



## RUSHMOOR BOROUGH COUNCIL

# ENVIRONMENT POLICY AND REVIEW PANEL

*at the Council Offices, Farnborough on  
Tuesday, 31st January, 2017 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](mailto: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 8th November, 2016 (copy attached).

2. **DEMOLITION OF BUILDINGS AND DANGEROUS STRUCTURES –**

The Building Control Partnership Manager and Environmental Health Manager to report on the procedures, and roles and responsibilities, for dealing with dangerous structures and demolition of buildings in the Borough, and clarify the extent to which Rushmoor Borough Council has power to act.

3. **ALDERSHOT CATCHMENT STUDY –** (Pages 7 - 8)

Sophie Slade from Thames Water Utilities to attend the meeting to advise the Panel on the Aldershot Catchment study being carried out to look at improving the drainage arrangements.

4. **LEAD LOCAL FLOOD AUTHORITY –**

Clare Mills, Flood and Water Manager from Hampshire County Council, the Lead Local Flood Authority, to advise the Panel on the flood work being carried out in Rushmoor and future plans.

5. **WORK PROGRAMME –** (Pages 9 - 18)

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, 8 November 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 C.P. Grattan  
Cllr P.J. Moyle  
Cllr Marina Munro

Apologies for absence were submitted on behalf of Councillor David Gladstone and Councillor Jeremy Preece.

### **17. MINUTES**

The Minutes of the Meeting held on 6th September, 2016 were approved and signed by the Chairman.

### **18. RECYCLING LEVELS IN RUSHMOOR**

The Cabinet Member for Environment and Service Delivery, Cr. M.J. Tennant, attended the Panel meeting to provide details on the planned actions to address the current level of recycling in Rushmoor. The Panel was advised that very few local authorities in England received a recycling/composting rate of over 60%, the mid-point rate was 43%. The top performing councils collected food waste at the kerbside. One other major factor was the Index of Multiple Deprivation which indicated that the more affluent councils achieved a higher performance, particularly in dry recycling.

Rushmoor's current recycling/composting performance was in the bottom quartile at 25.9%, the dry recycling was 19.7% and composting at 6.2%. Waste disposal policies were determined by Hampshire County Council and through the Project Integra partnership which focussed on high values for dry recyclable materials, reducing the amount of waste going to landfill and delivering a sustainable solution to waste management. None of the local authorities operating in Hampshire appeared in the upper quartile, all were in the lower quartile other than Eastleigh which had a separate food waste collection and Winchester which operated a free garden waste collection service. The cost for introducing free garden waste in Rushmoor was estimated annually at £600,000 with a one-off cost of £300,000 for additional wheeled bins.

The option considered the most cost effective to help improve the recycling/composting levels was to increase the take-up of the garden waste scheme. There had also been a review of dry recycling within Project Integra and it was expected that, within the next two years, a wider range of dry recyclables would be accepted to include mixed plastics and cartons. This would also contribute to a reduction in the contamination rate. It was not current Rushmoor policy to reduce the frequency of collecting residual waste. However, Rushmoor had decided to reduce the size of the 'standard' residual waste wheeled-bin. Under the new waste contract, litter would also be sorted where practicable to separate out dry recyclables, and in future some of the detritus currently picked up by mechanical sweepers could potentially be composted.

The Panel discussed the issue of recycling in Rushmoor and the statistics provided. It was highlighted that a number of Hampshire authorities operating within Project Integra had a higher recycling rate than Rushmoor. It was suggested that this was due to the affluence of the authorities. The view of some Panel Members was that it was due to them operating alternate weekly collections. The actions being taken to improve recycling rates were as previously stated and it was reiterated that there was no support for alternate weekly collections under Rushmoor's current policy.

The Panel **NOTED** the presentation.

#### 19. **DEVELOPMENT OF A CAR PARKING STRATEGY**

The Cabinet Member for Environment and Service Delivery, Cr. M.J. Tennant, attended the Panel meeting to provide details on the approach being taken to develop a Car Parking Strategy for the Borough. A working group had been set up and would be considering a number of issues including:

- Residents parking – review and provision of a new schemes
- Parking in town centres
- Pay and display
- School safety
- Reviewing parking standards with planning requirements

The first meeting of the Working Group would be held on 22nd November where Members would discuss the issues, prioritise the work and shape the work programme. A report on progress of the Car Parking Strategy would be brought to a future Panel meeting.

