



RUSHMOOR BOROUGH COUNCIL

ENVIRONMENT POLICY AND REVIEW PANEL

*at the Council Offices, Farnborough on
Tuesday, 8th November, 2016 at 7.00 pm*

To:

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

Cllr Mrs. D.B. Bedford
Cllr K. Dibble
Cllr D.S. Gladstone
Cllr C.P. Grattan
Cllr P.J. Moyle
Cllr Marina Munro
Cllr J.J. Preece

Enquiries regarding this agenda should be referred to the Panel Administrator,
Justine Davie, Democratic and Customer Services, Tel. (01252) 398832, Email.
justine.davie@rushmoor.gov.uk.

A G E N D A

1. **MINUTES – (Pages 1 - 6)**

To confirm the Minutes of the Meeting held on 6th September, 2016 (copy attached).

2. **RECYCLING LEVELS IN RUSHMOOR –**

The Cabinet Member for Environment and Service Delivery, Cllr M.J. Tennant, to attend the meeting to give details on any planned action to address the current level of recycling in Rushmoor.

3. **DEVELOPMENT OF A CAR PARKING STRATEGY –**

The Cabinet Member for Environment and Service Delivery, Cllr M.J. Tennant, to attend the meeting to inform the Panel on the approach being taken to develop a Car Parking Strategy for the Borough.

4. **RUSHMOOR LOCAL PLAN –**

The Planning Policy and Conservation Manager, Louise Piper, to attend the meeting to provide the Panel with key information on the development of the Rushmoor Local Plan.

5. **RUSHMOOR'S CEMETERIES –**

The Principal Contract Manager, Ashley Sharpe, and The Bereavement Manager, Kelly Chambers, to attend the meeting to provide the Panel with an overview on the issues surrounding the management and upkeep of Rushmoor's three cemeteries.

6. **FARNBOROUGH TOWN CENTRE WORKING GROUP –**

To receive an update from the Chairman on the meeting of the Farnborough Town Centre Working Group held on the 24th October.

7. **WORK PROGRAMME – (Pages 7 - 16)**

To note the Panel's Current work programme (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 three 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.

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ENVIRONMENT POLICY AND REVIEW PANEL

Meeting held on Tuesday, 6 September 2016 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

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

Cllr Mrs. D.B. Bedford
Cllr K. Dibble
Cllr D.S. Gladstone
Cllr C.P. Grattan
Cllr P.J. Moyle
Cllr Marina Munro
Cllr J.J. Preece

8. APPOINTMENT TO ENVIRONMENT POLICY AND REVIEW PANEL

RESOLVED: That the appointment of Cr. C.P. Grattan to the Environment Policy and Review Panel for the remainder of the 2016/17 Municipal Year be noted.

9. MINUTES

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

10. 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

11. 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

12. 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.

Cllr Jeremy Preece raised an issue relating to the safe storage of batteries awaiting recycling. The Contract Manager reported that the issue was being discussed by the Council's Directors Management Board the following week. A communications plan was being developed to highlight the message to residents regarding the safe storage of batteries.

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

13. 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.

14. PROVISION OF OVERNIGHT TOILETS - ALDERSHOT

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

15. FARNBOROUGH TOWN CENTRE WORKING GROUP - TERMS OF REFERENCE

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

16. WORK PROGRAMME

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

The meeting closed at 9.10 pm.

CLLR R.L.G. DIBBS (CHAIRMAN)

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ENVIRONMENT POLICY AND REVIEW PANEL WORK PROGRAMME

Set out below are the key issues which form the Panel's on-going work programme. The topics covered reflect the following:

- the development of a new policy for recommendation to the Cabinet
- scrutiny of the process of the way in which decisions have been or are being made
- reviewing issues of concern to local people or which affect the Borough
- review of performance and delivery of specific services
- monitoring and scrutinising the activities of others
- items raised by Members and agreed by the Panel for consideration
- review of policies and proposals developed by others

The purpose of the work programme is to identify the way in which topics are being dealt with and the progress made with them. An update will be submitted to each meeting of the Panel.

ENVIRONMENT PORTFOLIO ACCOUNTABILITY AND AREAS OF RESPONSIBILITY

Planning and Building Control

To carry out all functions falling to be determined by the Council in relation to planning policies including regional, structure and local plans and non-statutory development plans and policies.

To carry out the Council's functions in respect of the necessary statutory provisions in relation to all matters related to applications for and enforcement action under the building regulations and issues relating to the building acts and any other associated legislative regulations and provisions, including provisions on dangerous buildings and structures and means of escape in case of fire.

To deal with the planning and transportation policy aspects of major development and re-development proposals.

To carry out the Council's functions in respect of the definition and re-definition of conservation area boundaries and policy issues relating to trees and nature conservation.

To study planning and transportation proposals outside the Borough, which may affect the Borough, and to make representations thereon as appropriate.

