



RUSHMOOR BOROUGH COUNCIL

ENVIRONMENT POLICY AND REVIEW PANEL

*at the Council Offices, Farnborough on
Tuesday, 26th January, 2016 at 7.00 pm*

To:

Cllr D.E. Clifford (Chairman)
Cllr Sophia Choudhary (Vice-Chairman)

Cllr M.S. Choudhary
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. MINUTES – (Pages 1 - 6)

To confirm the Minutes of the Meeting held on 10th November, 2015 (copy attached).

2. THE COUNCIL'S CONSERVATION TEAM –

To receive a presentation from Louise Piper, Planning Policy and Conservation Manager on the key work areas of the Conservation Team. Paul Howe, the Council's Ecology Officer will also give an overview of his area of work, in particular, the Council's draft Biodiversity Action Plan (copy attached) which is out for public consultation until 1st February, 2016.

3. CONSERVATION BODIES - UPDATES –

To receive presentations from the following organisations on their activities and plans for the future, help needed from the Council and feedback on the Council's draft Bio-Diversity Action Plan:

- (i) Rowhill Copse Nature Reserve (Mr. Roy Champion);
- (ii) Blackwater Valley Countryside Partnership (Mr. Steve Bailey);
- (iii) Basingstoke Canal Authority (Ms. Fiona Shipp);
- (iv) Brickfields Park (Mr. Mike Hatch);
- (v) Cove Brook Greenway (Ms. Hilda Anscombe).

4. WORK PROGRAMME – (Pages 7 - 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, 10 November 2015 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr D.E. Clifford (Chairman)
Cllr Sophia Choudhary (Vice-Chairman)

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

Apologies for absence were submitted on behalf of Councillor David Welch.

14. MINUTES

The Minutes of the Meeting held on 8th September, 2015 were approved and signed by the Chairman.

15. MARKETS

The Panel received a presentation from Mr. John Trusler, Principal Engineer, on progress with the Farnborough and Aldershot markets. The Panel also welcomed Mr. Peter Amies, Head of Community and Environment to the meeting.

Mr. Trusler explained that, in December, 2014, the Cabinet had approved a review of the operating arrangements for the existing markets and car boot sales in Rushmoor. In January 2015, Cabinet had considered the outcomes of the review and supported the recommendations that the Council should bring the operation of the markets and car boot sales 'in-house'.

Subsequently, during January and February of 2015, a small team of Officers from a range of services across the Council had developed the new business. Mr. Trusler reported that, although timelines had been tight and this had been a new way of working for the team, all deadlines had been met and in February, 2015 a new Market Manager, Claire Farrow, had been appointed. Mr. Trusler reported that the Farnborough Tuesday market had successfully opened on 3rd March, 2015, which was thriving and very popular. In May, 2015 the Farnborough Sunday market had commenced and the Panel was informed that, whilst small in comparison to the Tuesday market, it was proving

popular with the public. In June, 2015 the Saturday market had commenced in Aldershot, and had played a role in supporting the VE Day celebrations. In August the official opening of the Aldershot market had taken place, in conjunction with celebrating the opening of the new look town centre. Finally, the Aldershot Thursday market was continuing to grow in popularity with both the traders and the public.

It was also reported that the Farnborough car boot sale was very popular with both buyers and sellers and a new pre-booking system had reduced queuing for sellers. Aldershot car boot had struggled to regain momentum, but had shown significant improvement in recent weeks.

With regard to the budget position, Mr. Trusler informed that Panel that the budget targets for the year of £295,000 would be achieved and would potentially provide a net additional sum of £97,000 after taking into account current operating costs and the lost income from the previous markets provider. The weekday markets were performing well, the weekend markets were still in development but continuing to grow. The Farnborough car boot was highly successful, with some changes having been made which had been well received. The Aldershot car boot was improving but would require some additional development. However, it was highlighted that the main aim had been to improve the vibrancy of the town centres.

The Panel suggested other ideas for themed markets, greater use of the gazebos, promotional ideas and the possibility of extending the operating hours for the Farnborough market. Mr. Trusler reported that future plans would include additional themed markets as well as the expansion of the Aldershot market. Other plans included the introduction of arts and crafts, the concentrated growth of the Aldershot car boot, a review of fees and charges and the introduction of new smart technology for issuing receipts and recording transactions.

The Panel congratulated Mr. Trusler on the success of the project and **NOTED** the presentation.

