



RUSHMOOR BOROUGH COUNCIL

ENVIRONMENT POLICY AND REVIEW PANEL

*at the Council Offices, Farnborough on
Tuesday, 9th June, 2015 at 7.00 pm*

To:

Cllr M.S. Choudhary
Cllr Sophia Choudhary
Cllr D.E. Clifford
Cllr Sue Dibble
Cllr D.S. Gladstone
Cllr G.B. Lyon
Cllr J.J. Preece
Cllr L.A. Taylor
Cllr D.M. Welch

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. APPOINTMENT OF CHAIRMAN –

To appoint a Chairman of the Panel for the 2015/16 Municipal Year.

2. APPOINTMENT OF VICE-CHAIRMAN –

To appoint a Vice-Chairman of the Panel for the 2015/16 Municipal Year.

3. MINUTES – (Pages 1 - 4)

To confirm the Minutes of the Meeting held on 24th March, 2015 (copy attached).

4. THE ENVIRONMENT IMPROVEMENT STRATEGY – (Pages 5 - 22)

To receive a presentation from the Environmental Health Manager, Pollution/Environmental Control on the revised and updated Environment Improvement Strategy. A copy of the revised strategy is attached.

5. THE DRAFT LOCAL PLAN –

The Panel to consider the Head of Planning's presentation on the Council's draft Local Plan which is out for consultation from 8th June, 2015. (A draft copy of the Local Plan can be found for the Panel's consideration prior to the meeting at <http://www.rushmoor.gov.uk/article/7219/Cabinet-meeting---2-June-2015> - Agenda Item 8).

6. AREAS OF RESPONSIBILITY OF THE PANEL AND WORK PROGRAMME – (Pages 23 - 32)

To receive a briefing from Mr. Ian Harrison, Corporate Director, on the Panel's areas of responsibility. The schedule of work for 2015/16 will be finalised at the next mid-cycle meeting. A copy of the current work programme is attached.

7. APPOINTMENTS FOR 2015/16 –

(1) Mid Cycle Meetings –

To appoint the Membership of the Mid-Cycle Meeting. In 2014/15, the representatives appointed were the Chairman (Cr. D.E. Clifford) and Vice-Chairman (Cr. Sophia Choudhary) and Cr. L.A. Taylor.

(2) Farnborough Town Centre Task and Finish Group –

To appoint the Membership of the Farnborough Town Centre Task and Finish Group. The Membership in 2014/15 was Crs. Liz Corps, L.A. Taylor, J.H. Marsh and M.D. Smith

(3) **Aldershot Town Centre Task and Finish Group –**

To appoint the Membership of the Aldershot Town Centre Task and Finish Group. The Membership in 2014/15 was Crs. Sophia Choudhary, A.H. Crawford, P.I.C. Crerar, Sue Dibble, Jennifer Evans, B.A. Thomas and D.M. Welch.

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, 24th March, 2015 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members:

Cr. D.E. Clifford (Chairman)
a Cr. Sophia Choudhary (Vice-Chairman)

Cr. P.I.C. Crerar
Cr. Sue Dibble
Cr. D.S. Gladstone

Cr. J.H. Marsh

Cr. J.J. Preece
Cr. L.A. Taylor
Cr. D.M. Welch

An apology for absence was submitted on behalf of Cr. Sophia Choudhary.

24. **MINUTES –**

The Minutes of the Meeting held on 20th January, 2015 were approved and signed by the Chairman.

25. **TRANSPORT – INFRASTRUCTURE –**

The Panel considered current issues relating to local transport infrastructure in Rushmoor and the North Hampshire area. The Panel welcomed Ms. Paula Williams from Network Rail, Mr. Richard Kempton from South West Trains, Ms. Paula Edwards from Hampshire County Council Strategic Transport Group and Mr. Kevin Travers representing the Enterprise M3 Partnership in respect of the Farnborough Growth Package Transport Schemes to the meeting. Mr. Jim Pettitt, Rushmoor Transport Strategy Officer was also present at the meeting.

Ms. Paula Williams from Network Rail presented information regarding infrastructure improvements taking place in the Rushmoor and North Hampshire area, in particular details were given about Network Rail's Track Renewal Programme. Ms. Williams explained that Network Rail was now able to deliver track renewals in a shorter space of time whilst minimising disruption and maintaining services using new technology. The advantage of the new machine was that it was able to replace track more quickly and could therefore be operated during the night instead of only at weekends. The Panel was informed that the contract was being delivered in conjunction with the contractor Amey Colas and was currently being used in the Farnborough and Blackwater Valley area. The Panel heard that further improvements were being planned to replace the canopies at Fleet Station and the continuing campaign to improve level crossing safety.

