

Public Document Pack



RUSHMOOR BOROUGH COUNCIL

CABINET

*at the Council Offices, Farnborough on
Tuesday, 30th June, 2015 at 4.30 pm
in the Concorde Room, Council Offices, Farnborough*

To:
Councillor P.J. Moyle
Councillor K.H. Muschamp, Deputy Leader and Business, Safety and Regulation
Portfolio Holder

Councillor Hughes, Health and Housing Portfolio
Councillor Sue Carter
Councillor P.G. Taylor, Corporate Services Portfolio Holder
Councillor R.L.G. Dibbs
Councillor A. Jackman

Enquiries regarding this agenda should be referred to Chris Todd, Democratic Services, Democratic and Customer Services on 01252 398825 or e-mail: chris.todd@rushmoor.gov.uk

A G E N D A

1. **MINUTES** – (Pages 1 - 12)

To confirm the Minutes of the Meeting held on 2nd June, 2015 (copy attached).

2. **FUTURE SERVICE PROVISION FOR REFUSE, RECYCLING, STREET CLEANSING, GROUNDS MAINTENANCE AND TOILET CLEANSING** – (Pages 13 - 26)
(Environment Service and Delivery)

To consider the Corporate Director's Report No. CD1503 (copy attached), on the future provision of waste and recycling collections, street cleansing, grounds maintenance and the cleaning of public conveniences.

3. **PROJECT INTEGRATION PLAN 2015 - 2018** – (Pages 27 - 30)
(Environment and Service Delivery)

To consider the Head of Community and Environmental Services' Report No. COMM1506 (copy attached), which provides an update on progress against the Project Integra Action Plan for the period 2015 - 2018.

4. **ADMINISTRATION AND MONITORING FEES FOR SECTION 106 AGREEMENTS**
– (Pages 31 - 32)
(Environment and Service Delivery)

To consider the Head of Planning's Report No. PLN1529 (copy attached), which proposes the withdrawal of the scheme of charges in relation to the administering, monitoring and enforcing of Section 106 agreements.

5. **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND** – (Pages 33 - 42)
(Environment and Service Delivery)

To consider the Head of Community and Environmental Services' Report No. COMM1512 (copy attached), which sets out details of applications for grants from the Farnborough Airport Community Environmental Fund.

6. **GRANTS TO VOLUNTARY ORGANISATIONS** – (Pages 43 - 46)
(Concessions and Community Support)

To consider the Head of Community and Environmental Services' Report No. COMM1513 (copy attached), which sets out applications for grants from voluntary organisations.

7. **RENT RELIEF TO VOLUNTARY ORGANISATIONS** – (Pages 47 - 84)
(Concessions and Community Support)

To consider the Head of Community and Environmental Services' Report No. COMM1510 (copy attached), which sets out the findings of a recent review of the rent relief provided to voluntary organisations that lease land and/or buildings from the Council.

8. **ALDERSHOT LIDO - REVISED FINANCIAL ARRANGEMENT FOR 2015** – (Pages 85 - 86)
(Leisure and Youth)

To consider the Head of Community and Environmental Services' Report No. COMM1511 (copy attached), which sets out a proposal to enter a revised financial arrangement in respect of the Aldershot Lido.

9. **BUDGET STRATEGY WORKING GROUP** – (Pages 87 - 90)
(Corporate Services)

To consider the Corporate Director's Report No. CD1504 (copy attached), which sets out a proposal to set up new Cabinet Working Group in place of the existing Budget Working Group, that currently reports to the Corporate Services Policy and Review Panel.

10. **EXCLUSION OF THE PUBLIC** –

To consider resolving:

That, subject to the public interest test, the public be excluded from this meeting during the discussion of the undermentioned item to avoid the disclosure of exempt information within the paragraphs of Schedule 12A to the Local Government Act, 1972 indicated against such item:

Item No.	Schedule 12A Para. No.	Category
11	3	Information relating to financial or business affairs

11. **PURCHASE OF PLOT NO. 10A WELLESLEY HOUSE, FARNBOROUGH INDUSTRIAL ESTATE, FARNBOROUGH** – (Pages 91 - 96)
(Corporate Services)

To consider the Solicitor to the Council's Exempt Report No. LEG1512 (copy attached), which seeks authority to purchase the freehold interest in Plot No. 10A Wellesley House, Farnborough Industrial Estate, Farnborough.

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RUSHMOOR BOROUGH COUNCIL

CABINET

*Tuesday, 2nd June, 2015 at 4.30 pm
at the Council Offices, Farnborough*

Councillor K.H. Muschamp, Deputy Leader and Business, Safety and
Regulation Portfolio Holder

Councillor Hughes, Health and Housing Portfolio

Councillor Sue Carter

Councillor P.G. Taylor, Corporate Services Portfolio Holder

Councillor R.L.G. Dibbs

Councillor A. Jackman

Councillor P.J. Moyle

Apologies for absence were submitted on behalf of .

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **date**.

1. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 28th April, 2015 were confirmed and signed by the Chairman.

2. **GENERAL FUND PROVISIONAL OUTTURN REPORT 2014/15 –**
(Leader of the Council/Corporate Services)

The Cabinet considered the Head of Financial Services' Report No. FIN1511, which set out the provisional outturn position on the General Fund (revenue and capital) for 2014/15, subject to audit. The Report set out the General Fund Revenue Summary and Revenue Balances, with the principal individual variations between the current approved estimates and actual expenditure.

The Cabinet was advised that, in its original budget for 2014/15, the Council had set a savings figure of £500,000 to be achieved through reductions in service costs and income generation, in addition to £300,000 of expected staff turnover savings. A significant proportion of these savings had been achieved during the first half of 2014/15 and the efficiencies identified had been built into the Council's revised budget, which was set out in Appendix A to the Report. The revised budget figure had been further adjusted to reflect any subsequent variations, supplementary estimates and use of the service improvement fund, to form the current approved budget, with estimated year-end balances of £1.58 million.

The provisional outturn showed an improvement in the Council's financial position, with a net underspend of approximately £308,000 against the current approved budget and £112,000 compared with the last budget monitoring position. A list of the principal variations between the provisional outturn position and the current approved budget was set out in Appendix B to the Report. The effect of the net underspend was to increase revenue balances to approximately £1.89 million, which fell within the range of balances set out in the Medium Term Financial Strategy (£1 million -£2 million).

It was noted that, included in the variations identified, were a number of under spent budget items where specific conditions had prevented the expenditure being made during 2014/15 but where the works were still required and would be carried out during 2015/16. In accordance with Financial Regulations, the Directors' Management Board had recommended approval for these items, totalling approximately £322,000, to be carried forward for spending in 2015/16. The Cabinet was advised that £172,000 of the carry forward items related to expenditure that was directly funded by external grants. The grants would be set aside to meet this future expenditure. This left around £150,000, which would be set aside from General Fund balances in 2014/15 in order to meet the expenditure now planned for 2015/16.

The Report set out details of financial risks to the Council which had been identified to date. It was hoped that the announcement of a second 2015 Budget, to be held on 8th July, 2015, would provide more clarity over future funding for local government, as would the outcome of the review of Business Rates. As part of the outturn process, and, in line with proper accounting practices, all outstanding potential liabilities would be reviewed to ensure that the appropriate level of reserves was held against the risks that the Council faced.

Appendix C of the Report set out the Capital Outturn Summary and showed a total net underspend of £3,410,000 against the current approved budget. This underspend was due mainly to the re-scheduling of work on a number of projects with a consequent slippage of expenditure of £3,342,000 into 2015/16. After accounting for this slippage, the Capital Programme had underspent by around £68,000. The most significant variations in expenditure were listed in Appendix D to the Report.

The Cabinet NOTED the General Fund provisional outturn for 2014/15 and the level of reserves and balances; and

RESOLVED that the approach to reserves, as set out in the Head of Financial Services' Report No. FIN1511, be approved.

3. **TREASURY MANAGEMENT OPERATIONS 2014/15 –**
(Corporate Services)

The Cabinet received the Head of Financial Services' Report No. FIN1510, which set out the main Treasury Management activities during 2014/15 and provided an update on the current economic conditions affecting Treasury Management decisions. The Report set out the actual prudential indicators relating to Capital Financing and treasury activities for 2014/15 and compared these to the indicators set in the Annual Treasury Management Strategy for the year, which had been approved by the Council in February, 2014.

The Cabinet was advised that, since April 2013, the Council had received treasury advice from Arlingclose Limited, which was an independent treasury advisory company that provided specialist treasury support to 25% of UK local authorities. It was noted that, with the exception of pooled funds, all investment activity was carried out in-house by the Council's treasury team, with support from Arlingclose Limited.

The Report also set out information on the economic background over the previous year, borrowing activity, investment activity, treasury management indicators, budgeted income and outturn and an update on the Council's Icelandic investments.

The 2014/15 municipal year had proved to be another challenging period regarding treasury management. The Council's treasury team had concentrated on the security of investments while still having regard to the returns available. Revision of the Treasury Management Strategy had enabled the Council to further diversify its investment portfolio and benefit from alternative investments during 2014/15. Despite low interest rates and the lack of suitable counterparties with whom to invest, investment income had outperformed the budget by approximately £300,000 and had contributed £699,000 to the Council's General Fund during 2014/15.

It was confirmed that all treasury management activity during 2014/15 had been carried out in accordance with the Annual Treasury Management Strategy and had complied with the treasury and prudential indicators, which were set out in the Report, and with the Treasury Management Code of Practice.

The Cabinet NOTED the Head of Financial Services' Report No. FIN1510 and the treasury management activities which had been carried out during 2014/15.

4. **CORPORATE STRATEGY AND CORPORATE PLAN 2014/15 – QUARTER 4 AND END OF YEAR MONITORING REPORT –**
(Leader of the Council)

The Cabinet received the Directors' Management Board's Report No. DMB1502, which gave an update on performance management monitoring information against the Corporate Plan for the fourth quarter and end of the 2014/15 financial year.

The Chief Executive gave Members an update on strategic and performance management data on many areas, including community safety, education and skills, economic data and homelessness. Members also heard about key project and service measures under the themes of leadership, prosperity, place, people and communities and good value services. In respect of key projects and service measures, it was noted that 80.3% were on target, 19.7% were unlikely to achieve the action or indicator and none had been unable to achieve elements of the target.

The Chief Executive gave a summary of key projects and an explanation of why some of the projects were not on target set and also covered the remedial action being put in place, where appropriate.

The Cabinet NOTED the Directors' Management Board Report No. DMB1502 and the performance made against the Corporate Plan in the fourth and final quarter of the 2014/15 municipal year.

5. **RUSHMOOR CORPORATE PLAN 2015/16 –**
(Leader of the Council)

The Cabinet received the Directors' Management Board's Report No. DMB1503, which introduced the Council's draft Corporate Plan for the 2015/16 municipal year.

Members were informed that, as has been the case in recent years, the development of the Plan had taken into account the need to respond to the continued economic pressures and uncertainty that local government faced. The draft Plan was circulated to Members and the Chief Executive explained that it had been set out as in previous years. It was further proposed that the monitoring of the Plan would take place by way of quarterly monitoring reports, as was the case currently.

The Cabinet welcome the draft Plan and expressed a commitment to continue to monitor the Council's performance in this way as a matter of best practice, even though the statutory requirement to do this had now been removed.

The Cabinet RESOLVED that the approach to Corporate Planning and performance monitoring for 2015/16 and the priorities, as set out in the draft Corporate Plan (public version), be endorsed.

6. **BUSINESS RATES – LOCALISED TRANSITIONAL RELIEF POLICY 2015/16 AND 2016/17) –**
(Concessions and Community Support)

The Cabinet considered the Corporate Director's Report No. CD1501, which set out a proposed local scheme for the allocation of transitional relief in the financial years 2015/16 and 2016/17.

It was explained to Members that the current, national Transitional Relief Scheme had been introduced in 2010 to help ratepayers facing higher bills as a result of the 2010 revaluation. The Scheme had ended on 31st March, 2015, which had coincided with the anticipated 2015 revaluation. As the Cabinet had been previously informed, however, this revaluation has been put back to 2017 and this meant that a small number of ratepayers would have faced a sharp increase to their full rates bill from 1st April, 2015. In recognition of this, the Government had agreed to extend the Transitional Relief Scheme to March, 2017 but, instead of changing the legislation to cover these two years only, the Government had advised local authorities to adopt a local scheme and use discretionary relief powers that were already held. The Government had undertaken to reimburse any reliefs paid under such a local scheme.

Members were informed that, in the Borough, eight customers could qualify for this relief totalling £3,500 and that, due to the Government's commitment to reimburse this, there would be no financial implications for the Council.

The Cabinet RESOLVED that

- (i) A local Transitional Relief Scheme for the years 2015/16 and 2016/17, as set out in the Corporate Director's Report No. CD1501 and appendix, be established; and
- (ii) the responsibility to award any relief due be delegated to the Head of Financial Services.

7. ALDERSHOT TOWN CENTRE SHOP FRONT IMPROVEMENT SCHEME –
(Environment and Service Delivery)

The Cabinet considered the Corporate Director's Report No. CD1502, which set out the applications received in respect of the Aldershot Town Centre Shop Front Improvement Scheme and made recommendations on the allocation of grants. Members were reminded that this was an initiative that aimed to stimulate the improvement of shop fronts and building facades and support the economic vitality and attractiveness of the area.

It was explained that the closing date had been 18th May, 2015 and that a total of 36 applications had been received. These had been evaluated by officers, in consultation with the Cabinet Member for Environment and Service Delivery and recommendations for the allocation of grant funding were attached to the Report at Appendix 1. It was noted that some were recommended for approval as applied for, others where further details should be sought before consideration and some for which refusal was recommended. Furthermore, it had been agreed that, where applications had been received from a number of premises in close proximity, it would be beneficial for a single, coherent scheme to be devised and, where this was the case, officers would work with applicants to try to deliver this.

The Cabinet RESOLVED that

- (i) the recommendations for the allocation of grant funding, totalling £43,530.37, as set out in Table 1 of Appendix 1 of the Corporate Director's Report No. CD1502, be approved;
- (ii) the recommendations for the allocation of funding, subject to further details, as set out in Table 2 of Appendix 1, be approved;
- (iii) applications requiring further details be determined by the Cabinet Member for Environment and Service Delivery, in consultation with the Corporate Director, subject to the applications continuing to meet the Scheme's criteria and the total budget not being exceeded; and
- (iv) a composite project for Grosvenor Road / Upper Union Street and Station Road be developed, in conjunction with the applicants.