The Panel **NOTED** the presentation

<b>Action to be taken</b>	<b>By whom</b>	<b>When</b>
Terms of reference for the Car Parking Strategy Working Group to be circulated to the Panel	Panel Administrator	25th November 2016

## 20. RUSHMOOR LOCAL PLAN

The Panel received a presentation from the Planning Policy and Conservation Manager on the progress on the Rushmoor Local Plan. The Local Plan would bring together a number of current plans into one document and would supersede the Core Strategy. The consultation on the draft plan had been carried out in June/July 2015 and 550 comments had been received both in support and with objections.

The Local Plan covered a wide range of issues and therefore contained a number of elements to enable all of the information to be available in one document. A summary of the areas included in the Local Plan was provided.

- The Spatial Strategy – the heart of the plan which focussed on new developments within defined urban areas, protected existing sites and addressed regeneration of the town centres.
- Shaping Places – a number of specific sites in the Borough were identified including the town centres, Farnborough Airport and the Wellesley development.
- Delivering Infrastructure – covered transport, telecommunications and other infrastructure.
- Creating High Quality/Distinctive Environments – protects the historic environment, open space and leisure, pollution and residential and amenity standards.
- Meeting Local Needs – addressed dwelling mix, type and affordable, specific issues such as gypsies and travellers, neighbourhood renewal and neighbourhood shopping facilities.
- Creating Prosperous Communities – to meet economic needs and to identify strategic and locally important employment sites.
- Managing the Natural Environment – addressed the Thames Basin Heaths Special Protection Area, green infrastructure and water and flooding.

The final Draft Submission copy of the Local Plan would be presented to the Panel for information in January 2017 and taken to Cabinet and Council in February 2017. Consultation on the Draft Submission Local Plan would be carried out during March and April 2017.

The Panel discussed the presentation and it was proposed that the Council's policy on neighbourhood shopping facilities was added to the Panel work programme. The Panel **NOTED** the presentation.

Action to be taken	By whom	When
The slides be circulated to the Panel	Panel Administrator	25th November 2016

The Council's policy on neighbourhood shopping facilities be added to the Panel work programme	Panel Administrator	25th November 2016
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## 21. RUSHMOOR'S CEMETERIES

The Panel received a presentation from the Principal Contracts Manager and Bereavement Manager on the issues surrounding the management and upkeep of Rushmoor's cemeteries. There were three cemeteries in Rushmoor located in Redan Road, Aldershot, Ship Lane, Farnborough and Victoria Road, Farnborough. In 2015/16 there were 55 burials and 35 cremated remains burials carried out in total in the Borough. The cemeteries were open 365 days a year. The Redan Road cemetery was expected to have capacity for a further five years, Ship Lane had capacity for twenty years and Victoria Road was full except for re-opening of graves and cremated remains burials. Graves were purchased for a 30 year term.

The income for 2016/17 was £174,000 with £297,000 of expenditure. The fees had been raised by 10% plus inflation from 2002 to 2012 which had reduced the deficit by £100,000 over the ten-year period. The grounds maintenance for the cemeteries cost £180,000 per annum which provided a team of four to carry out gravedigging, grass and hedge cutting, weeding and maintenance of floral displays in flower beds. In previous years the gates at the cemeteries had been locked at 8pm; this practice had ceased in May 2012 to save staff resources and there had been no reports of anti-social behaviour. This had resulted in a saving of approximately £100,000 over the previous four years.

The Panel discussed the presentation and raised some issues regarding security of the cemeteries and whether the locking of gates should be reintroduced. It was highlighted that there had been no evidence to show that there was any issues of anti-social behaviour and therefore it was felt the locking of gates was not required. The Chapel in Victoria Road was also discussed, especially the future plan for the Chapel. There were discussions taking place regarding the creation of a columbarium for cremated remains which would go into the ground and therefore create more space.

The Panel **NOTED** the presentation.