On discussing level crossing safety, the Panel asked whether there were any upgrading plans for the level crossing at Farnborough North Station where incidents of misuse regularly occurred. Members suggested that a footbridge would be a safer option. The Panel was informed that options were currently being considered because of the high number of college students using the crossing irresponsibly. However, building a bridge may not be an option, as Network Rail did not own the land required. The Panel was assured that Network Rail were doing everything possible to reduce incidents by visiting Farnborough Sixth Form College, making announcements on trains and carrying out spot checks at the crossing. The possibility of closing the crossing was discussed but the Panel emphasised that a suitable alternative was needed.

Other issues discussed included the loss of the Sturt Lane Chord (a former link between the local line and the main line for passenger traffic from Frimley and Camberley into Waterloo via Woking). It was acknowledged that the Local Enterprise Partnership had identified the lack of capacity and need for better transport links in that area and this was currently being investigated.

Mr. Richard Kempton, from South West Trains then presented a local service update. Mr. Kempton informed the Panel that a recent consultation study had forecast a 40% growth in passenger numbers by 2043 on the rail line to London, Waterloo and 20% overcrowding during peak times. Mr. Kempton outlined the measures which had been put in place to deal with the increase in capacity which would be required. This included Crossrail, station capacity work at stations in the surrounding areas, a fifth track from Surbiton to Waterloo and automatic 'in cab' signalling with the aim of being able to run twelve extra trains per peak hour. Work had also been taking place at Waterloo Station with the lengthening of tracks to accommodate longer trains and lengthening of peak service times. £7 million of work was also being carried out to boost reliability and performance at Wimbledon Station which would be critical to the smooth running of the network. Mr. Kempton also advised the Panel about a new Regional Operations Centre which would house all signalling and would improve capacity on the lines. The Centre would be in operation in 2016.

The presentation also covered the recent work completed at Farnborough Main station to the car park entrance which had provided an improved interchange for buses, taxis and passenger drop off. This had resulted in a significant increase in people using bus/rail services.

The Panel discussed the need to regenerate Aldershot Station and felt that, with the current investment taking place in Aldershot more could be done to market the town by improving the exterior of the Station. Members suggested that the office area could be developed into cafes and perhaps a convenience store. The lack of use of the station car park was also discussed. The Panel was informed that Hampshire County Council had prepared a travel plan which had found that people generally walked, cycled or were dropped off at the station. This was being discussed with South West Trains and plans were being considered to improve the drop off/pick up point

and cycle parking. Funding for the forecourt changes had been identified through the Activation Aldershot Project and improvements to the façade of the Station would be funded through the National Stations Improvement Programme via Network Rail.

Members congratulated South West Trains on the improvement works and development which had taken place at Waterloo Station. The Panel highlighted the need for more liaison between the transport police and local beat police in relation to cycle thefts. Mr. Kempton acknowledged that the process was currently cumbersome and work was required to streamline the system. Mr. Kempton also explained the education work being carried out with cyclists about the importance of good quality cycle locks. A number of other issues were raised, including:

- the cost of season tickets;
- the size of seats;
- the lack of provision of disabled ramps at Aldershot and Waterloo Stations to allow access to trains;
- the quality of the trains on the Aldershot to Guildford line; and
- the improvement of information able to be displayed on automatic ticket machines about restrictions on special fares.

Mr. Kempton advised that he would investigate the issues experienced and report back where necessary.

Mr. Kevin Travers from the Enterprise M3 Local Enterprise Partnership and Ms. Paula Edwards from Hampshire County Council then presented the EM3 Farnborough Growth Package Transport Schemes to the Panel. It was explained that work on the package was at a very early stage. In March, 2014 a £6 million bid had been made to the EM3 Local Enterprise Partnership for improvements to the A325, A327 and A3011 corridors. £2.3 million of funding had been allocated in the first round which had been allocated towards junction capacity improvements in Farnborough. This was to primarily look at improvements to the Pinehurst and Sulzers Roundabouts. The second round of funding had allocated £4.1 million to look at junction capacity improvements at a number of congestion points in Farnborough. A further allocation of £1.6m from Hampshire County Council meant that a total of £8 million would be available for the works which would deliver significant improvements. The Panel was informed that strategic partner, Atkins, had been commissioned to carry out a study to provide a broader understanding of transport concerns in the Farnborough area. The study would take a more strategic overview of the transport corridors rather than concentrating on specific junctions and would comprise of a number of phases:

Phase 1 – would set out the current situation in Rushmoor in terms of transportation and would identify existing traffic and transport information.

Phase 2 – would involve works to fill in any data gaps and the identification of current and future areas for delay and congestion.

Further works identified would include the involvement of stakeholders, the setting of objectives and a plan of action to identify specific studies. The Panel was assured that the work would be carried out in the context of the Farnborough Civic Quarter Supplementary Planning Document (SPD) and would deliver some real benefits to Farnborough. A meeting would be held on 30th March, 2015 with Rushmoor and Allies Morison to discuss timetables and linkages between the growth package and the SPD and how the two projects could move forward.