8. CONSULTATION ON THE DRAFT RUSHMOOR LOCAL PLAN –
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1521, which sought approval for a period of consultation on the draft Rushmoor Local Plan, during June and July 2015. A copy of the latest draft of the Plan had been circulated to Members and the

process by which this document had been produced was explained in the Report. Members heard that, following changes to the planning system, the Council had agreed, in October 2014, to prepare a comprehensive Local Plan for the Borough covering the period to 2032. It was confirmed that this document would:

- Reflect new national policy and guidance published since the Core Strategy was adopted
- Reflect the work of the Enterprise M3 Local Enterprise Partnership on future economic growth
- Be supported by an evidence base, including, where relevant, on a joint basis with other relevant local authorities, under the Duty to Cooperate

In producing this draft, strategic cross boundary issues had been explored, particularly around housing need and provision. Members discussed issues, mainly around housing need, and were very supportive of the work carried out to date by the Planning team.

The Cabinet RESOLVED that

- (i) the draft Local Plan, as set out in Annex A to the Head of Planning's Report No. PLN1521 and the changes to the Policies Map, as set out in Annex B, be approved for public consultation; and
- (ii) the Head of Planning, in consultation with the Cabinet Member for Environment and Service Delivery, be authorised to make any necessary minor amendments to the Local Plan, Policies Map and supporting documentation, prior to the commencement of the public consultation.

9. **BASINGSTOKE AND DEANE CONSULTATION –** (Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1524, which sought agreement to submit comments on the Mid-Examination Basingstoke and Deane Local Plan consultation, with regard to its potential impact on the Borough.

The Cabinet was advised that, during the consultation on the pre-submission version of Basingstoke and Deane's Local Plan in June 2014, Rushmoor, on behalf of the Hart, Rushmoor and Surrey Heath Housing Market Area (HMA), had submitted a response that had raised soundness issues in relation to housing delivery. The response had suggested that the housing target should be amended to reflect an accurate figure of housing need, to avoid the potential risk of any under delivery needing to be provided within the Hart, Rushmoor and Surrey Heath Housing Market Area. Members were informed that this issue had been addressed in the Mid-Examination Local Plan and the housing requirement figure had been increased. For this reason, it was now proposed that the Council's objection should be withdrawn.

The Cabinet RESOLVED that, in light of the proposed modifications set out within the Mid-Examination Local Plan consultation, the objection to the Basingstoke and Deane Borough Council Local Plan, made previously by Rushmoor Borough Council, be withdrawn.

10. **DEVELOPMENT AFFECTING PUBLIC HOUSES SUPPLEMENTARY PLANNING DOCUMENT –**
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1522, which set out the Development Affecting Public Houses Supplementary Planning Document for approval. Members were informed that public consultation had taken place between February and March, 2015 and this had attracted twelve representations. The draft document had been amended to take account of these representations and the main changes were summarised in Annex 2 to the Report. The Cabinet was now being asked to adopt this document, which provided a standard, consistent approach to demonstrating that there was no long-term need for a public house that was the subject of a planning application for a change of use, outside of permitted development rights.

The Cabinet RESOLVED that, to supplement the existing Core Strategy and Rushmoor Local Plan, the Development Affecting Public Houses Supplementary Planning Document 2015 be adopted.

11. **FARNBOROUGH CIVIC QUARTER MASTERPLAN SUPPLEMENTARY PLANNING DOCUMENT –**
(Environment and Service Delivery))

The Cabinet considered the Head of Planning's Report No. PLN1523, which set out the Farnborough Civic Quarter Masterplan Supplementary Planning Document for approval. Members were informed that public consultation had taken place between February and March, 2015. This had attracted 130 representations and the comments received were set out in Annex 2 to the Report. The draft document had been amended to take account of these representations and the key changes were summarised as:

- To include an option within the Masterplan which retained the Elles Hall Building
- To retain a water feature within the green space and add detail about the design of this space
- To strengthen reference to cycling and walking routes and include a plan explicitly illustrating these new and improved routes
- To strengthen reference to the continuity of services including the library, leisure centre and community space.

The Cabinet RESOLVED that, to supplement the existing Core Strategy policies, the Farnborough Civic Quarter Masterplan Supplementary Planning Document 2015 be adopted.

12. **APPOINTMENTS –**
(All)

(1) **Community Cohesion Task and Finish Group**

The Cabinet RESOLVED that the following appointments be made to the Community Cohesion Task and Finish Group for the 2015/16 Municipal Year, on

the basis of eight Members including the Leader of the Council and seven Members (4 Conservative: 2 Labour: 1 UKIP):-

Leader of the Council -	Cr. P.J. Moyle
Conservative Group -	Crs. M.S. Choudhary, R. Hughes, J.H. Marsh and K.H. Muschamp
Labour Group -	Crs. A.H. Crawford and B. Jones
UKIP Group -	Cr. D.M.T. Bell

(2) **Future Contracts Member Working Group**

The Cabinet RESOLVED that the following appointments be made to the Future Contracts Member Working Group for the 2015/16Municipal Year, on the basis of six Members including the Cabinet Member for Environment and Service Delivery, the Chairman of the Environment Policy and Review Panel and four Members (2 Conservative: 1 Labour: 1 UKIP):-

Cabinet Member for Environment and Service Delivery-	Cr. R.L.G. Dibbs
Chairman of Environment Policy and Review Panel-	Cr. D.E. Clifford
Conservative Group -	Crs. J.H. Marsh and A. Jackman
Labour Group -	Cr. C.P. Grattan
UKIP Group -	Cr. M. Staplehurst

Standing Deputy:

LabourGroup -	Cr. K. Dibble
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(3) **Hackney Carriage Fares Review Task and Finish Group**

The Cabinet RESOLVED that the following appointments be made to the Hackney Carriage Fares Review Task and Finish Group for the 2015/16Municipal Year, on the basis of five Members including the Cabinet Member for Business, Safety and Regulation, the Chairman of the Licensing and General Purposes Committee and three Members (1Conservative: 1 Labour: 1 UKIP):-

Cabinet Member for Business, Safety and Regulation -	Cr. K.H. Muschamp
Chairman of Licensing and General Purposes Committee -	Cr. A.M. Ferrier

Conservative Group -	Cr. M.J.Tennant
Labour Group -	Cr. L.A. Taylor
UKIP Group -	Cr. M. Staplehurst

(4) **Member Development Working Group**

The Cabinet RESOLVED that the following appointments be made to the Member Development Working Group for the 2015/16 Municipal Year, on the basis of seven Members including the Cabinet Member for Corporate Services, one Cabinet Member, the Chairman of the Corporate Services Policy and Review Panel and four Members (1 Conservative: 2 Labour: 1 UKIP):-

Cabinet Member for Corporate Services-	Cr. P.G. Taylor
Cabinet Member -	Cr. R.L.G. Dibbs
Chairman of Corporate Services Policy and Review Panel-	Cr. Jacqui Vosper
Conservative Group -	Cr. D.S. Gladstone
Labour Group -	Crs. B.Jones and L.A. Taylor
UKIP Group -	Cr. D.M.T.Bell

13. **EXCLUSION OF THE PUBLIC –**

RESOLVED: That, taking into account the public interest test, the public be excluded from the meeting during the discussion of the under mentioned items to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the items:

Minute Nos.	Schedule 12A Para. No.	Category
14 and 15	3	Information relating to financial or business affairs

THE FOLLOWING ITEM WAS CONSIDERED IN THE ABSENCE OF THE PUBLIC

14. **ACQUISITION OF SANG PROVISION –**
(Environment and Service Delivery/Corporate Services)

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1510, which sought approval for the purchase of the freehold interest in

land at Ball Hill, Cody Technology Park, Farnborough, to be used for Suitable Alternative Greenspace (SANG) provision.

Members heard how the acquisition would enable the delivery of around 500 new homes. Natural England had visited the site and had considered that it was suitable for use as a SANG. It was confirmed that land suitable for SANG provision within the Borough was difficult to find, so it was hard to compare its value. The Council's professional valuer had, however, recommended the agreed purchase price and this was, therefore, considered to be best value. An application for funding for this scheme had been made to the Enterprise M3 Local Enterprise Partnership (LEP) for an interest-free loan, to be paid back over five years.

The Cabinet discussed the proposal and agreed that the purchase was necessary to allow potential residential developments to proceed, which was particularly relevant to delivering town centre regeneration and enabling future housing provision across the Borough.

The Cabinet RESOLVED that

- (i) the Solicitor to the Council be authorised to:
 - purchase the land at Ball Hill on the terms stated in the Solicitor to the Council's Exempt Report No. LEG 1510;
 - negotiate the terms of the loan funding agreement with the LEP on the terms stated in the Report;
 - procure the set up works for the SANG;
 - subject to compliance with contract standing orders, enter into an agreement with the Blackwater Valley Countryside Service for the improvement works to the SANG and for the ongoing management of the SANG on behalf of the Council;
 - make a planning application to both Rushmoor and Hart Councils for change of use of the land to permit it to be used for SANG provision;
 - negotiate and enter into any related legal arrangements, including the terms and charging mechanisms, to enable the SANG land to be made available to developers to assist in housing provision;
- (ii) the Head of Planning be authorised to determine the level of the SANG charge per unit, following determination of the set up costs and in perpetuity maintenance and to make any necessary changes to the arrangement of the allocation of this SANG land, following consultation with the Cabinet Member for Environment and Service Delivery; and

- (iii) in the event of the Enterprise M3 LEP funding not being available within the required timescale, the Head of Financial Services be authorised to use Council finance to fund the acquisition and delivery of the scheme, subject to there being evidence that the scheme would be self-funding and deliver a reasonable rate of return on the use of Council capital.

15. **ACQUISITION OF SITE FOR COUNCIL DEPOT –**
(Environment and Service Delivery/Corporate Services)

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1511, which sought approval for the purchase of the leasehold interests in Plot Nos. 5 and 6 Farnborough Industrial Estate, Invincible Road, Farnborough, to provide a Council depot in connection with the waste collection and street cleansing services.

Members heard how, for a number of years, the Council's waste collection and street cleansing service had operated from a depot in Doman Road, Camberley. This depot was owned by Surrey Heath Borough Council and, with no formal arrangement in place and with Surrey Heath's use of the depot likely to intensify, the need to secure a suitable site for a Rushmoor depot was becoming a priority for the Council. It was reported that both of these plots were currently unoccupied and that it would be necessary to procure both plots to provide a site of sufficient size. Both purchase prices were recommended by the Council's professional valuer and were, therefore, considered to be best value.

The Cabinet RESOLVED that

- (i) the Solicitor to the Council be authorised to:
 - purchase Plot Nos. 5 and 6 Farnborough Industrial Park on the terms stated in the Solicitor to the Council's Exempt Report No. LEG 1511;
 - apply for planning permission for change of use of the land to a depot facility;
 - subject to consultation with the Cabinet Member for Corporate Services and to securing best value, increase the offer for the purchase of the lease of Plot No. 5, on the terms stated in the Report;
 - take any other related actions or enter into any related contracts or agreements to secure the provision of a depot on the site of Plot Nos. 5 and 6; and
- (ii) the Head of Community and Environmental Services be authorised to procure the demolition, construction and site layout works and to apply for the necessary environmental permits and consents.

The Meeting closed at 5.50 pm.

D.E. CLIFFORD
LEADER OF THE COUNCIL

**CABINET
30 JUNE 2015**

CORPORATE DIRECTORS REPORT NO. CD1507

**FUTURE SERVICE PROVISION FOR REFUSE, RECYCLING, STREET CLEANSING,
GROUNDS MAINTENANCE AND TOILET CLEANING**

1.0 PURPOSE

1.1 The purpose of this report is to advise Cabinet of the next stages of the procurement process and in particular seeks approval of:

- the documentation for the procurement including contract conditions
- the specifications for the principal service areas and
- the evaluation models in respect of the above services.

2.0 BACKGROUND

2.1 The Council's current contract for environmental services with Veolia is ending in March 2017 with no further opportunities for extension. Last year, the Cabinet established a working group to make a recommendation on how to deliver services after this date.

2.2 The group has met on 8 occasions so far and has explored a number of areas relating to the delivery of services, including:

- Recycling performance
- Innovation in contract letting
- Other models of service delivery including Joint Venture
- The views of Rushmoor residents
- Social Value
- Service specifications

These will be explored in further detail throughout the report.

3.0 WORKING GROUP MEMBERSHIP AND PROCUREMENT PROCESS OBJECTIVES

3.1 The group is a cross party working group and membership is as follows:

- Cllr Roland Dibbs (Chair)
- Cllr Adam Jackman
- Cllr John Marsh
- Cllr David Clifford

- Cllr Clive Grattan
- Cllr Mark Staplehurst

3.2 This group agreed the objectives of the procurement process as follows:

- Reduce costs in line with the 8-point plan
- Maintain or improve service quality
- Improve recycling performance

And it is against these criteria that any proposals should be judged.

4.0 THE PROCUREMENT TIMETABLE AND STRUCTURE

4.1 Due to the complexity of the services involved and the opportunity to negotiate and develop proposals throughout the procurement, the Council is procuring the new contract via Competitive Dialogue. The process will involve three stages of dialogue with contractors, each followed by a round of evaluation. The final contract award must take place by September 2016 and to meet this deadline, the procurement must progress in line with the outline timetable included at Appendix 1.

4.2 At its meeting in March 2015, Cabinet agreed to the procurement approach of one single integrated contract to cover all services (as per the current contract with Veolia). However, it was agreed that if during the procurement process it became apparent that the grounds maintenance elements of the contract would be better let independently then this should be enabled. Cabinet therefore approved use of the restricted procedure to allow this.

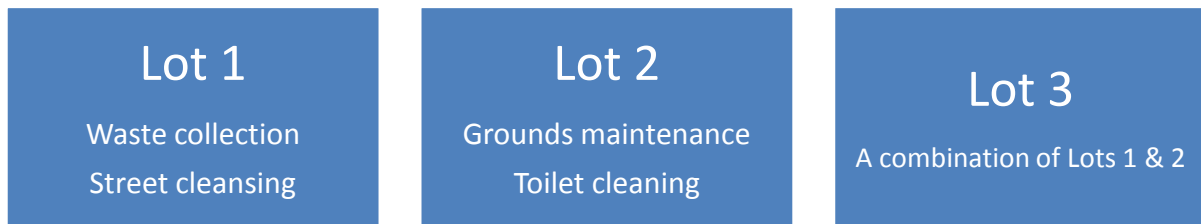
4.3 This approach was tested by officers during a soft market testing exercise held in March 2015. Soft market testing is an exercise whereby interviews are held with a range of potential contractors to determine their views on the best way to run the procurement, how to shape contract specifications and to enable officers to identify areas of commonality and difference between contractors. When seeking a fully integrated contract or an alternative it was clear that:

4.3.1 The grounds maintenance (GM) market is fiercely competitive and many contracts have been let to specialist GM contractors under-priced recently. Such an arrangement is very likely to result in poor service quality, higher levels of complaint and therefore increased cost in the long-run.