Action to be taken	By whom	When
The slides be circulated to the Panel	Panel Administrator	25th November 2016

## 22. FARNBOROUGH TOWN CENTRE WORKING GROUP

The Panel received an update from the Chairman on the meeting of the Farnborough Town Centre Working Group held on 24th October. The Homes and Communities Agency had acquired the police station site and a company had been appointed to project manage the demolition of the building. Work was progressing on selecting master planners for the entire civic quarter site. In Kingsmead, a second restaurant had signed up to occupy one of the units fronting the cinema. The

extension to provide new retail units to accommodate Decathlon and Smyth's Toys would open in early 2017. A copy of the presentation given to the Farnborough Town Centre Working Group would be circulated to the Panel.

<b>Action to be taken</b>	<b>By whom</b>	<b>When</b>
The slides to be circulated to the Panel	Panel Administrator	25th November 2016

### 23. **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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# Eight2O Aldershot Catchment Study

## Briefing Note

### 1. Introduction:

Thames Water have a five year plan that will help save over 2100 properties who currently suffer from sewer flooding. In addition to this plan, funding has been secured to undertake five catchment studies to investigate whether more properties can be protected, one of which is the Aldershot Catchment Study. Eight2O are an alliance made up of eight companies, set up to deliver elements of Thames Water's investment programme.

### 2. The Project to Date

Figure 1 explains the work undertaken to date, the stage we are currently at in the process and future plans for the project.



Figure 1: Project Timeline and Tasks

### 3. The Aldershot Catchment Study Summary

Flooding has occurred at a number of key locations across the Aldershot catchment during numerous historical storm events. Hydraulic incapacity of the surface water sewer network has been identified as the predominant cause of flooding in Aldershot. During large rainfall events, the surface water network is unable to cope with the volume of flow entering the network from roof and paved areas in the upstream catchment. The problem is exacerbated by “locking” of the surface water outfalls, where elevated levels in the River Blackwater restrict discharge from the network.

A wide range of options have been investigated to reduce the risk of flooding in key flooding areas in Aldershot. Preferred solutions have been identified and work is underway to assess the feasibility of these schemes.

### 4. Presentation to Rushmoor Borough Council Environment Panel

Eight20 will present to the panel a proposed scheme designed to address flooding at 50 properties in the vicinity of Manor Park, including the residential streets of Crossways, Raglan Close and Pembury Place.



Figure 2: Location of Proposed Scheme

The scheme involves implementing a range of sustainable attenuation features in and around Manor Park. The proposed scheme requires close collaboration with both Rushmoor Borough Council and Hampshire County Council to ensure the design offers maximum benefit to stakeholders and local residents.

## Briefing Note

### Lead Local Flood Authority – Roles and Responsibilities

The Flood and Water Management Act 2010 (FWMA) placed a number of responsibilities on Hampshire County Council as the Lead Local Flood Authority (LLFA), the list below includes a number of statutory requirements that are either a power or a duty to undertake:

- Must develop, maintain, apply and monitor a strategy for local flood risk management in its area;
- Has a duty to cooperate;
- Power to request information in relation to flood and coastal risk management
- Must, to the extent that it considers it necessary or appropriate, investigate flood events
- Must establish a register and record of significant flood risk assets
- Consenting and enforcement responsibilities on ordinary watercourses

More detailed information on what the Lead Local Flood Authorities is and is not responsible for is provided within Appendix A.

In April 2015, Under Schedule 4 of the Town and Country Planning (Development Management Procedure)(England) Order 2015 as the Lead Local Flood Authority we are also a statutory consultee for 'Major Development with surface water drainage'

### Local Flood Risk Management Strategy

The Local Flood Risk Management Strategy (LFRMS), was adopted by the County Council in July 2013 together with its associated high level action plans. A review and update to the Strategy is currently underway and it is envisaged that this will be completed by early 2018.

Following the flooding in 2013/2014 the approach taken within Hampshire moved to a more catchment based approach to flooding. The purpose of this approach is to better co-ordinate work within a catchment, maximise the availability of funding throughout disparate flooding locations within one catchment and to understand the catchment as a whole. This approach was endorsed by the cabinet in December 2014.

We have also commissioned and are just about to finalise work that looks at all flood risk within the catchments within Hampshire. This will be used to understand and prioritise work on catchment plans going forward. We will presenting initial results of this work to the Hampshire Strategic Partnership Board and Technical Delivery Group, which includes representatives from all Risk Management Authorities.