The Panel asked if there would be any funds available for work to the rail network and was informed that there was a possibility of improving transport linkages to stations but, apart from that, contact would purely be on a data gathering basis. The Panel discussed the importance of more investment in roads and infrastructure to stimulate business growth and was informed that the growth package would hopefully initiate funding from other sources.

The issue of cuts to bus services, in particular Route Nos. 2 and 3 were raised. Ms. Edwards informed the Panel that cuts had been made to County Council revenue streams but service improvements would be looked at as part of the growth package work. The Panel checked the timescales for the project and was informed that, following the joint meeting on 30th March, further timescales would be set for data gathering and the wider transport study. A full package for the project would be developed by 2016/17.

The Panel **NOTED** the presentations.

26. **WORK PROGRAMME –**

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

The Meeting closed at 9.30 p.m.

D.E. CLIFFORD
CHAIRMAN

Love Where You Live

Revised June 2015

Rushmoor Borough Council Environmental Improvement Strategy

DRAFT

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1 Introduction

Environmental Improvement Strategy

Improving the environment and community safety are key aims both nationally and locally. Rising concerns and awareness within the population have meant that expectations for a clean, safe and crime free environment are higher than ever before. In this context, it is important that, in Rushmoor, we are able to deliver some measurable improvements to the quality of life of local people.

This strategy will help us to achieve these improvements by securing improvements to the environment and by discouraging potential environmental offences. It works in partnership with the Safer North Hampshire Strategic Assessment and accompanying Partnership Plan as it looks at achieving improvements to the environment that could help to reduce crime and the fear of crime. It links to the Purpose of the Safer North Hampshire Strategic Partnership.

'To ensure strategic commitment and joint working to achieve reductions in crime and the fear of crime, to reduce the harmful consequences of drug and alcohol misuse,

reduce youth offending and anti-social behaviour'.

We will continue to work with a number of partners and report our successes through the Community Tasking and Co-ordinating Group.

We are committed to maintaining a clean and safe environment for the benefit of everyone in the borough. This commitment recognises our responsibility to keep the streets and local environment clear of litter, obstructions and other local environmental quality issues.

Rushmoor has an overall strategic purpose to reflect issues, which affect residents. This is directly linked to the aims and objectives of this strategy.

'Rushmoor Borough Council, working with others to improve the quality of people's lives.'

In support of our strategic purpose 5 key priorities and themes have been established which contribute to achieving our purpose. We will have regard to these when implementing the aims and objectives of this strategy. We shall in particular take into consideration the following 3 priorities.

Protecting and developing a clean, sustainable and green environment.

Looking after the local environment by continuing to improve the cleanliness and look of the borough and making sure Rushmoor develops in a sustainable way

Building sustainable communities capable of meeting local needs by supporting and encouraging local service delivery.

Ensuring quality services that represent good value for money.

This work is complemented by and supports a number of other strategies and policies.

This strategy will in particular support the aims of the Police and Crime Plan 2013-2017 of the Hampshire and Isle of Wight Police and Crime Commissioner. The Police and Crime Plan 2013-2017 focusses on;

Priority 1 - Improve frontline policing to deter criminals and keep communities safe.

Priority 2 - Place victims and witnesses at the heart of policing and the wider criminal justice system.

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Priority 3 - Work together to reduce crime and anti-social behaviour in your community.

Priority 4 - Reduce re-offending.

In addition it has strong links to Hampshire's Health and Wellbeing Strategy 2013-2018. This focusses on four areas of work:

- Starting well
- Living well
- Ageing well
- Healthier Communities

We believe that working with residents, the public and businesses will play a key role in the success of this strategy, and therefore we will be producing a separate education and communication plan to sit alongside this strategy. This will be updated annually to reflect the needs of our local community.

We will use the resources available to achieve the aims of this strategy; this includes using the resources of our Community Safety team, including their education officer.

Enforcement plays a vital role in maintaining a clean and safe environment by providing information and advice to individuals and businesses regarding regulations and duties. Enforcement

ensures that those individuals and/or businesses that spoil the environment are made accountable for their actions.

The Anti-Social Behaviour, Crime and Policing Act 2014 amends parts of the Clean Neighbourhoods and Environment Act (CNEA) 2005, which introduced powers for local authorities to help tackle local environmental quality problems. The new Act also introduces new powers, which may be useful additional tools to help tackle poor environmental quality and anti-social behaviour, such as litter, graffiti, waste and dog control.

This Strategy sets out how we will use these powers alongside existing powers and our current enforcement work to ensure an effective, consistent and clearer approach to enforcement. It also looks at how we will use other tools to achieve improvements to the environment.

In addition, we will be looking for opportunities to improve the appearance of the area and its facilities.