4.3.2 The use of the Competitive Dialogue procedure can help to safeguard the Council against this outcome giving more opportunity to focus on quality.

4.3.3 Grounds maintenance operators advocated a total place approach within parks and were very keen to take on related services such as litter picking, toilet cleaning and pitch bookings. This approach is commonplace elsewhere.

- 4.4 Choosing to either let an integrated contract or to let the grounds maintenance contract independently gives no opportunity to test either approach against the other. This situation was explored with the Future Contracts Working Group and the group were in agreement that a better procurement approach using Lots as follows would provide the opportunity to test both approaches:



- 4.5 Cabinet are recommended to approve the procurement approach using Lots for different elements of the contract. As this is most likely to result in the best outcome for the Council both in service quality and financial terms.

5.0 CONDITIONS OF CONTRACT

- 5.1 Conditions of contract have been drafted to govern the way the Council and future contractor will work together to achieve the outcomes of the specifications. These will be scrutinised by contractors during the procurement and their comments for improvements fed back.
- 5.2 It is proposed that changes to these will be agreed with the Portfolio Holder during the course of the procurement process.

6.0 TENDER EVALUATION MODEL

- 6.1 The tender evaluation model forms a significant part of the procurement process as contractors will bid based on the weightings that the Council prescribes for each element of the service. The Council usually evaluates tenders using a standard weighting of 60% to price and 40% to quality. The Competitive Dialogue process, composed of three stages, enables the Council to vary these weightings as the procurement progresses to enable the best result for the Council. The tender evaluation model proposes to evaluate stage 1 tenders with a weighting 60% to quality and 40% to cost. This will enable the Council to quickly remove low quality or very high cost bids from the process. The weightings will then be adjusted in the two subsequent stages with increasing emphasis on cost.

7.0 SERVICE SPECIFICATIONS

- 7.1 Draft service specifications have been drawn up taking account of current service levels, officer experience, views of elected members and industry best practice. Specifications will likely evolve following each stage of the Dialogue process and the working group will be briefed.
- 7.2 Full copies of the draft specifications are available from the Directors PA, but are summarised below by service area:

The key elements of the service specifications for each part of the contract(s) are described below

7.3 Grounds Maintenance

- 7.3.1 The grounds maintenance service has historically performed well with the Borough former winners of the Britain in Bloom national competition. These standards have been largely maintained and the views of contractors during soft market testing confirmed this.
- 7.3.2 No significant changes are therefore planned to the grounds maintenance specifications. However soft market testing did suggest there would be benefits from:
- a 'total-place' approach to maintenance within parks including horticultural maintenance, litter clearance, toilet cleaning and sports pitch bookings. These proposals will be explored in more detail during dialogue
 - the use of modern technology involving mulching decks to improve grass cutting performance and reduce arisings
- 7.3.3 The working group have discussed this approach and are in agreement.
- 7.3.4 Cabinet is recommended to approve the approach to the grounds maintenance specification for stage 1 of the procurement as described above.

7.4 Street Cleansing

- 7.4.1 Standards of street cleansing have also been traditionally good within the borough, although with room for improvement in certain locations. A new specification has been drafted with this in mind, designed to give the Contractor flexibility to utilise resources wherever they are needed rather than being tied to a rigid schedule.
- 7.4.2 Key features of the new specification are as follows:

- More outcome focussed in residential areas (as per our current town centre specification) rather than being frequency based
- Ability for the contractor to deploy resources as required to maintain standards
- Inclusion of stretching overall standards of cleanliness with robust performance management methodology
- Inclusion of shorter rectification times for areas that fall below standard

7.4.3 The working group deliberated the above approach to the street cleansing specification and were supportive of the change in approach.

7.4.4 Cabinet is recommended to approve the approach to the street cleansing specification for stage 1 of the procurement as described above.

7.5 Refuse and recycling

7.5.1 The waste and recycling contract with Veolia has performed very well since the outset in 2002. Missed collections are extremely low in number at around 20/100,000 collections. Additionally, the contractor has performed very well during severe weather to ensure continuity of service for residents. Public satisfaction with the waste and recycling service reflects this performance and is consistently high. However, the service is costly and recycling performance is poor. These two issues will be explored in further detail below.

Context for the service

7.5.2 Waste collected from households in Hampshire must be delivered to Hampshire County Council (HCC) as the waste disposal contractor. HCC have the power to direct which materials district authorities collect and how they are collected. This prevents the Council from altering the range of materials collected in the blue bins. This topic has been discussed a number of times across Hampshire through the Project Integra Partnership and is currently under review again.

7.5.3 The waste collection element of the contract costs the Council in the region of £2.1m per year and is one of the Council's largest contracts. Following a benchmarking exercise conducted last year, Rushmoor was found to have the most expensive waste collection contract in Hampshire. Additionally, as the waste disposal authority, Hampshire County Council spends approximately £4m in addition to Rushmoor's collection costs on the processing and disposal of the Council's waste.

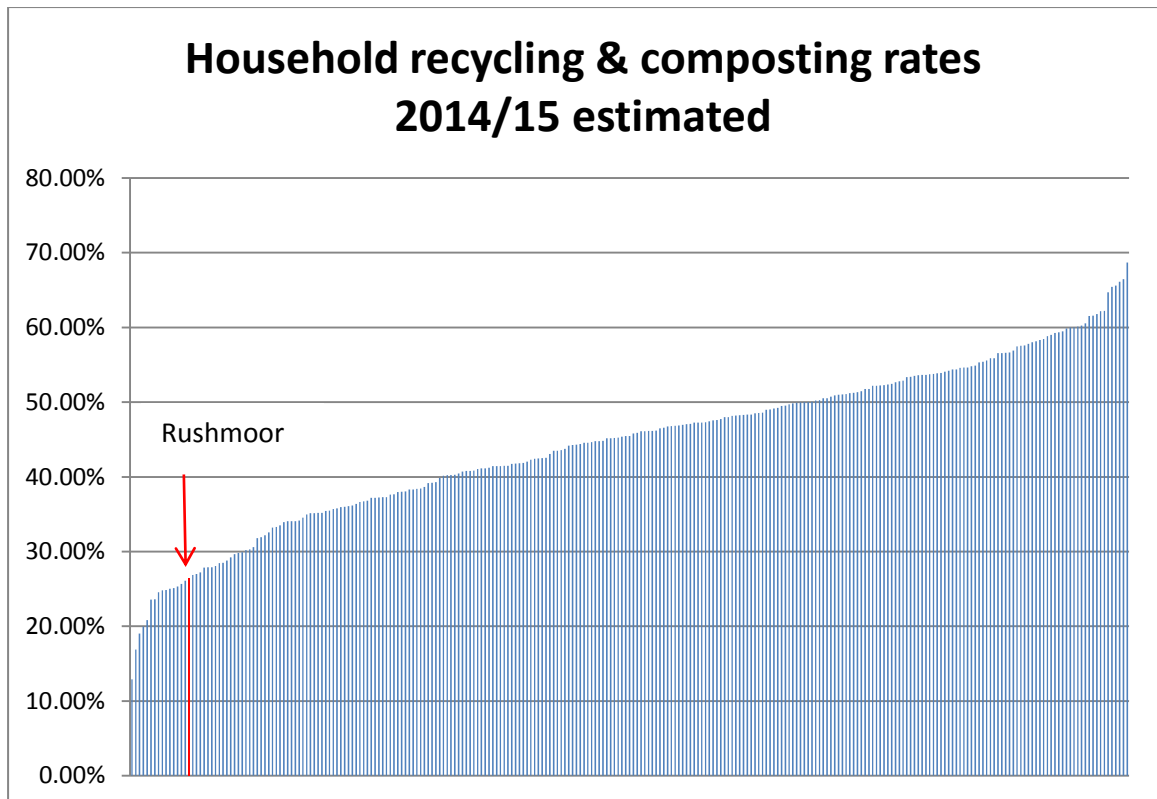
7.5.4 Waste management operations are governed by a comprehensive legislative framework that dictates the method by which waste is collected, the minimum range of materials to be collected, charges that are permitted and minimum quality standards that must apply to recyclables. This framework is largely driven centrally from the European Union and member states are set stretching targets for recycling and also for recovery operations. The current targets are summarised in the table below:

Year	Recycling & composting target
2020	50%
2030	70% (under consideration)
2030	80% of packaging waste (under consideration)

7.5.5 The implications of the UK missing any of these targets is unclear, but there is a risk that the EU could levy significant fines for any breach. These fines could be devolved at a local level to Local Authorities.

Recycling performance

7.5.6 The Council's current recycling performance currently stands at around 26%, which falls well short of the UK target to recycle or compost 50% by 2020. The graph below shows Rushmoor in a national context. On investigation, most of the authorities with recycling rates lower than Rushmoor have challenging circumstances such as large areas of extremely high density housing which make waste and recycling collections more difficult.



7.5.7 For a number of years elected members have expressed the desire to improve recycling performance. As a result the Council operated a trial of Alternate Weekly Collections across around 1/5 of the borough (6,500 properties) in 2007. The trial operated over a six month period starting at the end of January and finishing in July accounting for both summer and winter months. The trial was successful in generating a step change in recycling performance from 23% to 36% in the trial area. Complaints were also low in number and there was no increase in instances of flytipping or evidence of vermin.

7.5.8 The Council was able to learn a great deal about the service during the trial, including the impact of a reduced collection frequency on larger families (particularly those with children in nappies). Officers worked with such families to ensure that they were able to cope with the capacity of their bins and to ensure they were recycling all that they could. If residents found that whilst recycling correctly, they still had too much refuse, the Council committed to taking them away what was left. This commitment was called the Rushmoor Pledge. Additionally, there are some blocks of flats that cannot accommodate sufficient bins to cope with a reduced collection frequency, during the trial some blocks of flats in the trial area retained a weekly service. Additionally, the Council delivered a comprehensive communications campaign to support residents in the trial area. This included a number of letter and leaflet drops, press releases and dedicated recycling advisors to help advise residents on waste management issues.

7.5.9 At the time, the Council chose not to proceed with an extension of AWC across the borough.

Resident feedback 2015

- 7.5.10 To enable the Council to get a better understanding of the public's attitude towards waste and recycling, the working group commissioned a series of focus groups that were held in October last year. Eight focus groups were held in total, with eight respondents in each taken from across the borough and representative of the demographic. In each group, residents explored a range of topics relating to the waste service including motivations and barriers to recycling, recycling performance and residents views of system change.
- 7.5.11 Most respondents were actually surprised by the Council's low recycling performance as residents believed that performance was much higher. Residents were also aware that performance in neighbouring areas is significantly better and articulated a desire to catch up. Most respondents felt that reducing the waste collection frequency would drive better recycling outcomes through increased awareness and necessity to recycle. Some, particularly those with children in nappies, were concerned about how to cope with a reduced frequency citing concerns about bin capacity, flies and vermin.
- 7.5.12 Overall, some residents were supportive of retaining a weekly collection service, but others felt that they would be content with a reduced collection frequency if they were to understand the benefits. Particularly, respondents felt there should be some form of benefit returned to the community in return for an improved recycling performance.
- 7.5.13 Given the requirement to generate savings and improve recycling performance through the contract procurement, the Working Group were presented with three options for the waste collection specification. These are listed below with likely impact on costs and recycling performance attributed to each:
1. Retain weekly collections with current policy of rolling replacements of 140L bins
 - Very gradual improvement in recycling performance
 - No savings generated
 2. Retain weekly collections with borough-wide 140L bins
 - Some improvement in recycling performance
 - No revenue savings
 - Approximately £700k capital expenditure for new bins
 3. Move to Alternate Weekly Collections
 - Step-change in recycling performance (expected performance in the region of 33-35%)
 - Likely £400k per annum revenue saving
- 7.5.14 The working group discussed the above options and were divided in their opinion. Some members felt that savings should be explored through other areas such as changes to working patterns and times, better use of technology and any other

innovative ideas that contractors can suggest. Other members of the group felt that the only way to achieve the procurement objectives was a move to Alternate Weekly Collections.

7.5.15 The working group's conclusion on the waste collection specification is set out below:

“Three members of the group preferred the following option, whereas two members wished to see fortnightly collection of residual waste introduced:

- Dry mixed recycling (blue bins) – fortnightly
- Glass (blue box) – fortnightly
- Residual waste (green bin) – weekly
- Garden waste (chargeable service) – fortnightly.

It was recognised that this option would not realise the £400K per year projected potential estimated saving from introducing Alternate Weekly Collections, nor would it meet the Council's requirement to improve the recycling rate. There was consensus that alternate weekly collections would need to be introduced if it were deemed to be a financial imperative by the Cabinet.

Additionally, members were keen to explore other areas of saving that did not include reducing weekly household waste collection, such as reducing collection days and using technology to improve routes etc, although, as stated, this would not come close to the £400K savings. However, these issues would be picked up as part of the dialogue phase of the procurement process.”

7.5.16 The Cabinet are invited to consider the feedback from the Working Group and make recommendations on the future specifications for the refuse and recycling contract elements.

8.0 FINANCIAL IMPLICATIONS

8.1 The overall cost of this work is currently £4.5M per year including routine and additional work, representing around one third of the Council's net spend.

8.2 The Council continues to face significant financial risk over the medium-term through the continuing deficit reduction programme of central government, uncertainty over future funding streams, general economic pressures and increasing demand for services. The Medium-Term Financial Forecast, presented to Cabinet in January 2015, indicated a requirement to save approximately £2.5m over the next three years. The Council plans to address this shortfall and move to a sustainable financial position by implementing its 8-point plan. The plan consists of 8 work-streams with key projects sitting within each stream, all of which contribute to reducing our net cost of services. The re-provision of this major contract is a key project under the 'Better Procurement' work-stream and has the ability to secure significant financial savings through:

- The procurement process and
- Changes to the specification

9.0 CONCLUSIONS

9.1 The provision of these services is of key importance to local residents, business and the environment in which they live and operate. The new contract will offer the opportunity to:

- maintain or improve service quality
- reduce costs in line with the 8-point plan
- improve the rate of recycling

9.2 This is in reality, a once in 10-year opportunity to review the services, as any significant changes during the contract period will be costly to make. As the contract is relatively long term the Council needs to have regard to the future especially in terms of its finances over the medium term.

9.3 A key issue in meeting the current objectives is the approach to waste collection and recycling. Reducing the frequency of the residual waste collection presents an opportunity to meet the objectives of cost reduction (£400k) and improved recycling performance through the introduction of alternate weekly collection. The scheme has been shown to work across the country and indeed for Rushmoor during the 2007 trial, not only in terms of improving recycling performance but also in terms of public satisfaction.