A programme for these catchment plans will then be developed. This work strongly relies on all risk management authorities, community groups, and local residents coming together to understand the flood risk and to develop plans to mitigate flooding.

### Investigating flood events

The requirement of the Act is to investigate flooding incidents to the extent necessary and a formal flood investigation under Section 19 of the Act requires the following information to be completed:

- a) which risk management authorities have relevant flood risk management functions, and
- b) whether each of those risk management authorities has exercised, or is proposing to exercise, those functions in response to the flood.

We have completed a number of Section 19 investigations and the results of these are published on our website:

- Buckskin, Basingstoke
- Romsey
- Thornford Road, Headley
- Wickham
- St Mary Bourne

Our current guidance on when we will investigate flood incidents under Section 19, is provided in Appendix B. This flooding a risk based approach which includes the potential for actual consequences of flooding. Minor flood incidents within the County Council's area of responsibility will be recorded and assessed but will not be the subject of a formal investigation under the provisions of the Act.

#### Statutory consultee role

As the Lead Local Flood Authority we are responsible for commenting on surface water drainage on planning applications for major developments. We are provided with partial funding from central government to fulfil this role.

The role covers the review of the surface water drainage with a specific emphasis on SuDS and the incorporation of these into the new development. The role does not require us to comment on existing sources of flooding or works to ordinary watercourses.

#### Partnership working

We work closely with other risk management authorities, particularly the Environment Agency, which has overall responsibility for fluvial and coastal flooding.

## **Flood and Coastal work within Rushmoor**

### Investigations

We have not undertaken any Section 19 Flood investigation reports within Rushmoor Borough. We have received approximately 7 reports of flooding within the Borough within the last twelve months.

### Partnership work

We have been working with Thames Water and other partners in relation to the Aldershot Catchment study, this is a study to look at ways in which surface water drainage can be managed within Aldershot.

### Surface Water Consultations

We received 20 consultation requests from Rushmoor BC within the last 12 months.

### Flood Defence schemes

Hampshire County Council is currently working with the Borough Council and other partners to develop the understanding of past flood events, and potentially develop solutions to reduce flood risk, at a number of locations in the district.

In March 2015 Defra indicatively allocated funding from central government's Flood and Coastal Erosion Risk Management (FCERM) programme, in the period up to 2021, for the following 3 schemes in the borough:

- Middleton Gardens Flood Alleviation – surface water runoff with overland flow from the adjacent Cove Secondary School playing fields.
- Sycamore Road Flood Alleviation Scheme – surface water runoff with overland flow leading to road closures and potential property damage.
- Rectory Road Flood Alleviation Scheme - surface water runoff with overland flow leading to road closures and property flooding.

Two other schemes, Fleet Road at Cove and Church Lane East in Aldershot, have been included in the unfunded 'pipeline' FCERM programme for 2021/22 onwards. All funding allocations in the FCERM programme remain unsecured pending agreement of a full business case for any proposed scheme. A brief update on the above schemes follows:

**Rectory Road** – Hampshire County Council, working with the Borough Council and the Environment Agency, commissioned a study of the flooding in Rectory Road to understand the mechanisms of flooding which has historically occurred in this area, and to identify potential solutions to reduce future flood. In order to inform this study, 59 local residents were contacted asking for their help in completing a questionnaire. By September 2015, we had received 21 responses providing information about flooding in the area, and how it affected properties and the road. Although the study primarily focussed on reducing the risk of flooding to properties on Rectory Road, the recreation ground, Rectory Road, the railway bridge, the SSE sub-station, and Thames Water and Network Rail assets have all been included within the area under consideration.

The study, including flood modelling, identified a potential scheme to reduce the risk of flooding from surface water runoff from the recreation ground, Rectory Road, and the railway bridge which are all interlinked. In summary, the scheme would include a