To exercise the Council's functions in the preparation, approval and management of schemes for environmental improvements in the Borough.

To approve and administer schemes for historic buildings and access grants

To deal with planning policy aspects of economic development proposals in the Borough

To deal with matters relating to service administration and working arrangements in relation to the Development Control Service.

Economy and Regeneration

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To promote the regeneration of the Borough through the development of policies and initiatives to promote the long-term success of the local economy and through the development of partnerships with local and regional organisations in relation to town centres and local centres.

To control and manage markets.

To liaise with the European Community, the Government Office for the South East and other appropriate bodies and to, where possible, seek financial assistance for initiatives to assist regeneration and the local economy.

Street Scene Services

To deal with all highways matters either under statute for action by the Council or under agency arrangements with the appropriate highway authority, including:-

- Matters relating to the regulation of traffic, restrictions on the use of highways (including the making of traffic regulations orders) and the provision of parking places;
- Matters concerning the control, naming and lighting of streets (including the numbering of houses, siting of litter bins and other street furniture), and the exercise of the Council's powers under the New Streets Byelaws ;
- Matters relating to private streets, including their making up under private street works procedures or the advance payments code;
- Adoption of highways; and
- Approval of the siting of telephone kiosks, post boxes, cables, mains and other apparatus in, under and over the highway.

To deal with the removal and disposal of abandoned vehicles

To deal with all issues in relation to the provision and management of car parks (including parking charges and the provision of parking bays for the disabled).

To deal with matters relating to road safety, in conjunction with the County Council, as appropriate.

To deal with matters relating to the street scene including street cleansing (highways, parks, car parks, the provision of litterbins, removal of flytips and litter education).

To deal with discretionary matters relating to land drainage.

Environmental Health

To exercise environmental health powers (other than those licensing powers dealt with by the Licensing Committee) exercised by the Council in relation to the following issues:-

- public conveniences;
- refuse, salvage, waste collection/disposal, recycling and waste minimisation;
- cemeteries, burial grounds and crematoria;
- environmental health issues in relation to the control of markets;
- Sunday trading;
- caravans and caravan sites;
- food safety and hygiene matters;
- infectious diseases;
- pest control; and
- control of dogs.

To develop the policy framework in relation to the environmental health functions to be discharged by the Council (including those issues identified under the Licensing Committee) and to make recommendations to the Council where such policies affect the overall policy framework of the Council.

Other Matters

To carry out all statutory and discretionary functions relating to sewers and drains.

To deal with all matters relating to the administration and enforcement of the Council's byelaws relating to the functions of the portfolio.

To deal with issues relating to the letting and monitoring of contracts relating to the functions in the portfolio.

To develop and monitor initiatives for landscaping and Christmas decorations for shopping areas, etc.