2 Aim and objectives

To improve Rushmoor's local environmental quality by reducing environmental crime, maintaining, and improving standards of cleanliness across the borough.

To work with residents, businesses and visitors to encourage them to play their part in keeping Rushmoor clean.

This strategy sets how we will adopt a robust and consistent approach to tackling local environmental quality issues across the borough. We will aim through this strategy to reduce the fear of crime and to improve the feeling of safety.

The strategy will link to and support the council's key priorities and themes in particular the following:

Protecting and developing a clean, sustainable and green environment.

Building sustainable communities capable of meeting local needs by supporting and encouraging local service delivery.

Ensuring quality services that represent good value for money.

We will be working to a set of local standards. Details of these are included as an appendix. (Needs Attaching)

Our enforcement work can, and in some cases will extend beyond public land onto adjacent private land where necessary and where it affects the public.

The aim of the strategy is to improve Rushmoor's local environmental quality by reducing environmental crime across the

borough. To meet this aim the strategy has the following objectives -

- We will raise awareness of the importance of good waste management, litter control, dog control, and other local environmental quality issues to everyone across the borough.
- We will work with residents, businesses and visitors to encourage them to work with us on waste management, litter control, dog control, and other local environmental quality issues.
- We will undertake any enforcement action as necessary, in a consistent, open and proportionate manner.
- In appropriate circumstances, we will take enforcement action without education and advice when the severity of the situation dictates.

These objectives are reflected in the Corporate Enforcement Policy, which sets out the enforcement principles adopted by the Council. This approach will ensure that:

- we assist businesses and others in meeting their legal obligations;
- we focus on prevention rather than cure;
- enforcement is carried out in a fair and consistent way;
- we take firm action against those who flout the law

3 Scope

Covering waste and local environmental quality issues experienced across the borough on both public and private land.

The scope of this strategy covers waste and local environmental quality issues experienced across the borough on both public and private land. These issues affect the environmental, social and economic well being of the borough, reduce people's feelings of safety and so have a major impact on the quality of life of those who live in, work in and visit Rushmoor.

All of the issues highlighted in this strategy are important by helping to maintain a clean and safe Rushmoor. We seek; however, to prioritise work on certain issues in order to approach enforcement work in a structured way targeting the predominant issues and areas affecting Rushmoor's environment.

Priority areas for the maintenance of a clean and safe Rushmoor, which are driven by the element described in 3.3, include the following:-

- Flytipping of waste on public and private land (dumped waste) and associated waste offences.
- Litter in parks and open spaces, in high street areas and other highways including smoking related litter, chewing gum and debris from fast food outlets.
- Graffiti in public areas including racially motivated graffiti.
- Irresponsible dog ownership.
- Fly posting.
- Abandoned vehicles
- Damage to the street scene
- Abandoned shopping trolleys.
- Fast food outlets
- Safe Parks

4 Implementation & Enforcement

This Strategy draws on a wide range of officers and resources to meet its aims

Community Patrol Officers
Community Safety Team
Members of the Contracts Team
Environmental Health Officers
Maintenance Team (Community Payback Team)

Although these officers will carry out the majority of enforcement action we will aim to extend this in the future to other officers within the Council who may, as part of their role, be active in the community. There may be a role in the future for our Waste Contractor.

We will ensure that all officers undertaking enforcement activities outlined in this strategy are authorised in accordance with the Council's scheme of delegation as set out in the Council's Constitution.

We will provide training to ensure all authorised enforcement officers have the skills and knowledge required to undertake their enforcement duties and to ensure a

consistent approach by enforcement officers.

Awareness Raising and Education

We believe that awareness raising and education are fundamental to the operation of any enforcement work. The community must know and understand what standards are expected of them so that they can operate to these levels. We aim to carry out this element of enforcement by providing consistent advice and guidance about relevant duties and responsibilities through face-to-face operations, leaflets, the Rushmoor website, local press, specific campaigns and our work alongside our partners and stakeholders.

A lack of education and knowledge is no excuse. These issues of environmental qualities are well known to members of the public.

We will develop a separate education and communication plan that will support and complement this strategy. We will aim to both support national Local Environment Quality campaigns run by Keep Britain Tidy and local campaigns.

As part of this plan, we will ensure that:

- Information and advice is available at community events – e.g. Donkey Derby, Army Show
- We will provide a visible presence in town centres and neighbourhoods.
- Work with schools and young people.
- Involve the community in our work.
- Develop Neighbourhood Action Plans that recognise community priorities where appropriate
- Information on environmental issues will be available for schools at primary science fairs and at junior citizens fairs
- Restorative justice is used in appropriate cases

4 Implementation & Enforcement

Partnership Working

The approach of this Strategy relies on strong partnership working. Through partnership working the aim of the Strategy can be met in a shared and efficient manner. In order to seek the most effective operation of this strategy we aim to work with, amongst others, the partners listed on the right.