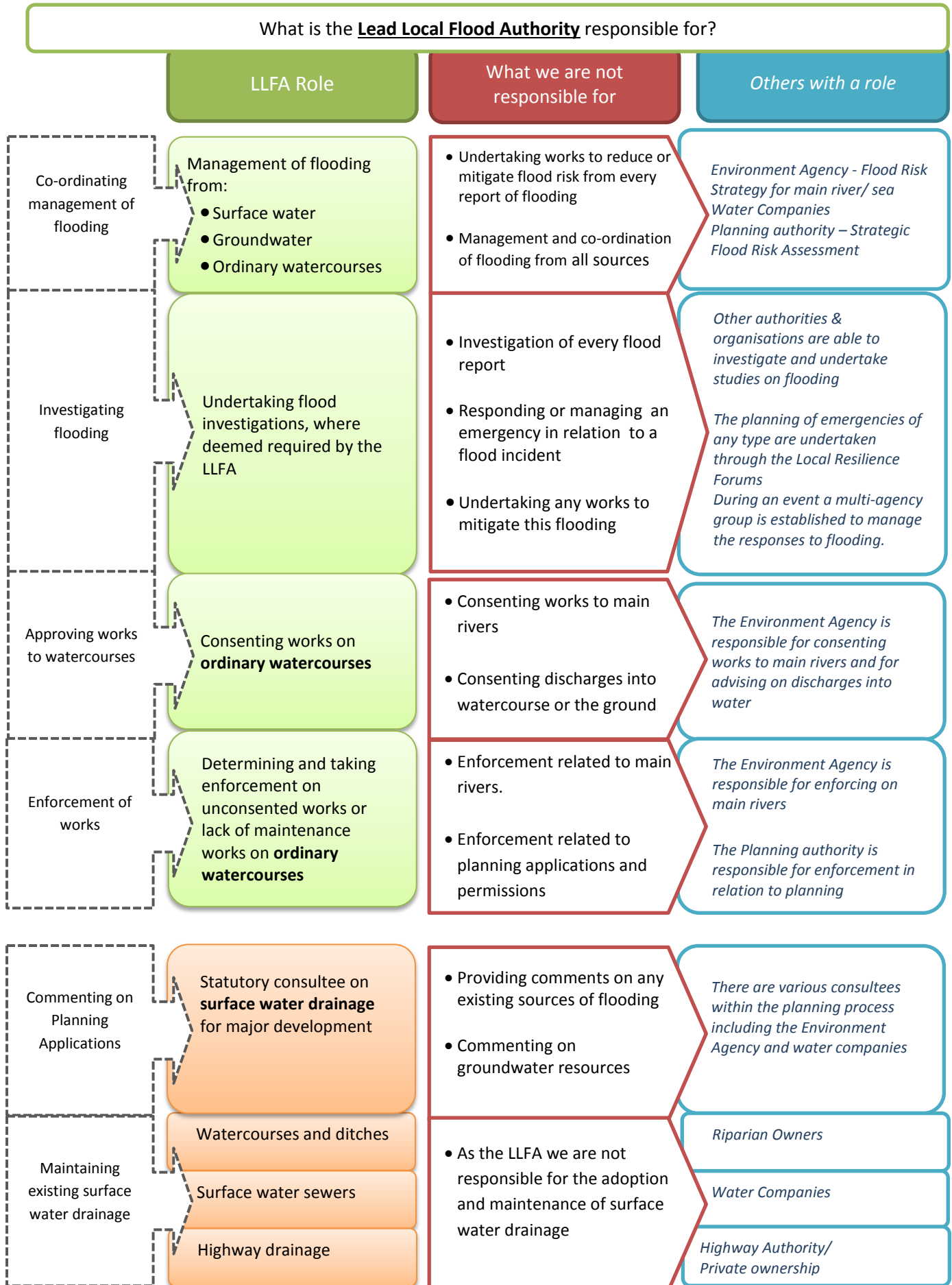
bund to the rear of those properties backing onto Rectory Road Recreation Ground and who are most at risk, and improving the culverts between Rectory Road and the railway line to enable flood water to get away. The further development, delivery and success of this scheme depends upon the full involvement and cooperation of Thames Water and Network Rail. The County Council has met with representatives of both these companies to see how we might work together and discussions are continuing. In the meantime, there has been some increase in maintenance activity by the various parties involved and there appears to have been an improvement in the performance of drainage assets in the area. To date, there's been no recurrence of past flood incidents.