16. **ALDERSHOT REGENERATION - ALDERSHOT TOWN CENTRE PROSPECTUS CONSULTATION**

The Panel welcomed Ms. Louise Mansfield from Allies and Morrison Urban Practitioners to the meeting to present the draft Aldershot Town Centre Prospectus, along with Mr. Keith Holland, Head of Planning.

Ms. Mansfield explained that the Aldershot Prospectus set out the Council's strategy for regeneration of the town centre. The document had been prepared following input from local stakeholders and the community and had been designed to draw on Aldershot's key assets, such as its history, changing demographics, current investment programmes, good rail and road connections and beautiful landscape setting. The Prospectus had been based on viable investment and development options and would also act as a

Supplementary Planning Document (SPD), meaning it would be a material planning consideration for future planning applications in the town centre.

There were six key themes to the vision for the town centre:

1. Revitalisation of the town centre – the Council would welcome new retailers, support specialist retailers that provide an alternative offer to other centres and seek to bring homes, leisure and office uses into the centre to support shops.
2. Town Centre Living – would be promoted to meet the need for new homes from young professionals wishing to move to the area due to the relatively affordable homes. The properties would cater for young people starting out, families and older people wishing to downsize.
3. A family-friendly town centre – the Council would seek to enhance this with additional activities such as town centre leisure facilities and town centre spaces.
4. An improved cultural offer – the Council was reviewing opportunities such as the transformation of the Princes Hall and the extension of the successful events programme in the town.
5. Investing in streets and spaces – following on from the Activation Aldershot programme, further investment priorities had been identified to create a central public space for Aldershot and to improve entrances into the town centre.
6. Affirming the Victorian heritage – the Council would commit to maintaining and enhancing the town's Victorian heritage and buildings in order to complement new buildings in the town centre.

The Prospectus set out a detailed Masterplan for the key development and refurbishment opportunities in the town. Sites identified included the Galleries site, the Union Street group of buildings, the Rail Station area, and the area around Princes Hall, including the refurbishment of the theatre.

It was reported that from 30th September, wider consultation had been taking place on the Prospectus which was due to end on 11th November, 2015. It was reported that a number of themes had emerged in the feedback received so far which focussed on:

- the lack of shops/major quality retailers in the town, including the need for a large 'anchor' store;
- rents being too high;
- parking fees;
- redevelopment of the Galleries should be a priority;
- support for the redevelopment of Princes Hall and the Police Station as well as the railway station;

- strong support for recognising the Victorian heritage.

The Aldershot Town Centre Prospectus SPD contained a series of projects that would shape the centre over the next fifteen to twenty years and beyond. It was intended to be visionary, yet flexible to ensure that it could meet changes in circumstances, especially economic and property related.

With regard to making it happen, it was highlighted that town centres were challenging development environments, particularly so with the gradual decline in retail. Arguably, many town centres were undergoing a revolution rather than evolution. This applied more so to Aldershot town centre where some sites were particularly complex.

It was stressed, that the Council's ownership in the key areas was limited and the Council was therefore not in a position to deliver the proposals set out in the Prospectus alone. However, there was a strong case for considerable strategic intervention by the Council to achieve the aims of the Masterplan. The Panel was assured that the Council would use its powers and resources in a proactive way where necessary to enable development and investment in the town through de-risking opportunities, for example site assembly and securing SANGs (Suitable Alternative Natural Green Space) and funding. It was also proposed that the Council could look at the acquisition of strategic interests in the town. However, it was acknowledged that there was unlikely to be a 'one size fits all' mechanism for projects with delivery and funding mechanisms being provided by the public sector, private sector and public/private partnerships.

The Panel discussed the Prospectus and, overall was very enthusiastic about the ideas in the document. The Panel discussed the viability of the projects and highlighted the pressing need to attract retailers in order to ensure that the town centre would be an attractive destination for residents of the Wellesley development. The Panel was informed that the document would be used as a marketing tool to help encourage investment.

Following discussion on the major issues raised in the Prospectus the Panel **RECOMMENDED** that:

1. The old Aldershot Town Hall was a significant building which deserved priority to emphasise its role in the development of Aldershot.
2. Good quality family living in the town centre was vital (including good quality new builds and conversions).
3. Princes Hall – its location was supported but its size and capacity should be expanded.
4. The principle of having a good town square was endorsed but the Panel wanted to see a well-defined and well-framed town square irrespective of its location.