The partners involved in this Strategy will help raise awareness, through consistent information and advice, to assist in the education of the community regarding their responsibility to help keep Rushmoor clean and safe.

- Aspire
- Army
- Children, Schools and Families Services
- Community Patrol Officers
- Community Safety Team
- Contracts Services
- Driving Vehicle Licensing Association (DVLA)
- Environmental Health Officers
- Environment Agency
- Housing Services
- Keep Britain Tidy
- Neighbouring boroughs
- Network Rail
- Parks and Open Spaces
- Probation Service
- Registered Social Landlords
- Schools and Colleges
- Town Centre Management
- Trading Standards
- Vehicle Operating Standards Association (VOSA)
- Veolia (Council's Contractor)
- Youth Offending Team

4 Implementation & Enforcement

Enforcement Action - General

We recognise the importance of ensuring that all enforcement decisions are consistent, proportionate, clearly explained and relate to common standards to ensure the public is adequately protected. Our officers work to the council's **Customer Care Standards**, which state that everyone must be given the same care and attention no matter what their age, religion, sex, disability, sexuality, or ethnic background. This approach will help ensure that everyone is treated fairly.

We will consider all the relevant information of a case before considering what enforcement action is appropriate and before taking such action.

We may consider the following options in each case.

Verbal Warning

Warnings are appropriate for advising offenders about contraventions that are easily remedied. Officers will issue suitable advice and guidance and set an appropriate timescale for remedial action. A verbal warning will be noted in an authorised officer's pace notebook.

Written Warning

Officers have the option to serve the offender with a written warning regarding the offence stating the necessary future conduct. The warning will note that no formal action will be taken, but it will stay on file for 12 months and can be used as a factor in any future assessment where a similar offence occurs. We will use this option in appropriate cases.

Simple Caution

A Simple Caution - we will use this option for cases involving first time, low-level offences where a Simple Caution can meet the public interest. An admission to committing the offence is needed from an offender, which will be recorded by the Council officer. A Simple Caution forms part of an offender's criminal record and may influence how they are dealt with, should they come to the notice of the Council again. The fact of the Simple Caution may also be cited in court in any subsequent court proceedings. Simple Cautions are not covered under the Rehabilitation of Offenders Act 1974 and therefore, never become spent.

Fixed Penalty Notice (FPN)

Authorised Officers will serve FPNs for certain environmental crime offences. FPNs are used as an alternative to prosecution and the alleged offender. See separate Fixed Penalty Enforcement Policy.

Serving a Statutory Notice

Some offences require the serving of a formal notice on individuals, businesses or other organisations requiring them to carry out specific legal requirements. Offences of this type include (but is not limited to) street litter control, and abandoned vehicles.

Where we serve notices the notice will explain what is wrong, what is required to put things right and what the consequences are if the notice is not complied with.

Seizure

Certain circumstances can lead to seizure of the obstructing item(s) as well as prosecution. The item(s) will be stored and as part of a prosecution a Forfeiture Order can be requested from the Magistrates' Court.

4 Implementation & Enforcement

Prosecutions

We will where the circumstances warrant it and the alternative actions mentioned in the Strategy are considered inappropriate for the offence prosecute. Consideration will be given to the facts leading up to the matter. The Council will also assess whether there is a public interest in proceeding with the matter while taking into account the Corporate Enforcement Policy and Crown Prosecuting Guidelines.

Criminal Behaviour Orders (CBO)

These will be used to tackle anti-social behaviour and can be applied following a conviction for any criminal offence. Can include prohibitions and positive requirements.

In addition, we will consider the use of:

▪ **Acceptable Behaviour Contracts**

Also known as Acceptable Behaviour Agreements - these are designed as an intervention, which engage an individual in acknowledging his or her anti-social behaviour and its effect on others, with the aim of stopping that behaviour.

▪ **Civil Injunctions.**

We will consider the use of injunction where we consider it expedient for the

prevention or protection of the interests of the residents of the borough.

They will be used to stop certain action or to force a person to perform certain actions.

▪ **Community Protection Notices (CPN)**

These will be considered in appropriate circumstances and will provide an additional tool to support other existing legislation. They may be used for dealing with e.g. Graffiti, dog fouling and persistent begging.

▪ **Public Space Protection Orders (PSPO)**

These will be considered as appropriate to protect public spaces from persistent anti-social individuals or groups

▪ **Direct Action**

We will in some circumstances take direct action to rectify the results of an offence. Examples include the removal of graffiti and waste resulting from flytipping on public land.

Note:

The listed enforcement actions should not be seen as a sequential procedural list and each case will be judged on its merits.

Investigations will be carried out in line with the Police and Criminal Evidence Act

1984 codes of practice and agreed procedures.

For the purposes of the Criminal Procedure and Investigations Act 1996, a number of named officers perform the function of Disclosure Officer.

