extent of emergency works needed to address neglected areas, and the funding requirements for this
- the projected costs, resource implications, and legal considerations of the Council assuming ongoing responsibility for maintaining such areas on a permanent basis
- proposals for the establishment of a formal working partnership with Crown land authorities, Hampshire County Council, and other relevant bodies including, where appropriate, Rushmoor agencies to coordinate land management and ensure clarity of ownership and responsibility.”

In PROPOSING the Motion Cllr Harden advised that the borough was plagued by unattached land, which in some cases was unsightly and dangerous due to landowners refusing to take responsibility for its upkeep. Through the proposed Working Group, members would be able to draw attention to unattached land in their areas, and the Group could liaise with landowners to determine ways forward for each area to protect residents from harm due to lack of responsibility. In SECONDING the Motion, Cllr Allen advised that the inconsistent and piecemeal approach wasn't working effectively, and this Motion could enable a better route for dealing with the issue.

In discussing the Motion, Members spoke of the complaints that they received regarding damage caused by trees on unattached land that weren't maintained properly, and the overgrown nature of the sites which caused an eyesore in their communities. Potential outcomes for the pockets of land going forward were discussed: these included creating areas to encourage biodiversity, making areas into community assets and selling pockets to residents who live adjacent to unattached land for a nominal fee. However, it was noted that, financially, there was little the Council could do to maintain these areas going forward, but the Council could act as a facilitator between residents and landowners.

The Motion was put to the meeting. There voted FOR: 32; AGAINST: 0; ABSTAIN: 2 and the Motion was **DECLARED CARRIED**.

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Purchasing Crown Land: Process and Cost (Legal)

The ways that the Council can take ownership of this type of land are:

- (1) Negotiated Purchase:** Direct negotiation with the Crown Estate to acquire land
- (2) Bona Vacantia Process:** Acquisition of land from dissolved companies through formal application to the Bona Vacantia Division (BVD) of the Government Legal Department.
- (3) Adverse Possession:** Obtaining of ownership by the uninterrupted use of land for 30 years without the owner's consent.
- (4) Compulsory Purchase** generally cannot be used against the Crown

(1) Negotiated Purchase Process

- **Title and Plans:** Accurate plans prepared and title information collated. There is likely to be a cost for plan preparation given these are unlikely to exist considering the status of the land.
- **Purchase price and costs:** A negotiated purchase requires a land valuation to establish the price which could range from a nominal fee to market value, plus our own legal and surveyor's costs. This work is not currently resourced and it is likely external support will be required), payment of the Crown's legal, surveyor and possibly valuation costs.
- **Timing:** this depends on agreement with the Crown on terms. The Crown may refuse to sell. If the land is unregistered the Crown would also need to register its legal title with the Land Registry first which is likely to increase the time taken to acquire the land.
- **Land of community benefit or land that is unsafe:** The Crown may look favourably on a land transfer that may benefit the community or land which is currently dangerous or unsafe, however this will be at its discretion and will be on a case by case basis.

(2) Bona Vacantia Process

- **Title and Plans:** Accurate plans prepared and title information gathered. There is likely to be a cost for plan preparation given these are unlikely to exist considering the status of the land.
- **Purchase price and costs:** A minimum price of £1,000 per parcel, plus the BVD's legal surveying and possibly valuation fees. The Council will incur its own legal and surveyor costs. This work is not currently resourced and it is likely external support will be required.
- **Timing:** this depends on agreement with the BVD on terms. The BVD may refuse to sell.

- **Land of community benefit or land that is unsafe:** The BVD may look favourably on a land transfer that would benefit the community or for land which is currently dangerous or unsafe, however this will be at its discretion and will be on a case by case basis

(3) Adverse Possession Process

- **Title and Plans:** Accurate plans prepared and title information gathered. There is likely to be a cost for plan preparation given these are unlikely to exist considering the status of the land.
Statutory declaration: Application to the Land Registry demonstrating the uninterrupted use of the land, without the owner's consent, for at least 30 years.
- **Costs:** The Council will incur legal and surveyor costs. This work is not currently resourced and it is likely external support will be required.
- **Timing:** These applications can take the Land Registry months to years to process

- Purchasing Non-Crown Land: Process and Cost (Legal)

There are several ways that the Council can take ownership of this type of land:

- (1) **Negotiated Purchase:** If the land is registered with the Land Registry, then direct negotiation with the owner to acquire land, with variable cost and timing depending on how quickly terms are agreed. This option can be used for unregistered land if we know the current owner.
- (2) **Adverse Possession:** Application to the Land Registry demonstrating the uninterrupted use of the land, without the owner's consent, for 10+ years if the land is registered, and 12 years if the land is unregistered. These applications can take the Land Registry months to years to process

(1) Negotiated Purchase

- **Title and Plans:** Accurate plans prepared and title information collated. There is likely to be a cost for plan preparation given these are unlikely to exist considering the status of the land.
- **Purchase price and costs:** A negotiated purchase requires a land valuation to establish the price which could range from a nominal fee to market value, plus the Council's legal, surveyor and possibly valuation fees costs. This work is not currently resourced and it is likely that external support will be required).
- **Compulsory Purchase:** While compulsory purchase is possible, we would not advise this route due to the cost and time involved

(2) Adverse Possession

- **Title and Plans:** Accurate plans prepared and title information gathered. There is likely to be a cost for plan preparation given these are unlikely to exist considering the status of the land.
- **Statutory declaration:** Application and statutory declaration to the Land Registry with strong evidence that the Council has had uninterrupted use of land for 10+ years without the owner's consent. The preparation of evidence will require legal and property resources that are not currently available. There is likely therefore to be a cost for external support.