5. The emphasis on the town's Victorian heritage and architecture was endorsed and it was felt that this should have prominence in the document and should be promoted, protected, enhanced and preserved.
6. Redundant sites on Windsor Way should be linked more to the Railway Station development in the document.
7. A Heritage Trail was considered an excellent idea and should be referenced in the document. It was suggested that this could be enhanced through the use of good public art (not forgetting the military).
8. the wording of the 'Making it Happen' section should be reviewed to emphasise the Council's role in working with private landowners.

It was explained that the Panel's recommendations, together with feedback from the wider consultation would be incorporated into the proposed Aldershot Town Centre Prospectus Supplementary Planning Document. The document would be presented to Cabinet for consideration in due course.

The Panel **NOTED** the presentation and **ENDORSED** the submission of the proposed Supplementary Planning Document and its recommendation to the Cabinet.

17. **WORK PROGRAMME**

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

The meeting closed at 9.10 pm.

CLLR D.E. CLIFFORD (CHAIRMAN)

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ENVIRONMENT POLICY AND REVIEW PANEL WORK PROGRAMME

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

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

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

ENVIRONMENT PORTFOLIO ACCOUNTABILITY AND AREAS OF RESPONSIBILITY

Planning and Building Control

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

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

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

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

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

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

To approve and administer schemes for historic buildings and access grants

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

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

Economy and Regeneration

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

To control and manage markets.

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

Street Scene Services

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

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

To deal with the removal and disposal of abandoned vehicles

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

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

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

To deal with discretionary matters relating to land drainage.

Environmental Health

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

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

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

Other Matters

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

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

To deal with all matters relating to the administration and enforcement of the Council's byelaws relating to the functions of 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>An update was received on the Aldershot Town Centre in November, 2015. The Panel reviewed the Town Centre Prospectus SPD and recommended a number of amendments for consideration by Cabinet.</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) |
|----------------------------|--|--|--|---|
| 10.11.15 | <p>Markets</p> <p>To review the progress with the Aldershot and Farnborough markets/ car boot sales.</p> | <p>In January, 2015 Cabinet had agreed to bring the operation of the markets and car boot sales 'in-house'.</p> <p>The Farnborough Tuesday market had opened in March, 2015 followed by the Sunday market in May, 2015.</p> <p>The Aldershot Saturday market had opened in June, 2015.</p> | <p>The Panel received an update on the progress with the markets in November, 2015.</p> | <p>Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk</p> |
| 6.15 | <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 an Environmental Enforcement update in November, 2014 and reviewed the Council's Environmental Improvement Strategy in June, 2015.</p> | <p>The Panel appointed a Task and Finish Group to look at improving the Borough's recycling rate at its meeting on 9th June, 2015. The Group would look at learning and best practice from authorities had implemented alternate weekly collections, behavioural change initiatives and the option of collecting a wider range of materials.</p> <p>On 9th June, Cr. Choudhary updated the Panel on the reasons behind the change in</p> | <p>Peter Amies, Head of Community Tel. (01252) 398750 Email. peter.amies@rushmoor.gov.uk</p> |

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| | | | hours at household waste recycling centres. Cr. Choudhary would give a further update on the outcomes of the review of the changes at a future meeting. | |
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| 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 Page 16 (1.2.14) | 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 |

Chairman – Cr. David Clifford

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

Last Updated: 8th December, 2015

ENVIRONMENT POLICY AND REVIEW PANEL WORK FLOW – 2014/15/16

| | |
|----------------------------------|---|
| 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 • Appointments to Groups • Draft Rushmoor Local Plan |
| 8th September 2015 | <ul style="list-style-type: none"> • Recycling – Improving Performance (Appointment to Working Group) • Litter – town centres • Public Conveniences (cost review) • Update on Household Waste Recycling Centre Opening Hours from Cr. Charles Choudhary |
| 10th November 2015 | <ul style="list-style-type: none"> • Markets • Aldershot Regeneration |
| 26th January 2016 | <ul style="list-style-type: none"> • Conservation – Involvement of Community Groups |
| 5th April 2016 | <ul style="list-style-type: none"> • Parking (Revenue and how the income is spent) • Reports back from Aldershot and Farnborough Town Centre Task and Finish Groups |
| Items for Future Meetings | <ul style="list-style-type: none"> • Report back from Recycling Task and Finish Group • Update on the outcomes of the review on the changes in opening hours at Household Waste Recycling Centres • Review of the effectiveness of the Good Homes Charter |