For the purposes of the Regulations of Investigatory Powers Act 2000, a number of designated officers are delegated to authorise surveillance operations, which in turn requires the authority of a magistrate.

Human Rights Act

The European Convention on Human Rights is incorporated into domestic law by virtue of the Human Rights Act 1998. We recognise that the Act requires public authorities to operate in a way that is compatible with those rights, subject to occasions when interference is justified.

We note that the rights likely to be most affected by this Strategy are those under Article 1 (right to peaceful enjoyment of property and possessions), Article 6 (the right to a fair trial) and Article 8 (respect of privacy and family life). We will at all times seek to strike a fair balance between the needs to protect the rights of residents, businesses, and the public interest.

4. Implementation & Enforcement

Fixed Penalty Notices

A number of offences listed in this Strategy can be dealt with by using FPNs. FPNs may be issued when an authorised officer believes that an offence has been committed. The FPN gives the alleged offender an opportunity to avoid prosecution by payment of the penalty. It is essential, therefore, that FPNs are only issued where there is adequate evidence to support a prosecution if a notice is not paid, and that unpaid notices are followed up. The use of FPNs will improve the effectiveness and efficiency of the enforcement process, resulting in officers being able to focus more detailed attention on more complex and involved cases. There are special considerations when serving FPNs on anyone aged between 10-15. See separate note.

Rushmoor sees the issues covered by FPNs under the Environmental Protection Act 1990 and the Anti-Social Behaviour Act 2003 as important to individuals' quality of life and so wants to send out a strong message, through their usage, to those who deface Rushmoor's environment.

In addition, we will consider the use of FPNs for those offences introduced by the Anti-Social Behaviour, Crime and Policing Act 2014 where an FPN is appropriate.

The Council offers a discount for early payment of some FPNs. The discount period runs for 10 days from the date the notice was served. The FPN must be paid within 14 days of it being served. If the FPN is not paid, the case will be considered for prosecution in the Magistrates' Court.

The use of FPNs is one of the powers we shall use to meet the strategy's aim in an effective and efficient manner. We will retain any funds accrued from the serving of FPNs. These funds will be used to help offset the costs of the enforcement function, by helping fund, for example, operations and publicity or environmental improvements.

We will refer to our Fixed Penalty Notice Enforcement Policy - when considering the service of a FPN.

Issuing Fixed Penalty Notices to Juveniles

We will have regard to our protocol on FPNs and juveniles. We will in the first instance consider the use of our Yellow Card scheme

Deterring potential Offenders

We will publicise details of successful prosecutions for all types of environmental crime as a deterrent to others.

5 Love Where You Live

This is an initiative that supports our clean, strategic objective and will support our aim to achieve a clean and sustainable environment. We are committed, through this initiative, to supporting clean-up days and will continue to support Rushmoor in Bloom, together with other initiatives aimed at improving the environment.

We will, as part of this strategy, ensure that:

- We will provide clear information to members of the public on how to report areas of concern including environmental offences
- Our streets are cleaned regularly
- Town centre areas will be cleaned daily
- Other areas will be cleaned weekly, monthly or quarterly, depending on need
- Cleansing will be a combination of either litter picking or sweeping
- Abandoned vehicles will be removed within 24 hours, where we are legally entitled to do so
- Offensive/racially motivated graffiti will be removed as soon as possible but always within 24 hours of notification to the Council. This may include removal from private properties – where we receive permission from the owner
- Other graffiti will be removed at the earliest opportunity

- Fly posting will be removed at the earliest opportunity
- Offensive/racially motivated fly posting will be removed as soon as possible but always within 24 hours notification to the Council
- Fly tips will be investigated within 24 hours of the Council becoming aware. The waste will be removed from public land and open space at the earliest opportunity (within 48 hours wherever possible)
- For fly tips on privately owned land, we will require the landowner to remove the rubbish. We will serve notice requiring its removal where appropriate

To complement and support the above action:

- We will pursue those responsible for
 - Graffiti**
 - Fly posting**
 - Fly tipping**
 - Littering**
- We will serve FPN's in appropriate cases
- We will also prosecute in cases where it is in the public interest. We believe this will act as a deterrent to others
- We will use any new powers that become available that support this strategy - including those included in the
- Environmental Sanctions Bill - "Voluntary putting things right"

- We will use the proceeds of our enforcement activities to carry out environmental improvements across the Borough
- **We will, as part of our education strategy, introduce a number of initiatives to encourage compliance.**
- We will use the arena magazine and other outlets to publicise our work.

Collecting and using the results of this work:

- We will use our GIS mapping system to record the location of graffiti, fly tipping, dog fouling, littering etc. This information will in turn be used to identify 'grot-spots' and areas of concern. In some cases, we will use this information to introduce Public Spaces Protection Orders. We will then be able to show how this work can make a difference
- We will ensure that information from members of the public is also recorded and used as above.