9.4 During the trial in 2007, the Rushmoor Pledge was successfully used to help people who continued to struggle with refuse capacity despite recycling correctly and if Alternate Weekly Collections were to be introduced, this could continue.

9.5 During the recent focus groups, residents expressed surprise at the Council's low recycling performance and were keen to see improvements. Alternate weekly collections were considered by the groups and whilst some residents expressed a desire to retain weekly collections of residual waste, most felt that they could cope. The concept of returning a benefit to the community for residents recycling efforts was popular.

9.6 It is recognised that there will be some opposition to any change to the residual waste collection frequency, but experience elsewhere has shown that this soon dies down and can be mitigated by intensive education and support for residents.

10.0 RECOMMENDATIONS

10.1 Cabinet are recommended to:

- 10.1.1 Approve the contract procurement structure as described in 5.4 (above) for the procurement to be carried out in three Lots.
- 10.1.2 Approve the Contract Conditions for stage 1 of the procurement process
- 10.1.3 Approve the approach to the Specifications for grounds maintenance and street cleansing for stage 1 of the procurement process and delegate authority for the Corporate Director to finalise the documents in consultation with the Portfolio Holder for use in the process
- 10.1.4 Consider the options for the future Specifications for refuse and recycling and specifically to decide whether to:
 - Retain the existing frequency of collection for residual waste or
 - Recommend to the full Council to change to alternate weekly collections for residual waste.
 - Reduce the size of the residual waste bin and maintain existing collection frequencies
- 10.1.5 Delegate authority to the Corporate Director, in consultation with the Portfolio Holder, to agree documentation describing the requirements and make such amendments as are necessary to ensure the Council's needs and requirements are clearly described at the commencement of the procurement
- 10.1.6 Delegate authority to the Corporate Director in consultation with the Portfolio Holder, to advertise the opportunity, select bidders to be invited to participate in the dialogue process in accordance with the selection evaluation model, and generally to do every thing necessary, through the multi stage dialogue and submission of solutions process (including making amendments to the draft specifications and draft conditions of contract as may be required to better reflect the Council's requirements and / or may be commercially appropriate), to identify solutions that best meet the requirements of the Council, such that contract(s) could be awarded to the successful bidder(s)

DAVID QUIRK

Corporate Director

Background papers:

Draft Conditions of Contract - Service agreement for the provision of [waste and recycling collection services and the Cleansing of streets, car parks and open spaces], [grounds maintenance and toilet cleaning]

Tender Evaluation Model for the provision of [waste and recycling collection services and the Cleansing of streets, car parks and open spaces], [grounds maintenance and toilet cleaning]

Contact:

James Duggin, Contracts Manager – Community, 01252 398167

Appendix 1 – Outline procurement timetable

Activity	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	
CABINET																											
Publish OJEU notice																											
FULL COUNCIL																											
Bidder's day																											
Stage 1 process																											
Stage 2 process																											
Final stage process																											
Contract award																											
Mobilisation period																											
Contract starts																											

AGENDA ITEM NO. 3

Cabinet
30 June 2015

**Head of Community and Environmental
Services Report COMM1506**

Project Integra Action Plan 2015-18**1.0 Introduction**

- This paper seeks endorsement of the Project Integra Action Plan for the period 2015-18 and minor changes to the constitution. It outlines the key actions for the partnership and the Council over the coming years. In addition, the report provides a brief update on Rushmoor's current recycling performance.

2.0 Action Plan 2015-18

- Project Integra (PI) is a partnership of local authorities with responsibility for waste management in Hampshire, Portsmouth and Southampton. The long-term waste disposal contractor Veolia Environmental Services is a non-voting member of the Partnership.
- For many years, the partnership has been split into three main work streams:
 - The PI executive which includes the employed staff who deliver the bulk of actions in the plan,
 - The Materials Analysis Facility (MAF) which provides compositional analysis for waste across the county and helps to apportion income and
 - Recycle for Hampshire, which is the countywide communications programme.
- This year, the PI Strategic Board voted to end most of the Recycle for Hampshire campaign to allow authorities to focus on communications at a local level. The Education Outreach campaign, delivered to schools across the county will remain in place at minimal cost.
- In previous years, PI has produced a three-year rolling action plan that requires approval by each partner authority on an annual basis. The proposal is to move this to a true three-year action plan that is approved every three years. Update reports will be produced on an annual basis and authorities will agree financial contributions as part of their budget setting process. The plan can be amended during the three-year cycle as projects are completed and new priorities emerge.
- The Action Plan has been limited to nine key actions. Those of particular interest to Rushmoor are:
 - Activity to increase the quality and quantity of recycling collected

- Based on local communications and crew training
 - Delivery of the schools education programme
 - Education outreach work that the Council can no longer resource and which can be more efficiently and effectively delivered by Project Integra centrally
 - Implementation of the Waste Prevention Plan

3.0 Financial Implications

- Rushmoor's contribution for the three years of the Action Plan is shown in the table below. Contributions are allowed for in the budget.

	2015/16	2016/17	2017/18
Executive	£4,657	£4,680	£4,703
MAF	£6,267	£6,423	£6,584
Schools	£2,449	£2,388	£2,436
Total	£13,373	£13,491	£13,723

- Income from sale of recyclables has fallen significantly over the last few months for a number of reasons including the closure of one of the UK's largest paper mills in February and the glass reprocessing market has been particularly volatile. However, a strong focus on material quality and intelligent use of both long and short-term contracts with re-processors has shielded members of Project Integra from the worst fluctuations in the market. The Council has budgeted for £177k income in 2015/16 and given current market conditions, this is unlikely to be achieved. This will be monitored closely and will be picked up in budget monitoring.

4.0 Significant Projects for Rushmoor.

- In addition to the projects highlighted in the Project Integra Action Plan, the Council will focus specifically on re-letting the contract for direct services, which is due to expire in 2017.

5.0 Changes in the Constitution

- Minor changes have been proposed to the constitution of Project Integra to facilitate the move away from a three-year rolling action plan. Additional paragraphs have been added to clarify the position if a partner authority does not wish to take part in any of the actions in the Action Plan. In this case, the partner would cease to be a member of Project Integra.
- A copy of the Project Integra Constitution is available on request.

6.0 Recycling Performance

- Rushmoor's recycling performance stands around 26%, which is slightly lower than recent years (just below 28% 2009/10). This can be explained in part by the national downturn in performance since the recession. Additionally, the Environment Agency issued guidance in August 2012 stating that leaves from the highway could no longer be composted due to possible contamination from oils etc. This guidance ended the annual leaf-composting programme that diverted approximately 300 tonnes of highway leaves into composting from landfill.
- Our current performance falls short of the 50% target set in the Waste Strategy for England 2007. To reach this level of performance, Rushmoor will need to bring about a step change in recycling performance.
- Options to improve recycling performance are being explored by the Future Contracts Working Group as part of the project to re-let the contract.

7.0 Conclusions

- Through the Integra partnership, Hampshire's performance in waste management is world class and diversion from landfill is the best in the country. The Action Plan establishes a direction for the partnership for the next 3 years and sets out a number of priority actions for the coming year.

8.0 Recommendations

- Cabinet is recommended to:
 - Endorse the Project Integra Action plan for 2015-18
 - Approve the changes to the constitution

Peter Amies
Head of Community

Contact

James Duggin – Contracts Manager
01252 398167

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CABINET
30th June 2015

Head of Planning
Report No. PLN1529

ADMINISTRATION AND MONITORING FEES FOR SECTION 106 AGREEMENTS

1. Introduction

Following a recent court case, it has been held that local planning authorities should not be regularly charging fees for administering, monitoring and enforcing clauses in Section 106 agreements. This report proposes that the Council withdraws its scheme for charging, unless there are exceptional circumstances.

2. Background

Since October 2012 (PLN1254 report to Cabinet on 25 September 2015), Rushmoor Borough Council has been imposing an administration and monitoring levy comprising 5% of the total contributions offered in any S.106 agreement or undertaking, up to a maximum figure. Charging a fee for this was common practice amongst authorities, until the recent ruling.

3. Court Case

In February 2015, the case of *Oxfordshire CC v. Secretary of State and others* considered the matter of local authority requests for administration and monitoring fees in S.106 agreements. The court could not find any indication that the planning authority could or should charge the cost of administration and monitoring to the developer. It noted that nowhere in the provisions for the payment of fees for the discharge of local planning authority functions were administration and monitoring charges covered. The court concluded that it envisaged that the cost of essential administration, monitoring and enforcement would be met out of the authority's own budget.

It was accepted that only in exceptional circumstances would the request for administration and monitoring fees meet the tests of a valid obligation now set out in Regulation 122 of the Community Infrastructure Regulations 2010 (as amended). There may be exceptional reasons, for example with a very complex development and agreement or where a very small authority deals with an exceptional large development, but in most cases, it has now been held unlawful.

4. Financial Implications

In 2013-14, the fees on administering and monitoring S.106 agreements brought in £17,000 and in 2014-15, income was £64,000, largely due to the Wellesley scheme. This loss of income to the Council has been offset recently since planning application fee income last year was significantly up on the estimate by some £36,000.

5. Recommendation

It is recommended that the Council cease the scheme of charging administration and monitoring fees on Section 106 Agreements, other than in exceptional and justifiable circumstances.

Keith Holland
Head of Planning

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AGENDA ITEM NO. 5

Cabinet
30 June 2015

**Head of Community and Environmental
 Services Report COMM1512**

Farnborough Airport - Community Environmental Fund

Introduction

- This paper seeks approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects.
- The Cabinet Member for Environment and Service Delivery has considered eight applications and has made award recommendations for all (Appendix A).

▪ Bechkwin Community Cycling Club	£4,800
▪ Farnborough Lawn Tennis Club	£3,921
▪ The Farnborough Society	£5,000
▪ The Species Recovery Trust	£2,500
▪ Tweseldown Infant School PTFA	£5,000
▪ The Vine Day Centre	£15,000

Total £36,221

- The Community Environmental Fund is currently £56,937. Taking the six applications recommended in this paper totalling £36,221 would leave £20,716 available for allocation.
- Cove Junior School submitted an application requesting £7,378 towards their Safer Streets project. This is not considered appropriate for the fund but they have been advised that they can apply for the sensory garden element of the project, details of which were not given in the application.
- Cove Brook Greenway Group submitted an application requesting £6,000 towards the cost of creating a grazing area for cattle at Southwood Meadows the benefits from which did not seem sufficient to warrant an award.
- The guidelines for allocating the funds are attached in Appendix B

Recommendation

- Cabinet is recommended to approve the awards totalling £36,221 in Appendix A

Peter Amies – Head of Community and Environmental Services

Contact – Alison Nicholls – Grants and Administration Officer Tel 01252 398766 email alison.nicholls@rushmoor.go.uk

Environment Fund applicant bid	
Name of Applicant	Bechkwin Community Cycling Club, Farnborough
Grant requested (Total cost of project)	£9,500 (£10,865)
Purpose of grant	<ul style="list-style-type: none"> • 8x specialist bikes (£4.8k) • 16x child helmets, 8x hi-vis (adult), 16x hi-vis (children), logo printing, marketing, Insurance and storage.
Previous grants from this fund	No
Distance from centre of runway (within 5 kilometres (3 miles))	
Other sources of funding for this project	£1,200 (County Councillor funding)
Accounts	Income -) Expenditure -) new start up group Balances -)
Additional Info	Community cycling club aims to promote social and good health, meeting weekly and taking part in local and charity events. These are special bikes which have children's seats in the front, carrying up to 2 children from 7 months to 6 years. Once funding in place and equipment purchased will run 2 groups starting immediately. Club members will pay a small fee – some of this will be kept to sustain the club (insurance/new equipment).
Aim of organisation/group	To promote health and social and encourage cycling as a means of transport and to raise money for local projects.
Recommendation	£4,800 towards the cost of the bikes with condition if the club ceases, the bikes are returned to the Council

Environment Fund applicant bid

Name of Applicant	The Farnborough Society
Grant requested (Total cost of project)	£5,000 (£65,000)
Purpose of grant	Supply and installation of a columbarium (200 niches) in the Victoria Road Cemetery Chapel as part of the restoration and preservation of the Chapel and grounds
Previous grants from this fund	No
Distance from centre of runway (within 5 kilometres (3 miles))	
Other sources of funding for this project	<ul style="list-style-type: none"> • Launching fund-raising campaign for £5k • Applying to Garfield Weston Fund for £55k
Accounts	Income - £1,596 Expenditure - £1,017 Balances - £5,982
Additional Info	The project will: <ul style="list-style-type: none"> • Provide a service that will generate sufficient revenue to cover future maintenance costs • Be managed by the Rushmoor Bereavement Service who will guaranteed that it will be self-sustaining • Bring an historic building back into community use with a sustainable future • Bring together Samuel Cody School, the Urban Wildlife Group, The Blackwater Valley Countyside Partnership and The Farnborough Society to create a wildlife haven in the town centre • Provide an opportunity to raise civic pride by highlighting the history of Farnborough through the stories of those buried/commemorated in the cemetery/chapel, with the erection of information boards
Aim of organisation/group	Aims to: <ul style="list-style-type: none"> • Promote high standards in the natural, build social and economic environment of Farnborough • Raise awareness of local issues, geography, history, natural history and architecture of Farnborough • Encourage conservation, protection, development and improvement of features of historic or public interest in Farnborough
Recommendation	Pledge of £5,000 subject to rest of the funds being raised

Environment Fund applicant bid

Name of Applicant	Farnborough Lawn Tennis Club
Grant requested (Total cost of project)	£3,921 (£3,921)
Purpose of grant	Cutting back undergrowth and tree work
Previous grants from this fund	No
Distance from centre of runway (within 5 kilometres (3 miles))	
Other sources of funding for this project	None
Accounts	Income - £11,380 Expenditure - £9,985 Balances - £1,395
Additional Info	<p>The trees, shrubbery and other vegetation on the western boundary provide 'dens' and places of concealment for various people, including rough sleepers and drug users. A vast amount of litter accumulates, which is unsightly and a health hazard. By making these environmental improvements we will create a better and safer walking environment for footpath users, residents and sports users (tennis, rugby and football). We hope this change in environment will also help attract new members and get more people playing sport.</p> <p>We are currently expanding and improving our facilities, including a large extension to the clubhouse for table tennis and mini tennis and the installation of floodlights on a third court. The improvements will double the scope for tennis coaching and for table tennis. The existing clubhouse will be refurbished to provide a better social environment for all members and visitors.</p>
Aim of organisation/group	<p>Our aims are:</p> <ul style="list-style-type: none"> • to increase sports activity at the club by 33% over the next 3 years • to enhance our position as a leading tennis club in the local area • to be a valued member of the local community <p>We are a local club, providing opportunities for people to play tennis and table tennis. We have 160 members of all ages and abilities.</p>
Recommendation	£3,921 for specialist pruning and cutting back