Summary of expected costs

Task	Cost of application
Requesting title documents	Minimum £14 (for x 1 Title Plan and x 1 Register). More may be required depending on the type of land.
Additional historical deeds/mapping	Variable
Statutory declarations	Officer time + possible legal drafting fees (if external support is required)
Valuation	Variable 000's+
Minimum sale price	Nil value - variable
Registration Fees	£20 to £1,105
Legal and Surveyors (external support) and legal and surveyor costs for Crown/BVD/Seller	Variable depending on the complexity Surveyor fees £75+ per hour Legal fees £175+ per hour

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POLICY AND PROJECT ADVISORY BOARD WORK PLAN

SECTION 1 – WORKFLOW 2026/27 (dates of meetings and work allocated to each)

DATE	ITEMS	DELIVERY PLAN PRIORITY
9 June 2026	Equality Policy – PPAB to review and provide feedback/ recommendations to Cabinet on the proposed draft Equalities Policy and Action Plan (Alex Shiell / Martin Iyawe) Playground Improvements Project – To consider and make recommendations in support of the proposed prioritisation of the refurbishment/renewal of Council-owned playgrounds that will benefit from £400,000 of investment over the next two years (Andy Ford / Ruth Whaymand)	Community and Wellbeing Community and Wellbeing
21 July 2026	Consider offering free parking for shoppers (Motion from Council) PART 3 – LM Maintenance of unattached land (Motion from Council) PART 2 - JD	Skills, Economy and Regeneration Pride in Place
22 September 2026	Aldershot & Farnborough Growth Partnership – PPAB to review aims of partnership (Lee McQuade)	Skills, Economy and Regeneration

Last Updated
9/07/2026

17 November 2026		
19 January 2027		
23 March 2027		
Potential Future Items for the Committee in 2027/28	1. <i>LGR</i> 2. <i>Civil Society Covenant programme – how we support voluntary sector</i> 3. <i>Street Trading Policy</i> 4. <i>Animal Licensing Policy</i> 5. <i>Sex Establishment Policy</i> 6. <i>Tobacco and Vapes Policy / new legislation</i>	<i>Future and Financial Sustainability</i> <i>Community and Wellbeing</i> <i>Pride in Place</i> <i>Pride in Place</i> <i>Pride in Place</i> <i>Pride in Place</i>

SECTION 2 – ISSUE LOG
(recent updates on running topics)

SKILLS ECONOMY AND REGENERATION	
ISSUE	CURRENT WORK
Permitting scheme for automated passenger services consultation	Board requested by Portfolio Holder to consider response to a Government consultation on the introduction of a pilot for driverless taxis. Feedback provided and expected that Board will be involved once pilot has direct effect on Borough.
Consider free car parking for shoppers	Council Motion passed for PPAB to consider possibility of offering free parking in town centres to encourage footfall in shopping areas. Introduction at December 2025 meeting with follow up with further evidence in March 2026 and presentation of further options in July 2026.
Aldershot & Farnborough Growth Partnership	Item planned for September 2026 – look at aims/Terms of Reference for Partnership.
HOMES FOR ALL: QUALITY LIVING, AFFORDABLE HOUSING	
ISSUE	CURRENT WORK
COMMUNITY AND WELLBEING: ACTIVE LIVES, HEALTHIER AND STRONGER COMMUNITIES	
Review of events programme	In November 2025, the Board considered which events should continue to be funded now that UKSPF funding is coming to an end. Further information to be provided to assist review going forward.
Rushmoor Cultural Strategy	In November, 2025, the Board heard of plans to refresh the current strategy. This work has now been delayed until summer, 2026.

PRIDE IN PLACE: CLEAN, SAFE AND VIBRANT NEIGHBOURHOODS	
ISSUE	CURRENT WORK
Maintenance of unattached land	Notice of Motion at December Council meeting – agreed that Board would consider this matter in a number of areas set out in the Motion. Initial information to the Board meeting in March 2026 with follow up in July 2026, possibly trialling the acquisition of a parcel of unattached land.
THE FUTURE AND FINANCIAL SUSTAINABILITY	
ISSUE	CURRENT WORK
Local Government Reorganisation (LGR)	Elements discussed at June and July 2025 meetings and expected to return to PPAB once next stage underway.
Council Delivery Plan and Service Reviews outcome	Board provided feedback to the Cabinet in these areas at its meeting in December, 2025.
OTHER	
Elections Group	Well-established Group that meets regularly for Members to consider pertinent electoral matters.

SECTION 3 – Criteria for selection of items for the work programme

The Panel's work programme to align with the Panel's purpose:

- to provide policy and project support to the Cabinet and Council which helps to deliver Council Plan priorities. This may include consideration of how policies and service provision is framed based on resident need/demand, pressures and constraints, and risks and other strategic factors;
- to undertake research, consultation and reviews for the purpose of advising the Cabinet on the delivery of priorities in the Council Plan (usually through the task and finish groups);
- to assist the Cabinet in reaching decisions on specific issues;
- to assist and advise the Cabinet on budget preparation; and
- to develop and maintain a work programme, in co-ordination with OSC and AGC, which engages with the Cabinet Work Programme and ensures that there is efficient use of time.

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