**Sycamore Road** - The County Council has been working closely with Thames Water to assess the extent to which the recently implemented Storage Shaft Flood Alleviation Scheme has been effective in reducing the risk of flooding from the combination of surface water flows and surcharging of the foul sewer seen in previous years. Notwithstanding an intense rainfall event in May 2016, there has not been any recent report of surface water flooding in this location. In order to now understand what the level of residual risk is, and whether there is therefore any need for further investment, the County Council has appointed drainage engineers to carry out further investigations and to recommend what, if any, further intervention is required at Sycamore Road. There is the potential that this might include low key and low cost attenuation on the adjacent recreation ground. However, this will depend on the assessment.

**Middleton Gardens / Cove Secondary School** – An investigation was undertaken to try and identify a viable and cost beneficial solution to reduce flood risk for the school and adjacent properties. The study concluded that there were no physical interventions that met those criteria. However, it was recommended that discussions take place between the school, local residents and others that might be affected, and emergency services about establishing a flood action plan (FAP), and to indicate the need for residents owners to implement their own property level resilience measures. In view of this outcome, and as required by Defra, the County Council has signalled to the Environment Agency (EA), who administer the FCERM funding that we are unable to present a case to retain the indicative funding allocation for Middleton Gardens. The funding has therefore been made available by the EA to support other flood risk reduction schemes that are able to meet the criteria. The situation at Middleton Gardens / Cove Secondary School will be monitored and the position reviewed with the EA if circumstances change.

**Fleet Road, Cove and Church Lane East, Aldershot** – There is no immediate prospect of national funding being made available for these sites. The County Council has held initial conversations with the Environment Agency and Thames Water to understand the current situation at these locations, and consider if there is an opportunity to undertake early investigations. As no obvious opportunity has yet arisen, and the risk from flooding at these locations, and the impact of any occurrence, is considered to be less than at the above sites, further work at Fleet Road and Church Lane will take place in accordance with the priorities developed for the County Council's Flood Risk and Coastal Defence programme. The situation will be monitored and reviewed with the EA if circumstances change.

Appendix A



## Appendix B

### Guidance: Investigate flooding events

As the Lead Local Flood Authority (LLFA), Hampshire County Council (HCC) has a duty to investigate significant flood events to the extent that the LLFA deem appropriate. These are formal Section 19 Flood investigations under the FWMA 2010. The following guidance sets out what we will investigate and how we propose to undertake these investigations.

#### Flood Investigations

Hampshire County Council, as Lead Local Flood Authority for Hampshire, will investigate 'significant' flooding in accordance with the requirements of Section 19 of the Flood and Water Management Act 2010.

**Significant** flooding is defined as:

- Flooding that affects 20 or more properties internally in one flood event within the same location.
- Flooding that affects significant lengths of highways affecting 20 or more properties and lasts for a period of 3 hours from the onset of flooding.

Other flooding incidents will be considered lower risk and will be progressed based on the criteria set out in Table A.

Although not all flooding will be classed as a Section 19 investigation, we will still investigate each incident to the extent necessary. For highway flooding, the report will be forwarded to our Highways unit who will undertake any investigations or works as per their own policies.

Other sites will be logged and assessed so that the flood incidents with the greatest impacts are investigated first. Investigation does not infer that works will be undertaken to mitigate flood risk, although if the cause is found to be as a result of other parties, we will notify them of the issues.

If flooding is as a result of ordinary watercourse issues, we will contact the riparian landowner to ensure their responsibilities are being undertaken.



**Table A: Investigation criteria**

Criteria		Likely response
<b>Significant flooding</b>	<ul style="list-style-type: none"> <li>Flood that affects 20 or more properties internally in one flood event within the same location</li> <li>Flooding that affects significant lengths of highways that affects access to 20 or more properties and lasts for a period of 3 hours or more</li> </ul>	Formal Flood investigation under Section 19 of the Flood and Water Management Act 2010 undertaken
<b>Major</b>	<ul style="list-style-type: none"> <li>Internal flooding of 1 (domestic or commercial) property which has occurred on more than one occasion.</li> <li>Internal flooding of 5 or more properties as a result of a single flood event</li> <li>A major transport route has been disrupted for more than 10 hours</li> </ul>	Flooding is logged Desktop review Site visit Recorded Report completed
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Flooding that affects more than 1 property internally in 1 flood event</li> <li>Flooding that affects highways access to 1 or more properties and lasts for more than 3 hours</li> </ul>	Flooding is logged Desktop review undertaken Recorded
<b>Minor</b>	<ul style="list-style-type: none"> <li>Flooding that affects gardens and open areas with no internal property flooding</li> <li>Ponding on small sections of highways</li> </ul>	No investigation