Environment Fund applicant bid

Name of Applicant	The Species Recovery Trust
Grant requested (Total cost of project)	£4,000 (£5,740)
Purpose of grant	<p>Conserving the biodiversity hotspots of the Rushmoor heathland:</p> <ul style="list-style-type: none"> • Survey of biodiversity hotspots - £2,500 • Site management - £2,000 • Open day (guided walk) - £700 • Travel (10 trips of 120m) - £540
Previous grants from this fund	2013 - £5,190
Distance from centre of runway (within 5 kilometres (3 miles))	
Other sources of funding for this project	<p>£740 (heathland fundraising event)</p> <p>£1,000 – applied for from the Cooperative Bank Community Fund</p>
Accounts	<p>Income - £35,173</p> <p>Expenditure - £38,309</p> <p>Balances - £40,452</p>
Additional Info	<p>This project:</p> <ul style="list-style-type: none"> • Is an opportunity to keep a check on biodiversity hotspots, share data with local organisations and carry out management to reverse any losses these sites have suffered • Will include hand clearance of vegetation at up to five sites • Will include a free day for local residents to learn about wildlife of the heathlands in Summer 2016
Aim of organisation/group	<p>Trust Mission: to remove a least 50 species from the brink of extinction by the year 2050.</p> <p>The Trust was founded in 2011 as a response to the catastrophic rate of species extinction occurring both globally and in the UK.</p>
Recommendation	£2,500 for the cost of the survey

Environment Fund applicant bid

Name of Applicant	Tweseldown Infant School PTFA
Grant requested (Total cost of project)	£5,000 (35,935)
Purpose of grant	Playground equipment for new school grounds
Previous grants from this fund	No
Distance from centre of runway (within 5 kilometres (3 miles))	
Other sources of funding for this project	£14,200 – raised through school PTFA events £2,500 – Church Crookham Parish Council £8,500 – School grant
Accounts	Income - £8,500) Expenditure - £725) as at April 2015 Balances - £16,341) <i>Current balance = £354</i>
Additional Info	<p>Tweseldown Infant School moved to a new location on Crookham Park in September 2014. Outdoor play equipment was originally included in the plan, but due to HCC budgetary constraints had to be shelved.</p> <p>The PTFA have taken on the task of fund raising for this project which comprises 3 separate components – a triple woodland tower with rope bridge & slide, a 10 station low level trim trail and a multi-dimensional climbing frame, all surrounded by all-weather safety surfacing so it can be used all year round.</p> <p>Due to the drainage issues at the site, a 100mm compacted stone base will have to be placed under all 3 pieces of equipment to ensure that they are stable and to guard against them sinking into soggy ground during wetter months. This has added approximately £6K to the overall project cost.</p>
Aim of organisation/group	PTFA was established in 2011 to help build and develop cohesion and cooperation between parents, teachers and friends of the school. We organise events for pupils, parents and local residents to raise funds for the school to enhance the education and extra-curricular lives of the children. The PTFA is run entirely by volunteers.
Recommendation	£5,000

Environment Fund applicant bid

Name of Applicant	The Vine Day Centre (VDC)
Grant requested (Total cost of project)	£15,000 (£60,000)
Purpose of grant	<p>Costs of kitchen fit out and marketing for a project to create a catering social enterprise & training academy</p> <p>£44K – Kitchen fit out, refurbishment & equipment £6K – marketing, website, promotions & launch</p> <p>Aspire Defence is seeking to offset the capital expenditure by providing £20K support. In kind</p>
Previous grants from this fund	None
Distance from centre of runway (within 5 kilometres (3 miles))	
Other sources of funding for this project	<p>£10,000 – equipment from Aldershot Garrison (secured) £7,700 – Aldershot Institute (granted) £4,000 – VDC (secured) £4,800 – Help The Homeless (applied May 2015) £1,500 – RBC Community Grants (applying June 2015)</p>
Accounts	<p>Income - £129,060)</p> <p>Expenditure - £127,743) 2013/14 accounts</p> <p>Balances - £78,239)</p>
Additional Info	<p>This project will:</p> <ul style="list-style-type: none"> • provide opportunities for vulnerable/ disadvantaged/marginalised groups & individuals some of whom sleep rough • forge wider links into local agendas & support RESZ by providing jobs, training & experience • contribute to the development & sustainability of RBC's economy through reduction of unemployment & up-skilling its workforce fitting into Welfare Reform & Financial Inclusion agendas • have a unique selling point of organic bread made on the premises with healthy options • deliver lunches locally by bicycle and trailer, making it 100% environmentally friendly
Aim of organisation/group	VDC provides front line services for vulnerable/homeless adults, including open access to IT support, job seeking and training services, and emergency Night Shelter to all adults in NE Hampshire. The services are designed to encourage and equip vulnerable, homeless and job seeking adults with the necessary skills to be able to live independently.
Recommendation	£15,000

Guidelines

- The Community Environmental Fund commenced in 2001. It is levied by Farnborough Airport on business aviation movements at a rate of £2 per aircraft movement and £5 per aircraft movement where the aircraft is a Boeing business jet or an Airbus A310 corporate jet.
- The fund is available to groups and organisations under the following criteria: -
 - Located within 5 kilometres (3 miles) from the centre of Farnborough Airport (taken to be halfway down the main runway)
 - Within this 5 kilometre radius, is demonstrably and regularly affected by aircrafts travelling to and from Farnborough Airport
 - Will result in the improvement or provision of an outdoor facility or area that is accessible to the public and able to be enjoyed by the community as a whole
 - Is a community or environment based bid, projects may include: -
 - Green or open spaces
 - Natural habitats
 - Environmental improvements or outdoor play
 - Community projects with an emphasis on improving the local environment or outdoor education

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AGENDA ITEM NO. 6

Cabinet
30 June 2015

Head of Community and Environmental
Services Report COMM 1513

Grants to Voluntary Organisations

1. Introduction

This paper reports on the grants awarded by the Cabinet Member for Concessions & Community Support and seeks approval to award £2,000 to the Aldershot Garrison towards the Aldershot Military Festival.

2. Grants to Voluntary Organisations

- The Cabinet Member for Concessions and Community Support has considered 14 applications for grants and made awards in 12 cases for £1,000 or less:

- | | |
|--|---------------|
| <ul style="list-style-type: none"> ▪ Farnborough Football in the Community
Towards the cost of hiring 2 marquees for Carols on the Pitch | £400 |
| <ul style="list-style-type: none"> ▪ Aldershot Library
To cover lecturer expenses for presentation on Earl Haig | £250 |
| <ul style="list-style-type: none"> ▪ Blackwater Valley Scouts
Towards costs of funding member to attend World Scout Jamboree in Japan | £250 |
| <ul style="list-style-type: none"> ▪ Sixth Form College Farnborough
Towards costs of 'Moving On Day' for year 10 pupils | £1,000 |
| <ul style="list-style-type: none"> ▪ Cove Football Club
Towards the cost of redecorating the club and providing new tables and chairs. | £1,000 |
| <ul style="list-style-type: none"> ▪ Creating Futures Charity (The Gaming Zone)
Towards cost of providing weekly respite sessions for 20 young carers. | £1,000 |
| <ul style="list-style-type: none"> ▪ Coppers Project (Farnborough Sixth Form College)
Towards the cost of joint weekly sessions and stage production with Henry Tyndale School | £600 |
| <ul style="list-style-type: none"> ▪ Fernhill Primary School
Towards the cost of purchasing musical instruments for the outdoor area | £995 |

- **Parkside (Aldershot & District Learning Disability)** **£500**
Towards the cost of replacing chairs at the centre and redecorating the café in Aldershot Park

- **Hampshire Cultural Trust** **£1,000**
Towards the cost of 'Big Ideas Day' on 21st August for young people in Rushmoor and Hart

- **Let's Crochet UK** **£935**
Towards cost of community workshops with two primary schools and a Nepali community group and exhibition at West End Centre

- **The Vine Day Centre** **£1,000**
Towards the cost of providing IT support

Total **£8,930**

- The application from the Aldershot Garrison shown in Appendix A is recommended to receive an award of £2,000.

- An award was not made to Nepali TV Europe given, the high costs, limited other funding identified and the fact the Council is providing considerable support in other areas.

- The budget for voluntary organisations for 2015/16 is £33,168. Taking into account the 12 grants that have been awarded by the Cabinet Member for £1,000 or less in this paper and the recommended award to the Aldershot Garrison of £2,000 this will leave £22,238 available for allocation in the remainder of this financial year.

3 Recommendations

Cabinet is recommended to:

- note the grants above for £1,000 or less totalling £8,930

- approve the grant to Aldershot Garrison for £2,000

Peter Amies – Head of Community

Contact – Alison Nicholls
Tel: 01252 398766 Email: alison.nicholls@rushmoor.gov.uk

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS	
SUMMARY SHEET	
Name of Applicant	HQ Aldershot Garrison
Grant Requested (Total cost of project)	£2,000 (£12,000 approx.)
Purpose of Grant	Aldershot Military Festival - 2015 Non-profit event, creating a series of activities around themes including: heritage, education, music, leadership and command tasks
Previous Grants in last 3 years	2014 - £2,000 for 1914 Christmas Truce event at Aldershot Town FC
Rent Relief	N/A
Rate Relief	N/A
Membership / Rushmoor Residents Assisted	<ul style="list-style-type: none"> • Engagement with local schools – military personnel to talk about army life and roles • Festival of music – three military bands to entertain the community • Pride of the Nation – asking local services to offer a thank you to show their support in whatever capacity they can to the men and women who wear and have worn the uniform
Other sources of funding	£4,000 secured (BAE & TAG) Approaching local companies for outstanding funding
Accounts	The show aims to run at a breakeven
Aims of Organisation/General Comments	The town has strong links as Home of the British Army. This event brings both the military and civilian communities together. With several big anniversaries this year, the festival reminds the community of the sacrifice people gave for their country. The event is part of wider programme of commemorations and celebrations linked in particular to the first and second world wars. The Garrison will continue its work in the community focusing on various projects that are in their Community support plan.
Application recommendation	£2,000

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AGENDA ITEM NO. 7

**Cabinet
30 June 2015**

**Head of Community & Environmental
Services
Report No. COMM1510**

Rent Relief to Voluntary Organisations

1. Introduction

- Following a request from Cabinet the Cabinet Member for Concessions & Community Support has carried out a more detailed review of the rent relief provided to twenty-seven organisations that lease land and/or buildings from the Council.
- Given the considerable benefits these organisations provide for our residents and the impact rent increases would have to their members, customers, financial sustainability or ability to maintain / enhance their services it is recommended that the current rent relief be extended to 31 March 2017.
- It should be possible at that time to link the next rent review with the process of rationalising the Councils estate along with the anticipated changes in the rating system.
- In carrying out the review the following was taken into consideration:
 - how these organisations support the Councils strategic priorities and add value through volunteers and fund raising,
 - the impact a rent increase would have on those who pay to be members and the customers that use the services provided,
 - the financial sustainability of the organisation,
 - their ability to maintain and where appropriate enhance the service provided to our residents
- Rent reliefs are agreed on a 3-yearly basis with the last round taking us up to March 2014. However, given the Councils financial position Cabinet agreed a one-year extension in 2014 to enable a more detailed review to determine if the Council is getting the best return from these assets. In particular, whether there are any opportunities to decrease the level of rent subsidy without adversely affecting these important organisations.

2. Councils Strategic Objectives

- These organisations provide important services to the community from scout groups and sports clubs to support services such as Relate and

Age Concern. Whilst some are able to attract fee income from memberships and may run social facilities, others are reliant on donations and grants.

- They are all heavily reliant on volunteers and it is estimated that for every pound invested these voluntary organisations deliver £7 in terms of unpaid support.
- They all support a range of the Councils strategic priorities including:
 - Community Safety - by providing diversionary activities for young people
 - Healthy lifestyles - from sports and physical activity to luncheon clubs
 - Support, advice and counselling – particularly for those facing difficulties
 - Social interaction and personal development – raising self-esteem and involvement with others
 - Environmental improvements – providing a clean and attractive area

3. Impact from Reduced Services.

- In most cases, the loss or a significant reduction in the availability of the services provided by these organisations would either, have a direct impact on this Council, as would be the case with the loss of the Citizens Advice Bureau, or would affect our partners particularly the Health Service, County Council and Police.
- This would certainly affect the quality of life of our residents whether as members of the organisations, volunteers or customers and the positive view our residents have of the Borough.
- The Council could be left with, redundant buildings which we may need to demolish and land which as protected open space we would need to maintain. In some cases, subject to planning permission, there may be scope to re-let the facilities or make better use of the assets.

4. Financial Sustainability

- Where available the balance for the organisation along with their annual expenditure is shown in appendix B. In general, it is prudent for a voluntary / charitable organisation to retain around 50% of their annual expenditure in balances.

- If for example the Council were to charge even a partial rental it is likely the following organisations would, due to their low level of balances (shown in brackets) and potential difficulty in securing additional income, find it difficult to continue either now or the next few years :
 - Gurkha Welfare Centre (none, agreed rent free in licence)
 - St Christopher's Community Centre (£1k)
 - Aldershot and Fleet Rugby Club (£1k)
 - Rushmoor Community Football Club (£6k)
 - Cove Brook Greenway Group (£1k)
 - 6th Farnborough Scout Group (£4k)
 - 4th Aldershot Scout Group (£3k)
 - Cove Football Club (£6k)
 - Relate (£34k agreed rent free in licence)

- The following have reasonable balances but have significant buildings (£500k to £1m assets) or land to maintain for which reserves will be required.
 - Parkside
 - Farnborough Gate Bowling Club
 - Cove Cricket Club
 - Cove Bowling Club
 - St Johns Ambulance
 - Aldershot Cricket Club

5. **Service development**

- In most cases, organisations are in their own buildings on our land and are responsible for its maintenance and that of the surrounding areas, which can include greens, courts and pitches. Many of these have or are seeking to secure external funds to carry out essential maintenance or improve the amenities to meet increasing demand from the local community. The provision of improved facilities will through retaining / increasing participation and income help to make these organisations more sustainable and include:
 - 1st Cove Scout Group – building extension
 - 2nd Aldershot Scout Group – floor replacement
 - Farnborough Lawn Tennis Club – clubhouse extension
 - Elim Pentecostal Church – church extension

- Rushmoor Gymnastics Academy – Gymnasium extension. (Cabinet have indicated that given their work in this priority neighbourhood they would wish to continue to offer 100% relief)
 - Farnborough Bowling Club – green renovations
 - Farnborough Rugby Club – clubhouse extension
 - 14th Aldershot Scout Group – structural repairs
- The remaining rents relate to Deaf Plus (rental £3k), Age Concern (rental £6k) and the Farnborough Community Centre Association (rental £24k). They all provide important services and in the case of the Farnborough Community Centre Association, they operate the facility on behalf of the Council for which we provide an annual grant of £6k and which would cost this Council more to operate itself.