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Love where you live – Education

Educational initiatives will encourage community responsibility, respect for the environment and invite residents to get involved with the council's work.

We will use:

- Arena magazine
- Press releases to publicise enforcement action, success stories, events and community projects
- Our website
- Posters and leaflets
- Signage to remind the public of their responsibilities
- Links with businesses e.g. town centre management groups, licensed premises, traders
- Other publications e.g. ATCM newsletter, Licensing Matters, Partnership Matter and
- Town centre initiatives.

Staff from Strategy, Engagement and Organisational Development, Environmental Health and Housing and

Community will support the educational campaigns.

Current Taking Pride in Rushmoor Initiatives:

Fixed penalty notice and 'bin it' signs

Permanent signage to remind residents of the council's enforcement responsibilities are on display across the borough in town centre and neighbourhood areas.

Signs carrying the 'bin it' message are also on display in Aldershot town centre focusing on rubbish and cigarette litter. This signage also supports enforcement action by the community patrol team.

'Bin it 2 win' promotion

Residents seen disposing of their litter responsibly are personally thanked by a member of the community patrol team and invited to enter a prize draw linked with Victoria Day (organised by the Aldershot Town Centre Management Group).

Fixed Penalty Notice Blitzes

The council's community patrol team carry out regular enforcement blitzes in hotspots areas, which will be publicised.

Rushmoor Spring Clean

Residents are invited to join other volunteers at the annual spring clean event at Cove Brook.

Grot Spots

Residents are invited to 'take pride in Rushmoor' and nominate messy areas for a clean up.

This could be anything that they feel is letting Rushmoor down such as a litter strewn road, a graffiti covered post box or a garden full of rubbish. The council's grime busting team then work to put these things right.

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Schools

Educational work with young people and schools will be an important area to address and will be an area for further action.

We will take part in and support local initiatives where resources are available. This includes attending Mayfield Child Safety Day, litter picks and supporting initiatives run by the Cove Greenaway Group.

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6 Complaints

Any complaint will be investigated and we will send you a response within 15 working days

If you are unhappy with any aspect of enforcement action then please contact us:

By post: Head of Environmental Health and Housing Services
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
Hampshire GU14 7JU

By phone: 01252 398 398

By email: customerservices@rushmoor.gov.uk

Online: **using the on-line complaints form found on Rushmoor's website at**
www.rushmoor.gov.uk

We will investigate any complaint and we will send you a response within 15 working days. If you are not satisfied with the response, you have the right to refer your complaint to a higher level through the Council's Complaints Procedure. If you would like a copy of the Council's Complaints Procedure or need help or advice about making a complaint you can contact:

By post: Customer Services Unit
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
Hampshire GU14 7JU

7 Monitoring and measurement

In order to assess the effectiveness of meeting the Strategy's aim a number of evaluation tools will be used and reported on. This evaluation will highlight the successes of the strategy and illustrate any gaps in the performance of the environmental enforcement function. Some of these evaluation tools are listed below:

- Improvements in Local Indicator (LI's) scores;
- Reduction in the level of flytipping as recorded by the Department of Environment, Food and Rural Affairs' Flycapture database;
- Improvements in resident satisfaction relating to a clean Rushmoor;
- Reduction in levels of abandoned vehicles;
- Number of FPNs issued and the subsequent payment rate.

We will publicise our successes and seek out opportunities for consulting our residents on ways to improve our performance.

We will ask our residents to help set our priorities and to help us to identify 'grot spots'

8 Evaluation and review

The Corporate Directors will undertake to review progress and evaluate enforcement action against those highlighted priority areas and their effectiveness in reducing the impact on local environmental quality.

This review will also seek to introduce where necessary any new powers granted to the Local authority in managing local environmental quality. The outcomes for progress will be linked to local environmental quality surveys of Rushmoor results, which will help set annual priority areas.

We will use the information collected from surveys etc to help to identify 'hot spots' and areas of concern together with community priorities. We will then prepare action plans to ensure that we address the problems and to monitor our progress.

This approach requires us to work in partnership with the groups and agencies listed in this strategy.

Copies of this strategy are available on our website, www.rushmoor.gov.uk

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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