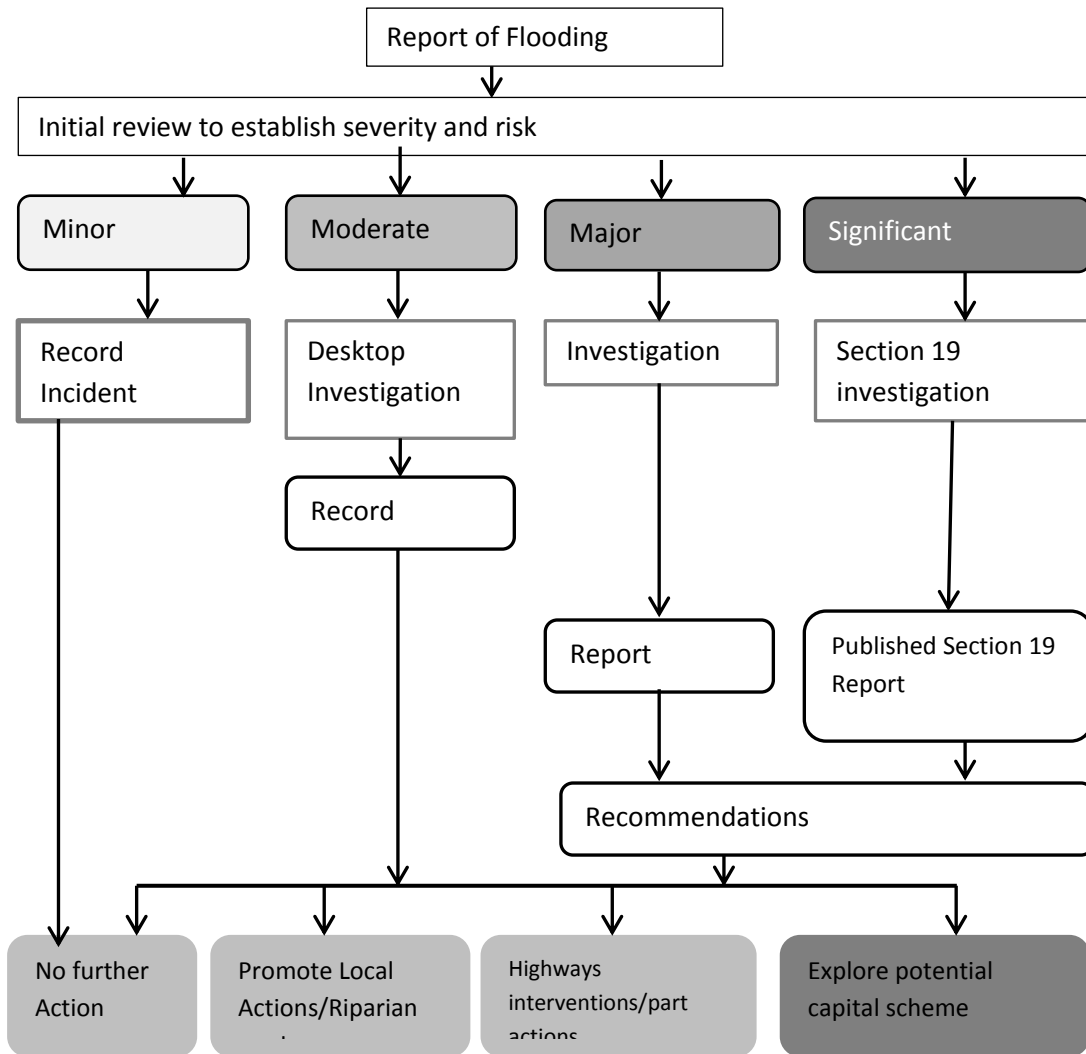
### Flood Investigation process

When the LLFA receive a report of flooding this is logged within our existing database. An initial review of information will be undertaken. More information will be gathered from the reporter where necessary. The following process identified in **Diagram A**, will be followed for flood investigations.