6. Financial Implications

- The financial effects on an organisation being charged 100% of their rent with no relief, to being charged 20% of their rent with 80% relief has been set out in appendix C. Many of the organisations will also receive 100% rate relief.
- If the Council chooses to charge rents there will be implications for the organisations involved, in terms of the level of support services they can provide or changes in how they generate income which could for example be through increasing fees which could affect those less well off. This might result in the organisations ceasing to operate with the Council incurring additional cost from taking back the assets or from customers no longer receiving support.
- The attached table shows the income that would be generated from rents if we were to charge 100% (£154k), 50% (£77k) or 20% (£31k).
- If rent relief is removed or reduced in buildings where the Council has maintenance obligations it would affect the Council's VAT partial exemption de-minimus calculation. Partial exemption looks at any expenditure incurred in relation to exempt income. Local authorities have to carry out a calculation to ensure that the amount of expenditure incurred relating to exempt income does not exceed 5% of the total expenditure incurred across all activities.
- Currently, any properties where no actual rent is received can be ignored from this calculation, however by removing or reducing any rent relief, any expenditure relating to these premises will need to be considered. Whilst the amounts are not significant based on current

spend / budgets and can easily be absorbed into the Councils de-minimus calculation, consideration should be given if any large capital projects are envisaged.

- This would in particular relate to the Farnborough Community Centre (Farnborough Community Centre Association, Deaf Plus & CAB), , Rushmoor Community Football Club, Aldershot and Fleet Rugby Club, High Street Aldershot (Relate, CAB & Gurkha Welfare), Blunden Hall (Cove Brook Greenway Group) and Farnborough Gate Bowls Club.

7. Conclusions

- The above organisations applying for rent relief have varying levels of balances and in some cases, these are extremely low. They are all finding it increasingly difficult to attract income particularly at this time of austerity, in order to help them provide their services, maintain aging assets and for some in attracting external funding to improve their facilities. It is therefore difficult to identify a one size fits all approach which would be equitable in terms of securing additional rental for the Council and which would not penalise those that have worked hard to secure balances or jeopardise the future of these organisations.
- Given the enormous social benefit and added value provided by these organisations and their volunteers in supporting this Council's objectives of improving the quality of life of our residents, many of whom are from our priority neighbourhoods or socially disadvantaged, it is important to continue to offer as much rent relief as possible.
- The Cabinet member believes it is not appropriate to reduce the levels of rent relief at this time given the importance of these organisations in supporting the Council's strategic priorities, the fact that some are financially vulnerable and that others are trying to secure additional funding to maintain / enhance the services they provide.

8. Recommendations

- Cabinet is recommended to approve the rent reliefs up to 31 March 2017 as set out in appendix A.

Peter Amies – Head of Community and Environmental Services

APPENDIX A

Organisation	Annual Rent	Amount Requested	Amount Recommended
1 st Cove Scout Group	£960	£192	£192
Age Concern	£6,300	£6,300	£6,300
Farnborough Community Centre Association	£24,000	£24,000	£24,000
4 th Aldershot Scout Group	£735	£735	£735
Farnborough Lawn Tennis Club	£1,965	£1,965	£1,965
Farnborough Bowling Club	£1,220	£1,220	£1,220
Farnborough Rugby Football Club	£9,430	£9,430	£9,430
2 nd Aldershot Scout Group	£715	£715	£715
Elim Pentecostal Church	£2,995	£2,995	£2,995
Rushmoor Gymnastics	£14,800	£14,800	£14,800
Relate	£3,500	£3,500	£3500
Parkside (Mencap)	£13,500	£13,500	£13,500
Farnborough Gate Bowling Club	£3,300	£3,300	£3,300
Deafplus	£2,750	£2,750	£2,750

Cove Cricket & Social Club	£13,305	£11,975	£11,975
Cove Brook Greenway Group	£680	£680	£680
Cove Bowling Club	£1,300	£1,300	£1,300
14 th Aldershot Scout Group	£760	£760	£760
6 th Farnborough Scout Group	£335	£335	£335
Gurkha Welfare Centre	£3,500	£3,500	£3,500
St Christopher's Community Centre	£7,500	£7,500	£7,500
Aldershot & Fleet RUFC	£14,496	£14,496	£14,496
Aldershot Cricket Club	£5,900	£5,900	£5,900
Rushmoor Community Football Club	£7,300	£7,300	£7,300
Cove Football Club	£4,450	£4,450	£4,450
St John Ambulance	£4,000	£4,000	£4,000
Citizens Advice Bureau	£45,000	£45,000	£45,000

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS	
SUMMARY SHEET	
Name of Applicant	1 st Cove Scout Group Gower Lodge, Farnborough
Rent relief requested	Annual Rent - £960 Applied for £192 (20%)
Previous Rent Relief	Annual Rent - £960 (Paid 20% £192)
Previous Grants	2008 - £450 – camping equipment
Rate relief	£462
Membership / Rushmoor Residents Assisted	All 85 members from Rushmoor
Other Sources of Funding	None stated
Performance Indicators to be Monitored	Number of Rushmoor residents benefitting from this scouting group
Financial Position of Applicant	Income- £20,133 Expenditure- £19,487 Reserves- £26,559 of which £24,000 set aside for extension
Council Objectives	People and Communities – supporting our communities and meeting local needs by improving opportunities for young people and helping them fulfil their potential
Aims of Organisation/General Comments	To provide scouting opportunities, adventurous activities and personal development for young people aged 6 – 25 years old
Application recommended	80%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Age Concern (Farnborough) Farnborough Community Centre
Rent Relief Requested	100% Annual Rent - £6,300
Previous Rent Relief	100% Annual Rent - £6,300
Previous Grants	2006 - £200 – General liability insurance
Rate Relief	None
Membership / Rushmoor Residents Assisted	35 members all Rushmoor
Other Sources of Funding	Income is raised by hiring out the room to other local groups
Performance Indicators to be Monitored	Number of older Rushmoor residents benefitting from this service
Financial Position of Applicant	Income- £22,310 Expenditure- £20,524 Balances - £10,000
Council Objectives	People and Communities – supporting our communities and meeting local needs by improving opportunities for senior citizens and helping them fulfil their potential
Aims of Organisation/General Comments	Provides a safe environment for older residents to meet and enjoy the company of others. The group provides a social and lunch club twice a week where transport is arranged for those in need
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Farnborough Community Centre Association
Rent Relief Requested	100% Annual Rent - £24,000
Previous Rent Relief	100% Annual Rent - £24,000
Rate Relief	£2,245
Previous Grants	£6,000 as annual grant towards running costs
Membership / Rushmoor Residents Assisted	Approximately 200
Other Sources of Funding	Income is raised by hiring out the room to other local groups
Performance Indicators to be Monitored	Number of Rushmoor residents attending the centre
Financial Position of Applicant	I ncome - £62,280 Expenditure - £63,162 Reserves - £63,972
Council Objectives	People and Communities – supporting our communities and meeting local needs by improving opportunities for people
Aims of Organisation/General Comments	Acts as a hub for organisations who need a venue to carry out their activities, run by volunteers and management committee
Application Recommendation	100%

**FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS
SUMMARY SHEET**

Name of Applicant	4 th Aldershot Scout Group Western Road, Aldershot
Rent Relief Requested	100% Annual rent - £735
Previous Rent Relief	100% Annual rent - £735
Rate Relief	£277
Previous Grants	None
Membership / Rushmoor Residents Assisted	42 members - all Rushmoor residents
Other Sources of Funding	Fundraising events
Performance Indicators to be Monitored	The number of young people able to benefit through membership of this scout group
Financial Position of Applicant	Income - £9,908 Expenditure - £5979 Reserves - £3,348
Council Objectives	People and Communities – supporting our communities and meeting local needs by improving opportunities for young people and helping them fulfil their potential
Aims of Organisation/General Comments	To provide scouting opportunities
Application recommendation	100%

**FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS
SUMMARY SHEET**

Name of Applicant	Farnborough Lawn Tennis Club Tile Barn Close, Farnborough
Rent Relief Requested	100% Annual rent - £1,965
Previous Rent Relief	100% Annual rent - £1,600
Rate Relief	£431
Previous Grants	None
Membership / Rushmoor Residents Assisted	144 members / 91 Rushmoor residents
Other Sources of Funding	Membership subscriptions, match and tournament fees
Performance Indicators to be Monitored	Number of Rushmoor residents benefiting from this club
Financial Position of Applicant	Income - £10,716 Expenditure - £11,364 Reserves - £28,879 of which £10,000 set aside for court maintenance and the balance for clubhouse extension
Council Objectives	People and Communities – supporting our communities and meeting local needs by providing opportunities for, people to socialise, personal development and live healthier lifestyles
Aims of Organisation/General Comments	To provide lawn tennis and table tennis facilities to club members in the Rushmoor area, encouraging juniors and anyone wanting to start tennis
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Farnborough Bowling Club Canterbury Road, Farnborough
Rent Relief Requested	100% Annual rent - £1,220
Previous Rent Relief	100% Annual rent - £930
Previous Grants	None
Rate Relief	None
Membership / Rushmoor Residents Assisted	86 members / 77 Rushmoor residents
Other Sources of Funding	Annual subscriptions Fundraising
Performance Indicators to be Monitored	Number of residents able to benefit by joining this club
Financial Position of Applicant	Income - £11,802 Expenditure - £16,952 Reserves - £13,915
Council Objectives	People and Communities – supporting our communities and meeting local needs by providing opportunities for, people to socialise, personal development and live healthier lifestyles
Aims of Organisation/General Comments	To provide sporting and recreational opportunities for whole community in county and local competitions for flat green bowls
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Farnborough Rugby Club Tile Barn Close, Farnborough
Rent Relief Requested	100% Annual Rent - £9,430
Previous Rent Relief	100% Annual Rent - £9,430
Previous Grants	None
Rate Relief	£5,325
Membership / Rushmoor Residents Assisted	350 members / 324 Rushmoor residents
Other Sources of Funding	Memberships, fees and social activities
Performance Indicators to be Monitored	Number of residents able to benefit by participating in this club
Financial Position of Applicant	Income- £64,255 Expenditure- £59,576 Reserves - £63,641
Council Objectives	People and Communities – supporting our communities and meeting local needs by providing opportunities for, people to socialise, personal development and live healthier lifestyles
Aims of Organisation/General Comments	To provide sporting and recreational opportunities for whole community
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	2 nd Aldershot Scout Group Church Hill, Aldershot
Rent Relief Requested	100% Annual rent - £715
Previous Rent Relief	100% Annual rent - £715
Rate Relief	£428
Previous Grants	None
Membership / Rushmoor Residents Assisted	150 members / 150 Rushmoor residents
Other Sources of Funding	None
Performance Indicators to be Monitored	The number of young people able to benefit through membership of this scout group
Financial Position of Applicant	Income - £16,208 Expenditure - £12,631 Reserves - £6,908 (6,000 set aside for new flooring)
Council Objectives	People and Communities – supporting our communities and meeting local needs by improving opportunities for young people and helping them fulfil their potential
Aims of Organisation/General Comments	To provide scouting opportunities for young people to develop their potential & life skills
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Elim Pentecostal Church 52 – 58 Holly Road, Aldershot
Rent Relief Requested	100% Annual Rent - £2,995
Previous Rent Relief	100% Annual Rent - £2,995
Rate Relief	None
Previous Grants	None
Membership / Rushmoor Residents Assisted	42 members / 34 Rushmoor residents
Other Sources of Funding	Sunday collections
Performance Indicators to be Monitored	Number of Rushmoor residents attending church
Financial Position of Applicant	Income - £39,730 Expenditure - £22,465 Balances - £54,681 (£35,000 set aside for staffing obligations)
Council Objectives	People and Communities – supporting our communities and meeting local needs by improving opportunities for people
Aims of Organisation/General Comments	Provides friendship and support to all its members through the Christian Church and a number of clubs and activities
Application Recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Rushmoor Gymnastics Academy Pool Road, Aldershot
Rent Relief Requested	100% Annual rent - £14,800
Previous Rent Relief	100% Annual rent - £14,800
Rate Relief	£995
Previous Grants	None
Membership / Rushmoor Residents Assisted	800 members / 600 Rushmoor residents plus 50,000 children attending play gym sessions
Other Sources of Funding	Club subscriptions and fees
Performance Indicators to be Monitored	Number of residents able to benefit by participating in this club
Financial Position of Applicant	Income - £450,390 Expenditure - £420,948 Balances - £209,651
Council Objectives	People and Communities – supporting our communities and meeting local needs by providing opportunities for, people to socialise, personal development and live healthier lifestyles
Aims of Organisation/General Comments	To provide sporting and recreational opportunities for whole community
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Relate – North East Hampshire & Borders 39 High Street, Aldershot
Rent Relief Requested	100% Annual rent £3,500
Previous Rent Relief	Annual rent - £13,000 (Paid £1,500)
Rate Relief	£580
Previous Grants	2010 - £1,500 – family counselling service
Membership / Rushmoor Residents Assisted	Various – all Rushmoor residents
Other Sources of Funding	Fundraising & trust funds, donations and grants
Performance Indicators to be Monitored	Number of Rushmoor residents supported by this service
Financial Position of Applicant	Income - £343,125 Expenditure - £405,994 Reserves - £33,702
Council Objectives	People and Communities – supporting our communities and meeting local needs by encouraging the continuation of the family
Aims of Organisation/General Comments	Helps people build better couple relationships. Enhance quality of couple + parental + family relationships. Helps relationships/marriages withstand pressures leading to break ups
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Parkside (Aldershot & District Learning Disability) Guildford Road, Aldershot
Rent Relief Requested	100% Annual rent - £13,500
Previous Rent Relief	100% Annual rent - £13,500
Rate Relief	None
Previous Grants	2010 - £1,000 – towards the new outdoor cafe
Membership / Rushmoor Residents Assisted	350 members / 320 Rushmoor residents
Other Sources of Funding	Fundraising
Performance Indicators to be Monitored	Number of Rushmoor residents supported particularly in Aldershot
Financial Position of Applicant	Income - £585,461 Expenditure - £612,013 Reserves - £263,896
Council Objectives	People and Communities – supporting our communities and meeting local needs by improving opportunities for people
Aims of Organisation/General Comments	Provides support to adults & children with learning disabilities and to parents/carers via support groups and providing information
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Farnborough Gate Bowling Club Ringwood Road, Farnborough
Rent Relief Requested	100% Annual Rent - £3,300
Previous Rent Relief	100% Annual Rent - £1,285
Rate Relief	£238
Previous Grants	None
Membership / Rushmoor Residents Assisted	64 members / 39 Rushmoor assisted
Other Sources of Funding	Membership fees
Performance Indicators to be Monitored	Number of Rushmoor residents able to benefit by participating in this club
Financial Position of Applicant	Income - £81,182 Expenditure - £78,142 Reserves - £10,560
Council Objectives	People and Communities – supporting our communities and meeting local needs by providing opportunities for, people to socialise, personal development and live healthier lifestyles
Aims of Organisation/General Comments	To provide sporting & recreational opportunities for whole community through friendly and league games of bowls
Application Recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Deaf Plus 35 – 39 High Street, Aldershot
Rent Relief Requested	100% Annual rent - £2,750
Previous Rent Relief	100% Annual rent - £2,715
Rate Relief	None
Previous Grants	None
Membership / Rushmoor Residents Assisted	Not stated
Other Sources of Funding	Charitable trusts and foundations
Performance Indicators to be Monitored	Number of Rushmoor residents benefiting from the service provided
Financial Position of Applicant	Income - £625,962 Expenditure - £554,625 Reserves – £372,769 (national charity)
Council Objectives	People and Communities – supporting our communities and meeting local needs by improving opportunities for people around their health and social interaction
Aims of Organisation/General Comments	Provide information and support on matters relating to deafness and hearing impairment
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Cove Cricket & Social Club Grasmere Road, Farnborough
Rent Relief Requested	90% (£11,975) Annual rent - £13,305
Previous Rent Relief	Annual Rent - £11,975 90%
Previous Grants	None
Rate Relief	£411
Membership / Rushmoor Residents Assisted	252 members / 247 Rushmoor
Other Sources of Funding	membership fees and social activities
Performance Indicators to be Monitored	Number of residents able to benefit by participating in this club
Financial Position of Applicant	Income - £47,993 Expenditure - £52,870 Reserves - £76,615
Council Objectives	People and Communities – supporting our communities and meeting local needs by providing opportunities for, people to socialise, personal development and live healthier lifestyles
Aims of Organisation/General Comments	To promote cricketing activities for residents of Farnborough including local schools and youth cricket
Application recommendation	90%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Cove Brook Greenway Group Blunden Hall, Farnborough
Rent Relief Requested	100% Annual Rent - £680
Previous Rent Relief	100% Annual Rent - £680
Previous Grants	None
Rate Relief	None
Membership / Rushmoor Residents Assisted	75-100 members – all Rushmoor residents
Other Sources of Funding	Sponsorships Selling of refreshments/cakes at events
Performance Indicators to be Monitored	Ongoing improvement of the brook & volunteer involvement
Financial Position of Applicant	Income - £1,924 Expenditure - £2,481 Reserves - £1,000
Council Objectives	Place – Develop a safe, clean and sustainable environment by improving the Cove Brook
Aims of Organisation/General Comments	Conserve, organise events and carry out amenity work around the Cove Brook
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Cove Bowling Club Horn Road, Farnborough
Rent Relief Requested	100% Annual rent - £1,300
Previous Rent Relief	100% Annual rent - £1,100
Rate Relief	£588
Previous Grants	None
Membership / Rushmoor Residents Assisted	156 members / 124 Rushmoor residents
Other Sources of Funding	Members subscription Fundraising events
Performance Indicators to be Monitored	Number of residents able to benefit by participating in this club
Financial Position of Applicant	Income - £17,470 Expenditure - £13,289 Reserves - £29,923
Council Objectives	People and Communities – supporting our communities and meeting local needs by providing opportunities for, people to socialise, personal development and live healthier lifestyles
Aims of Organisation/General Comments	To provide sporting and recreational opportunities for whole community through flat green bowling in the summer and short mat bowling in the winter
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	14 th Aldershot Scout Group North Lane, Aldershot
Rent relief requested	100% Annual rent - £760
Previous Rent Relief	100% Annual rent - £760
Rate Relief	£294
Grants	None
Membership / Rushmoor Residents Assisted	92 members / 83 Rushmoor assisted
Other Sources of Funding	Fundraising, members subscription fees
Performance Indicators to be Monitored	The numbers of young people able to benefit through membership of this scout group
Financial Position of Applicant	Income - £5,972 Expenditure - £3,243 Reserves - £2,729. Fundraising to replace windows and doors for hall.
Council Objectives	People and Communities – supporting our communities and meeting local needs by improving opportunities for young people and helping them fulfil their potential
Aims of Organisation/General Comments	To provide scouting opportunities within the National Scouting Association to promote the development of young people to achieve their full potential
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	6 th Farnborough Scout Group Cheyne Way, Farnborough
Rent Relief Requested	100% Annual Rent - £335
Previous Rent Relief	100% Annual Rent - £335
Previous Grants	None
Rate Relief	£230
Membership / Rushmoor Residents Assisted	35 members all Rushmoor residents
Other Sources of Funding	Membership fees
Performance Indicators to be Monitored	The number of young people that are able to benefit through membership of this scout group
Financial Position of Applicant	Income - £9,678 Expenditure - £14,807 Reserves - £4,488
Council Objectives	People and Communities – supporting our communities and meeting local needs by improving opportunities for young people and helping them fulfil their potential
Aims of Organisation/General Comments	To provide scouting opportunities and the development of young people as per the scouting associations policy, organisation and rules document
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Gurkha Welfare Centre Aldershot Community Centre
Rent Relief Requested	100% Annual Rent - £3,500
Previous Rent Relief	100% Annual Rent £3,500
Previous Grants	None
Rate Relief	None
Membership / Rushmoor Residents Assisted	n/a
Other Sources of Funding	Gurkha Welfare Trust Ministry of Defence
Performance Indicators to be Monitored	Number of retired Gurkha's and their families able to benefit from this service
Financial Position of Applicant	No accounts/ covered by military
Council Objectives	People and Communities – supporting our communities and meeting local needs by providing information and advice to improve people`s lives
Aims of Organisation/General Comments	To assist in the coordination of benevolence and welfare for retired Gurkha's working closely with government departments, service charities and other agencies to support those in need
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS**SUMMARY SHEET**