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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 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 (7.12.14)	<p>Parking Management</p> <p>To review the objectives of the Parking Management section, monitor their achievement and make recommendations.</p> <p>In particular the Panel will be scrutinising:</p> <ul style="list-style-type: none"> ▪ Blue Badge Parking and Over 65's parking ▪ CCTV parking ▪ Parking issues e.g. verge parking <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 was involved in introducing parking charging for some blue badge holders to reduce misuse of parking bays and ensure there were enough spaces available for disabled drivers. Following a six-month pilot, it was recommended that the scheme continued but allowed for those receiving Attendance Allowance to also receive free parking and for the signage to be improved.</p>	<p>A Systems Thinking review of the Parking Service was undertaken in 2013 and the Panel received the outcome of this in February 2014. The Review focused on a number of key 're-design' areas.</p> <p>The Panel reviewed the feedback from the trial blue badge scheme at the meeting in July 2014 and agreed to recommend to Cabinet that all blue badge holders using Council car parks should be charged but that double time should be applied to the purchased ticket.</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)
28.06.05 (7.12.14)	<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 Task and Finish Group was set up to focus on the development and marketing of the town centre. Members of the Group are: Crs. Les Taylor, Liz Corps, Mark Staplehurst, John Marsh and Barbara Hurst.</p>	<p>The Panel received a progress update on the Farnborough Town Centre development at the meeting in November 2014.</p> <p>No further updates are scheduled.</p>	<p>Andrew Lloyd, Chief Executive Tel: (01252) 398397 andrew.lloyd@rushmoor.gov.uk</p>
19.07.05 (7.12.14)	<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 set up to focus on the development and marketing of the town centre. Members of the Group are: Crs. Sophia Choudhary, P.I.C. Crerar, Sue Dibble, Jennifer Evans, Alex Crawford, B.A. Thomas and D.W. Welch.</p>	<p>The Westgate development was now complete. A further update was received on the economic development and regeneration of Aldershot Town Centre in September 2014.</p> <p>No further updates are scheduled.</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)
6.6.02 (16.12.14)	<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>The Panel received a full report on the results of the consultation and Alternate Weekly Collection trial at the meeting on 18th September 2007. It was agreed by the Panel to recommend that the Cabinet did not endorse Alternate Weekly Collections.</p> <p>The Panel received an update on the work of the new Street Enforcement Team at the meeting in November 2010.</p> <p>It was decided for the whole of the Borough to receive kerbside glass collection and for 240 litre general waste bins to be replaced with 140 litre bins where possible.</p>	<p>The Panel reviewed the Council's contract with Veolia at the meeting in March 2012, to scrutinise the waste, recycling and street cleansing service.</p> <p>The Panel received a presentation from Hampshire County Council in January 2014 to assist with the recycling centre provision review.</p> <p>The Panel received an Environmental Enforcement update in November, 2014. It was agreed that the Panel would help review the Council's Environmental Improvement Strategy in June, 2015.</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)
25.5.11 (25.10.13)	SANGS (Suitable Alternative Natural Green Space) and Community Infrastructure Levy	<p>The Panel received an introduction to SANGS and was advised that Planning Services was currently attempting to find a SANGS in the Aldershot area.</p> <p>The Panel received an introductory presentation in June 2012 on the community infrastructure levy (CIL) and how it was being used to support developments in Rushmoor. The Panel received an update presentation in February 2013.</p>	No further updates are scheduled.	Keith Holland, Head of Planning Tel. (01252) 398790 Email: keith.holland@rushmoor.gov.uk
19.2.13 (21.2.13)	Hampshire Highways - Panel Monitoring	<p>The Panel would be monitoring the Council's highways improvement in the future.</p> <p>The Panel carried out their first monitoring activity in October 2013 and, in liaison with the County Councillors, agreed for six of the ten schemes in the Rushmoor Programme to be completed in 2014/15.</p>	The Panel considered the schemes to be included in the 2015/16 Rushmoor Programme at the September 2014 meeting.	Peter Amies, Head of Community Tel. (01252) 398750 Email: peter.amies@rushmoor.gov.uk

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
18.11.14	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 an update on how the scheme was working in due course.	Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk
29.5.12 (21.2.14)	Outside bodies contribution	In 2012/13, the Panel had reviewed the work of some outside bodies, whose work benefited and maintained the countryside.	A further update was made to the Panel in April 2014.	Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk
20.1.15	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.	If installed, the Panel would re-evaluate its use at a future meeting.	Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk

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Chairman – Cr. David Clifford

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

Last Updated: 24th February, 2015

**ENVIRONMENT POLICY AND REVIEW PANEL
WORK FLOW – 2014/15**

18th November 2014	<ul style="list-style-type: none"> • Rushmoor Cycle Forum – report on issues with cycling in the Borough • Aldershot Crematorium and Cemeteries • Environmental Enforcement/Street Cleansing
20th January 2015	<ul style="list-style-type: none"> • Planning – Systems Thinking Review • Public Conveniences – Aldershot Town Centre • Pubs and Clubs – Late Opening Levy • Rushmoor Pedestrian Forum
24th March 2015	<ul style="list-style-type: none"> • Transport – Infrastructure, future plans and current issues
9th June 2015	<ul style="list-style-type: none"> • Review of the Environmental Improvement Strategy
8th September 2015	
10th November 2015	
26th January 2016	
5th April 2016	
Items for Future Meetings	<ul style="list-style-type: none"> • Parking Policy for new developments • Review of the town centre parking policies