WORK PROGRAMME - ON-GOING ITEMS

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
29.5.01 (7.06.16) Page 11	<p>Parking Management</p> <p>To review the objectives of the Parking Management section, monitor their achievement and make recommendations.</p> <p>The Panel was involved with developing and updating the Parking Policy and Parking Management Strategy.</p>	<p>The Panel receives an annual report from the Parking Service on arising issues such as dealing with persistent offenders, blue badge misuse, signage, abandoned vehicles, verge parking, parking strategy, Member ward liaison, parking standards for new developments, parking enforcement and additional parking capacity.</p>	<p>The Panel received a presentation on 7 July on the review of the Traffic Management and Parking Strategy.</p> <p>The Cabinet Member for Environment and Service Delivery will attend the 8 November meeting to report on the development of a Car Parking Strategy.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk</p>
28.06.05 (5.4.16)	<p>Farnborough Town Centre</p> <p>To receive updates on the Farnborough Town Centre Development.</p>	<p>The Panel receives regular updates on the redevelopment of Farnborough Town Centre.</p> <p>A Farnborough Town Centre Working Group was set up to focus on the development and marketing of the town centre. Members of the Group are Crs. R.L.G. Dibbs, C.P. Grattan, D.S. Gladstone, P.J. Moyle, Marina Munro, L.A. Taylor, and P.G. Taylor.</p>	<p>The Panel received a progress update on the Farnborough Town Centre development at the meeting in April 2016.</p> <p>A report from the Farnborough Town Centre Working Group would be brought to the 8 November 2016 meeting.</p>	<p>Andrew Lloyd, Chief Executive Tel: (01252) 398397 andrew.lloyd@rushmoor.gov.uk</p>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
19.07.05 (5.4.16)	<p>Aldershot Town Centre</p> <p>To receive updates on the Aldershot Town Centre Development.</p>	<p>The Panel receives regular updates on the redevelopment of Aldershot Town Centre.</p> <p>An Aldershot Town Centre Task and Finish Group was replaced by the Aldershot Regeneration Group for the 2016/17 municipal year to focus on the regeneration of the town centre.</p>	<p>An update was received on the Aldershot Town Centre in April 2016.</p>	<p>Andrew Lloyd, Chief Executive Tel: (01252) 398397 andrew.lloyd@rushmoor.gov.uk</p>
0.11.15	<p>Markets</p> <p>To review the progress with the Aldershot and Farnborough markets/ car boot sales.</p>	<p>In January, 2015 Cabinet had agreed to bring the operation of the markets and car boot sales 'in-house'.</p> <p>The Farnborough Tuesday market had opened in March, 2015 followed by the Sunday market in May, 2015.</p> <p>The Aldershot Saturday market had opened in June, 2015.</p>	<p>The Panel will receive an update on the performance of the markets and car boot sales and details on the impact of recent changes at the 31 January 2017 meeting.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk</p>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
9.6.15 (5.4.16)	<p>Recycling, waste collection and environmental crime and grime</p> <p>To review the progress of recycling, monitor implementation, performance and make recommendations on future developments.</p>	<p>It was agreed that the work of the Task and Finish Group was complete, appointments were not made for the 2016/17 municipal year.</p> <p>An update on the current recycling position and initiatives to increase recycling rates was reported to the September 2016 Panel meeting.</p>	<p>The Panel asked Cabinet to take action on the unsatisfactory level of recycling in the Borough. The Cabinet Member for Environment and Service Deliver to attend the 8 November meeting to provide an update.</p> <p>A presentation by the successful contractor would be provided at the Panel meeting in January 2017.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk</p>
19.2.13 (21.2.13)	<p>Hampshire Highways - Panel Monitoring</p>	<p>The Panel would be monitoring the Council's highways improvement in the future.</p> <p>The Panel considered the schemes to be included in the 2015/16 Rushmoor Programme at the September 2014 meeting.</p>	<p>A representative from Hampshire County Council would be invited to attend a future Panel meeting to report on potential changes to the Highway Agency agreements.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk</p>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
18.11.14 (08.11.16)	Aldershot Crematorium and Cemeteries	The Panel received a presentation in November, 2014 on the work of the Bereavement Service and received details about a new scheme to recycle metal parts.	The Panel to receive information on sustainability and maintenance of Rushmoor's cemeteries at November 2016 meeting.	Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk
29.5.12 (26.1.16)	Outside bodies contribution	The Council's Conservation Team, Rowhill Nature Reserve, Blackwater Valley Countryside Partnership and Basingstoke Canal Authority, Friends of Brickfields Country Park and Cove Brook Greenway Group attended the 26 January 2016 meeting.	A further update would be presented to the Panel in due course.	Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk
20.1.15 (6.9.16)	Overnight Toilets in Aldershot Town Centre	Following a proposal by Cr. Jeremy Preece, and consideration of the various options, the Panel recommended that a scheme for additional toilet provision in Aldershot Town Centre be evaluated prior to consideration by Cabinet.	A further proposal from Cr. Jeremy Preece was made at the 6 September Panel meeting. It was referred to the Aldershot Regeneration Group.	Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk

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Chairman –

Lead Officer – Ian Harrison, Corporate Director, Tel. (01252) 398400, Email. ian.harrison@rushmoor.gov.uk

Last Updated: 23 September, 2016

**ENVIRONMENT POLICY AND REVIEW PANEL
WORK FLOW – 2015-2017**

10th November 2015	<ul style="list-style-type: none"> • Markets • Aldershot Regeneration
26th January 2016	<ul style="list-style-type: none"> • Conservation – Involvement of Community Groups
5th April 2016	<ul style="list-style-type: none"> • Update on the outcomes of the review on the changes in opening hours at Household Waste Recycling Centres • Reports back from Aldershot and Farnborough Town Centre Task and Finish Groups
7th June 2016	<ul style="list-style-type: none"> • Parking Management • Conservation Areas
6th September 2016	<ul style="list-style-type: none"> • Recycling • HCC HWRC • Provision of Overnight Toilets – Aldershot Town Centre • Flooding • Energy and Environmental Improvements • Farnborough Town Centre Working Group – Terms of Reference
8th November 2016	<ul style="list-style-type: none"> • Rushmoor Local Plan – key information • Progress on development of the Car Parking Strategy • Action on improving recycling levels • Rushmoor’s Cemeteries – sustainability and maintenance
31 January 2017	<ul style="list-style-type: none"> • Aldershot Catchment Study - Thames Water Utilities • Hampshire County Council – Lead Local Flood Authority
11 April 2017	<ul style="list-style-type: none"> • Waste Recycling Contract – Presentation from new Contractor • Hampshire County Council – Highway Agency Agreements • Markets and Car Boot Sales – Impact of recent changes
Items for Future Meetings	<ul style="list-style-type: none"> • Priority list of parking improvements • Review of the effectiveness of the Good Homes Charter • Historic England – Conservation Area Assessment

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