Name of Applicant	St Christopher's Community Centre Montgomery Road, Farnborough
Rent Relief Requested	100% Annual rent £7,500
Previous Rent Relief	100% Annual Rent £7,500
Previous Grants	None
Rate Relief	None
Membership / Rushmoor Residents Assisted	80 Rushmoor residents
Other Sources of Funding	Fees and charges
Performance Indicators to be Monitored	Number of residents able to benefit from this community hub
Financial Position of Applicant	No accounts
Council Objectives	People and Communities – supporting our communities and meeting local needs by providing opportunities for, people to socialise, personal development and live healthier lifestyles
Aims of Organisation/General Comments	To provide a playgroup, and children's youth club/karate facility for local community
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Aldershot & Fleet Rugby Club Heron wood Road, Aldershot
Rent Relief Requested	100% Annual rent £14,496
Previous Rent Relief	100% Annual Rent £14,496
Previous Grants	None
Rate Relief	£1,084
Membership / Rushmoor Residents Assisted	70 all Rushmoor residents
Other Sources of Funding	Membership fees and social activities
Performance Indicators to be Monitored	Number of residents participating in this club and benefitting from the facilities
Financial Position of Applicant	Income: £30,809 Expenditure: £30,407 Reserves: £993 of which £930 is allocated for pitch lighting upgrade
Council Objectives	People and Communities – supporting our communities and meeting local needs, particularly those of young people by providing opportunities for, people to socialise, personal development and live healthier lifestyles
Aims of Organisation/General Comments	To provide an amateur sports club for members of community.
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Aldershot Cricket Club Guildford Road, Aldershot
Rent Relief Requested	100% Annual rent £5,900
Previous Rent Relief	100% Annual Rent £5,900
Previous Grants	None
Rate Relief	£1,060
Membership / Rushmoor Residents Assisted	204 members / 131 Rushmoor residents
Other Sources of Funding	Membership fees, donations and social activities
Performance Indicators to be Monitored	Number of residents able to participate in the club and benefit from the facilities.
Financial Position of Applicant	Income: £79,104 Expenditure: £100,357 Reserves: £9,089
Council Objectives	People and Communities – supporting our communities and meeting local needs, particularly those of young people by providing opportunities for, people to socialise, personal development and live healthier lifestyles
Aims of Organisation/General Comments	To provide an amateur sports club for members of community
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Rushmoor Community Football Club, Grasmere Road, Farnborough
Rent Relief Requested	100% Annual rent £7,300
Previous Rent Relief	100% Annual Rent £7300
Previous Grants	None
Rate Relief	£6,358
Membership / Rushmoor Residents Assisted	300 members / 270 Rushmoor residents
Other Sources of Funding	Membership fees and social activities
Performance Indicators to be Monitored	Number of residents able to benefit from participating in this club
Financial Position of Applicant	Income: £63,818 Expenditure: £62,552 Reserves: £666
Council Objectives	People and Communities – supporting our communities and meeting local needs, particularly those of young people by providing opportunities for, people to socialise, personal development and live healthier lifestyles
Aims of Organisation/General Comments	To provide an amateur football club for members of community.
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	Cove Football Club
Rent Relief Requested	100% Annual rent: £4,450
Previous Rent Relief	100% Annual Rent £3,000
Previous Grants	None
Rate Relief	£48
Membership / Rushmoor Residents Assisted	350 of which 300 Rushmoor residents
Other Sources of Funding	Membership fees and social activities
Performance Indicators to be Monitored	No of residents able to benefit from this club
Financial Position of Applicant	Income £17,000 Expenditure £18,000 Balances £6,000
Council Objectives	People and Communities – supporting our communities and meeting local needs, particularly those of young people by providing opportunities for, people to socialise, personal development and live healthier lifestyles
Aims of Organisation/General Comments	To provide an amateur football club for members of community
Application recommendation	100%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS

SUMMARY SHEET

Name of Applicant	St John's Ambulance
Rent Relief Requested	90% Annual rent: £2,700
Previous Rent Relief	90% Annual Rent £2,700
Previous Grants	None
Rate Relief	£2,760
Membership / Rushmoor Residents Assisted	40,000 of which 100 are Rushmoor residents
Other Sources of Funding	Voluntary donations and fees
Performance Indicators to be Monitored	Number of residents able to benefit from this organisation
Financial Position of Applicant	Income £82m (national accounts) Expenditure £88m Balances £113m
Council Objectives	People and Communities – supporting our communities and meeting local needs by providing training and support with first aid
Aims of Organisation/General Comments	Country's leading first aid trainer with one of the largest youth movements. Train volunteers, support public events and provide back up for ambulance services
Application recommendation	90%

FINANCIAL ASSISTANCE TO VOLUNTARY ORGANISATIONS**SUMMARY SHEET**

Name of Applicant	Citizen Advice Bureau
Rent Relief Requested	100% Annual rent: £45,000
Previous Rent Relief	100% Annual Rent £45,000
Previous Grants	£200,000 pa
Rate Relief	£3,803
Membership / Rushmoor Residents Assisted	62 members supporting 6,000 residents each year
Other Sources of Funding	Grants, donations and voluntary income
Performance Indicators to be Monitored	No of residents able to benefit from this service
Financial Position of Applicant	Income £590,000 Expenditure £540,000 Balances £210,000
Council Objectives	People and Communities – supporting our communities and meeting local needs by providing information and advice to improve people`s lives
Aims of Organisation/General Comments	To provide advice and support for residents facing difficulties
Application recommendation	100%

APPENDIX C

Balances and Potential Rental

Rental levied and return to Council			
Organisation	100%	50%	20%
Gurkha Welfare Centre	£3.5k	£1.75k	£0.7k
Agreed as rent-free (no balances available)			
1st Cove Scout Group	£1k	£0.5k	£0.2k
Balances £24k earmarked for extension. Annual expenditure £20k (previous relief 80%)			
St Christopher's Community Centre	£7.5k	£3.75k	£1.5k
Took over redundant Scout building. Balances £1k against annual expenditure of £2k.			
Relate	£3.5k	£1.75k	£0.7k
Agreed as rent-free. Balances for North East Hants, £34k against annual expenditure of £400k			
6th Farnborough Scout Group	£0.3k	£0.15k	£0.06k
Balances £4k against annual expenditure of £14k			
Aldershot and Fleet RFU	£14.5k	£7.25k	£2.9k
Balances of £1k against annual expenditure of £30k.			
Aldershot Cricket Club	£5.9k	£3k	£1.5k
Balances £20k against annual expenditure of £100k			
Rushmoor Community Football Club	£7.3k	£3.6k	£1.5k
Balances £6k against annual expenditure of £62k			
2nd Aldershot Scout Group	£0.7k	£0.35k	£0.14k
Balances of £7k earmarked for floor replacement. Annual expenditure £13k.			
Age Concern	£6.3k	£3.15k	£1.26k
Run luncheon club at no cost to Council. Balances £10k against annual expenditure of £20k			
4th Aldershot Scout Group	£0.7k	£0.35k	£0.14k
Balances £3k against annual expenditure of £6k.			
Farnborough Lawn Tennis Club	£2k	£1k	£0.4k
Balances of £29k earmarked for courts & clubhouse extension. Annual expenditure £11k			
Elim Pentecostal Church	£3k	£1.5k	£0.6k
Balances £55k earmarked for pension & extension to Gower Lodge. Annual expenditure £22k.			