The key purpose of investigating flooding is to determine the cause and identify steps that could be taken to mitigate against that particular event. In practise, by undertaking this assessment, potential mitigation measures will identify which lead authority is in the best position to undertake such mitigation. It will also identify particular issues, such as blocked drainage systems, which by definition, relate to a particular Risk Management Authority (RMA).

As LLFA we will work with other RMAs to implement mitigation measures identified where possible, and to emphasise the priorities within Hampshire.

**Diagram A: Flood investigation process**



# 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

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### 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 legislation, 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.

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## **Economy and Regeneration**

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.

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## 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.

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## 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 (8.11.16)  Page 21	<p><b>Parking Management</b></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 and verge parking.</p> <p>A Working Group had been established in November 2016 to develop the car parking strategy and would report to the Panel on progress.</p>	<p>The Cabinet Member for Environment and Service Delivery attended the 8 November meeting to report on the development of a Car Parking Strategy. A progress report from the working group would be brought to a future meeting.</p>	<p>Peter Amies, Head of Community                      Tel. (01252) 398750                      Email.  <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>
28.06.05 (8.11.16)	<p><b>Farnborough Town Centre</b></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 from the Farnborough Town Centre Working Group at the 8 November 2016 meeting.</p> <p>The next Working Group meeting would be held on 15 February, an update would be provided to the April Panel meeting.</p>	<p>Andrew Lloyd, Chief Executive                      Tel: (01252) 398397  <a href="mailto:andrew.lloyd@rushmoor.gov.uk">andrew.lloyd@rushmoor.gov.uk</a></p>

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19.07.05 (5.4.16)	<p><b>Aldershot Town Centre</b></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>	An update was received on the Aldershot Town Centre in April 2016.	<p>Andrew Lloyd, Chief Executive Tel: (01252) 398397 <a href="mailto:andrew.lloyd@rushmoor.gov.uk">andrew.lloyd@rushmoor.gov.uk</a></p>
0.11.15	<p><b>Markets</b></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>	An update on the performance of the markets and car boot sales and details on the impact of recent changes will be provided at the Farnborough Town Centre Working Group on 15 February 2017.	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>



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9.6.15 (5.4.16)	<p><b>Recycling, waste collection and environmental crime and grime</b></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 Cabinet Member for Environment and Service Delivery attended the 8 November meeting to provide an update.</p> <p>A presentation by the successful contractor would be provided at the Panel meeting in April 2017.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>
9.2.13 (1.2.13)	<p><b>Hampshire Highways - Panel Monitoring</b></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 the 6 June 2017 Panel meeting to report on potential changes to the Highway Agency agreements.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>
18.11.14 (08.11.16)	<p><b>Aldershot Crematorium and Cemeteries</b></p>	<p>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.</p>	<p>The Panel to received and update on sustainability and maintenance of Rushmoor's cemeteries at November 2016 meeting.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>

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29.5.12 (26.1.16)	<b>Outside bodies contribution</b>	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. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a>
20.1.15 Page 24 (6.9.16)	<b>Overnight Toilets in Aldershot Town Centre</b>	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. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a>

Chairman –

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

Last Updated: 24 November, 2016

**ENVIRONMENT POLICY AND REVIEW PANEL  
WORK FLOW – 2017-2018**

<b>31 January 2017</b>	<ul style="list-style-type: none"> <li>• Aldershot Catchment Study - Thames Water Utilities</li> <li>• Hampshire County Council – Lead Local Flood Authority</li> </ul>
<b>11 April 2017</b>	<ul style="list-style-type: none"> <li>• Waste Recycling Contract – Presentation from new Contractor</li> <li>• Rushmoor Local Plan – final draft submission</li> <li>• Update from Farnborough Town Centre Working Group</li> <li>• Update from Aldershot Regeneration Group</li> </ul>
<b>6th June 2017</b>	<ul style="list-style-type: none"> <li>• Highway Agency Agreements</li> <li>• Update on the development of the Car Parking Strategy</li> </ul>
<b>5th September 2017</b>	<ul style="list-style-type: none"> <li>• Historic England – Conservation Area Assessment</li> <li>• Neighbourhood Shopping Facilities Policy</li> </ul>
<b>7th November 2017</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>23 January 2018</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>20 March 2018</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Items for Future Meetings</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

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