Rushmoor Gymnastics Academy	£14.8k	£7.4k	£3k
Balances of £210k some earmarked to support £500k extension. Annual expenditure of £420k			
Deaf Plus	£2.75k	£1.4k	£0.55k
National accounts show balances of £340k against annual expenditure of £550k.			
Cove Brook Greenway Group	£0.7k	£0.35k	£0.14k
Balances of £1k against annual expenditure of £2k. Help maintain green public space.			
Farnborough Community Centre Association	£24k	£12k	£4.8k
Trust run facility for Council (we provide £6k grant). Balances £64k against expenditure of £63k			
Farnborough Bowling Club	£6.5k	£3.25k	£1.3k
Balances of £14k earmarked for green & building works. Annual expenditure of £14k.			
Farnborough Rugby Football Club	£9.5k	£4.75k	£1.9k
Balances of £63k earmarked for £500k extension. Annual expenditure £60k.			
Aldershot and District Learning Disability (Parkside)	£13.5k	£6.75k	£2.7k
Balances of £700k against annual expenditure of £612k.			
Farnborough Gate Bowling Club	£3.3k	£1.65k	£0.7k
Balances £10k against annual expenditure of £11k.			
Cove Cricket Club	£13.3k	£6.7k	£2.7k
Balances £76k against annual expenditure of £52k. (previous relief 90%)			
Cove Bowling Club	£1.3k	£0.65k	£0.26k
Balances £30k against annual expenditure of £13k.			
14th Aldershot Scout Group	£0.8k	£0.4k	£0.16k
Balances of £3k earmarked for replacing windows. Annual expenditure £3k.			
Cove Football Club	£4.5k	£2.25	£0.9k
Expired 2012 and awaiting accounts			
St John Ambulance	£2.9k	£1.45k	£0.6k
Expired 2012 and awaiting accounts (previous relief 90%)			
Citizens Advice Bureau	£45k	£23k	£9k
Balances £210k against annual expenditure of £540k			
TOTAL	£154k	£77k	£31k

Cabinet
30 June 2015

Agenda Item No. 8
Head of Community & Environmental
Services Report No.COMM1511

Aldershot Lido – Revised Financial Arrangement for 2015

Introduction

- This paper seeks approval to enter a financial arrangement where the Council share the risk and return linked to profit, 50:50 with Places for People for 2015, with our maximum risk and return being capped at £20k.
- The Council and Places for People are working closely with the Friends of Aldershot Lido (FOAL) and are promoting a new range of family season tickets, discounted books of tickets (5 for 4) and a loyalty card (visit 5 times and receive a free entry).
- Places for People have also promoted the Lido through a military magazine offering a 10% discount to encourage usage and are bringing the half price entry forward from 4.30pm to 3.30pm.
- The Council will redecorate the changing rooms and toilets prior to the summer holiday period, Places for People are looking into additional seating close to the café and have installed Wi-Fi around the grounds, and all three partners have increased the level of promotion and publicity, particularly through social media.
- It is hoped that these initiatives will encourage residents to attend more often and show their support for the Lido.
- FOAL has made other suggestions such as the provision of rain canopies and these will be consider for future years.
- Given the additional work from FOAL and the Council, through discussions with Places for People, it is proposed to share any surpluses or deficits equally (50:50) from their budgeted profit figure (£21k) for the Lido, with a maximum risk or return to the Council capped at £20k. This will help ensure that any increased support from local residents has the potential to reduce the Councils subsidy rather than solely improve the profit for the contractor.
- The Cabinet Members for both Leisure & Youth and Corporate Services are supportive of these revised financial arrangements in that they will encourage support from FOAL and the community to help reduce the Councils subsidy, but also mitigate the level of potential risk to the Council.

Financial Implications

- Based on the past 7-year's average, the proposed revised financial arrangements would have resulted in an increased subsidy for the Council of around £6k pa. However the past 3 years (2012 to 2014) would have returned a profit with the previous 4 years (2008 to 2011) a deficit.
- The worst performing year was in 2008 at minus £29k and best performing year was in 2013 at plus £89k. In each case with the risk and return capped, the Council would have seen either an increased subsidy (2008) or return (2013) of £20k. It is anticipated that with a fair summer and the additional work of the partners, the Council should see its subsidy reduced for this year.

Recommendation

- Cabinet is recommended to agree the above revised financial arrangements for the 2015 Lido season.

Peter Amies

Head of Community & Environmental Services

AGENDA ITEM No. 9

CABINET
30th June 2015

CORPORATE DIRECTOR
Report: CD1504

BUDGET STRATEGY WORKING GROUP**1 INTRODUCTION**

- 1.1 In 2008, the Corporate Services Panel set up a Budget Working Group to consider issues in relation to Member involvement in the budget process and scrutiny / overview of the Council's strategic approach to its budget. Over the years, the role of the group has been adapted to reflect changes to the way the Council deals with its finances and the requirements of Members. At recent meetings, Members have raised issues regarding the development of the role of the group and this report proposes that, following a review, the Terms of Reference should be expanded and it becomes a Cabinet group.

2 BACKGROUND TO NEW APPROACH

- 2.1 Members of the Group have recently discussed the potential for expanding the Group's role so that it would add more value. In this context, it has been suggested that the Terms of Reference could cover the development and delivery of the 8-Point Plan and the themes within it. This would enable each of the strands of the 8-Point Plan to be considered, with the group "drilling down" into the areas identified for detailed examination.
- 2.2 The Cabinet Member for Corporate Services has also joined the group and his input has provided a new dimension and a link with the strategic work carried out by the Cabinet. It is proposed that this link should be developed further to enable the Group to make recommendations directly to the Cabinet on service and policy issues. This will help the Cabinet in preparing and monitoring budgets and to assess progress against objectives and priorities. To achieve this, it is therefore proposed that the Group is renamed as the 'Budget Strategy Working Group' and it becomes a sub-group of the Cabinet.

3 WORKING ARRANGEMENTS

- 3.1 The proposed Terms of Reference for the new Group are attached. The issue was raised at the last meeting of the Corporate Services Panel on 4th June 2015 where the approach was supported, although it was suggested that the new group should consist of all the Members of the group from 2014/15 (Chairman of the Corporate Services Panel and Crs. Lyon, Jones, Bell, Crawford, Clifford and Barbara Hurst). These have been allowed for in the proposed membership together with two Cabinet Members.
- 3.2 The Group will meet on a regular basis and will make recommendations to

the Cabinet directly and through the officer reports it receives on budget and finance issues. A reporting mechanism can also be established with the Corporate Services Panel if required.

4 CONCLUSIONS AND RECOMMENDATIONS

4.1 The Budget Working Group has provided an effective forum for Members to examine budget issues for many years. However, the proposed new group will enable it to have a more extensive role and have a more direct link to the decision making process.

4.2 Members are recommended to:-

- i) Set up a Budget Strategy Working Group and agree the Terms of Reference attached to this report; and
- ii) Appoint Members to the Group for 2015/16 on the basis of the Members appointed in 2014/15, the Cabinet Member for Corporate Services and another nominated Cabinet Member.

Ian Harrison
Corporate Director

BUDGET STRATEGY WORKING GROUP

TERMS OF REFERENCE

A. FUNCTIONS

- To monitor the delivery of the 8 – Point Plan against the objectives relating to income, savings and efficiencies
- To examine and provide input into the development of projects of the 8 – Point Plan
- To review the process for setting priorities and preparing the budget, including Member engagement in the process
- To monitor the Council's Medium Term Financial Strategy and progress towards achieving financial sustainability

B. REPORTING

The Group will report and make recommendations to the Cabinet on the outcomes of its work.

As requested, reports will be made to the Corporate Services Panel on the outcomes from the Group.

C. MEMBERSHIP

A cross-party group of councillors appointed by the Cabinet, including:

- The Cabinet Member for Corporate Services (Chairman)
- One additional Cabinet Member
- The Chairman of the Corporate Services Policy and Review Panel
- Three other Conservative Group Members
- Three Minority Group Members

Other Members may be invited to join meetings for discussion on issues relating to specific projects.

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AGENDA ITEM NO. 11

CABINET
30TH JUNE 2015

SOLICITOR TO THE COUNCIL
EXEMPT REPORT NO. LEG1512

**PURCHASE OF PLOT NO. 10A WELLESLEY HOUSE, FARNBOROUGH
INDUSTRIAL ESTATE, FARNBOROUGH**

PURPOSE

The purpose of this report is seek authority to purchase the leasehold interest in Plot 10A Wellesley House, Farnborough Industrial Estate as an investment asset.

BACKGROUND

Plot 10A was leased to RR Richardson Maintenance Ltd on a ground rent for 125 years at a rent of £10 per annum, with the Lease expiring on 1st June 2095. Accordingly, the lease has an unexpired term of 80 years. The council owns the freehold.

RR Richardson Maintenance Ltd entered administration on 10 November 2014. RR Richardson Maintenance Ltd occupied the top floor of the property and the front part of the ground floor.

The plot has the benefit of an existing sub-tenant in residence on the ground floor towards the rear of the property. 1st Millennium have a good record of rental payments and have been in residence for the past ten years. They are currently paying £15,500 per annum for an area of 1,750 sq.ft (which equates to £8.86 per sq.ft). It is envisaged that they will continue with their occupation of this part of the premises.

Advice from Hollis Hockley is that the remainder of the site (5,580 sq.ft) can be occupied at a market rent between £10 and £12 psf. If this can be achieved this would give a rent in the order of £55,800 and £67,000.

PROPERTY IMPLICATIONS

The premises have been inspected and are in good repair and condition and offer good quality office accommodation. The particulars of sale are attached as the appendix. If the Council proceeds with this purchase then a survey will be undertaken.

The council will want to be satisfied that there is a realistic prospect of being able to let the premises for the rental value suggested by Hollis Hockley given the amount of office space on the market within Farnborough and that it is thus a wise investment.

It is therefore necessary to consider, in relation to other vacant floor space on the market:-

- the levels of rent;
- length of time premises have been marketed as vacant; and
- where known, the reasons for the vacancy.

*It should be noted that the Estates department has been in contact with agents in the Farnborough Area. Whilst there has been an over-supply of offices in the last two years, there has been an increased take-up in the last two years. It has almost come full circle, in that there is increased demand for limited office space available, and that offices are now in demand that were not considered two years ago. This can be shown by the purchase of **Abbey House**, a five storey office building that was recently sold for £550,000 – it requires over £3 million pounds worth of refurbishment.*

It should also be noted that a number of offices have either been or are awaiting redevelopment for residential uses as there is a greater land value to be realised from such schemes. An example of this is **Thompson House** which has been vacant for over a year and is being disposed of by a receiver. The prospective purchaser is seeking to convert that building under permitted development rights for residential use as this will generate the greatest return rather than re-letting for offices. This is why the property has remained empty for so long.

Other offices in Farnborough which have either been converted to residential or have consent for residential are:

49-51 Victoria Road -23 flats (implemented)

The Pavilion Sherborne Road - 6 flats (not implemented)

16 Fernhill Road - 4 units (implemented)

61-65 Victoria Road- (extension and conversion) 10 flats (not implemented to date)

Hawley House- There is a current application for 4 flats.

Thus the change to permitted development rights to allow office conversions to residential has reduced the supply of offices.

Other available office accommodation on the market in Farnborough is as follows (all rents exclude rates but some higher rates include some small element of service charge):-

- **Queens Road, Farnborough** 200sqft at £15 per sqft. Larger sizes are available too but at a greater rent. In part occupation since 2014 but still some vacant units.
- **Victoria House , Victoria Road, Farnborough** 5,000 sqft at £13 per sqft- vacant for 2 years however greater interest recently been shown.
- **Unit 14, 5th floor, Kingsmead, Farnborough** 400 sqft at £30-35 per sqft
- **Units 4,5,6,7 2nd floor , Kingsmead, Farnborough** at £45 per sqft
- **Unit 6 Farnborough Business Centre, Eelmoor Road** 2,656sqft at £11 per sqft – now under offer and only marketed for a couple of months.

- **Abbey House, Farnborough Road** – premises sold as mentioned above, required significant refurbishment costs.
- **Westmead House** – there are three remaining suites on site and they have all been marketed at £20 psf.
- **Pyramid House, Solatron Retail Park**- this site is being sold by a receiver and the debt has been recently sold by the mortgagee and a new owner is now looking at the site. Therefore Pyramid House has not been available other than for short term lets for well over a year and its future still remains uncertain.

Office available accommodation on the market in Aldershot is as follows:-

- Aldershot office suites at Hippodrome House at up to 377sqft are offered at a rent of £17.50 per sqft
- Suite 1 Wesley Chambers 1,536sqft at £9.76 per sqft- (this is a converted church)
- Suites at Aldershot Business Centre , Victoria House £30 per sqft

The above are a representative sample and some of the higher rents include services but it can be seen that Plot 10A at £10- £12 per sqft will represent good value in comparison, being cheaper than all of the above that are still available in Farnborough and therefore the council should be able to let the premises at the levels advised by Hollis Hockley.

The business rates payable are £28,506 per annum but should be paid by the tenant as the occupier though there will be empty rates liability till the entire unit is let.

Unit.10A is being marketed at £595,000. The purchase price is recommended by the Councils professional valuer and is considered to be best value based on the value of the lost rental income to the Head Lessee.

FINANCIAL IMPLICATIONS

Assuming Purchase Price = £595,000

Rented (tenanted 1750 sq.ft = part of building) = £15,500

To be Rented (remainder 5,580 sq.ft)

	Rental @	Rental @	Rental @
	£9 psf	£10 psf	£12 psf
	£	£	£
Rental from Existing Tenants	15,500	15,500	15,500
Rental of Remaining Area	50,220	55,800	66,960
Total Rental Receivable	65,720	71,300	82,460
Less 10% Sinking Fund contribution	6,572	7,130	8,246
Less loss of interest on investment (£595,000*2.75%)	16,360	16,360	16,360
Net Return on Investment	42,789	47,811	57,855
% Rate of Return on Investment	7	8	10
Approximate Payback Period in Years	14	12	10

It is suggested that a sinking fund of 10% of the rental income should be established towards future repairs and maintenance.

If the full rental (£12 psf) of £82,460 per annum was achieved then the return would be 10% and the payback period would be approximately 10 years.

Even if a lower rent of £65,720 (£9 psf) per annum was achieved then the return would be 7% and the payback period would be approximately 14 years.

This return would be reduced by any void periods and acquisition costs

Eastleigh BC that has an extensive acquisition programme to generate investment income generally achieves between 7- 8% return.

VAT

If RBC does not opt to tax the property then all the income received in respect of the property will be exempt income for vat purposes. This would mean that all of the expenditure incurred relating to this exempt income would contribute wholly to the Council's partial exemption calculation. For information, if the de-minimus limit of 5% is exceeded it could cost the Council in the region of £120k.

By opting to tax the land, the Council protects its partial exemption position (meaning that all vat on expenditure relating to the property is recoverable). It also means that vat becomes due on all rental income.

The process for opting to tax is straight forward and it would appear that the current occupiers already pay vat on their rent.

LEGAL IMPLICATIONS

The council has power to acquire land under section 120 of the Local Government Act 1972 either to discharge any of the council's functions or for the benefit, improvement or development of the borough. The acquisition of this land will enable generate a rental income once let. The council already is the freeholder of Plot 10A and therefore the leasehold interest will merge with the freehold meaning that this plot will be owned outright by the council as an investment asset to generate income.

RECOMMENDATION

Cabinet is recommended to:

- approve a variation to the 2015/16 Capital Programme of £595,000 for the purchase of Plot 10A Wellesley House, Farnborough Industrial Estate
- give authority to the Solicitor to the Council to purchase plot 10A for a price of up to £595,000 and to take any other related action to secure tenants for the vacant floor space and to agree the rental terms and lease provisions in connection with such lettings.
- approve the establishment of a sinking fund towards future repairs and maintenance

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