



BOROUGH OF RUSHMOOR

To the Mayor and Members of the Council,

YOU ARE HEREBY SUMMONED to attend a Meeting of the Council to be held at the Council Offices, Farnborough on **Thursday, 28th July, 2016 at 7.00 pm** for the transaction of the business set out on the Agenda given below.

A G E N D A

1. **MINUTES**

To confirm the Minutes of the Annual Meeting of the Council held on 24th May, 2016 (copy Minutes attached).

2. **MAYOR'S ANNOUNCEMENTS**

3. **RUSHMOOR COMMUNITY AWARD 2016**

The Mayor to present the Rushmoor Community Award 2016 to Mr. Lewis Trinder and Mr. Kevin Matthew. This is in recognition of fundraising and community work carried out over many years.

4. **STANDING ORDER 8 - QUESTIONS**

To receive any questions by Members submitted in pursuance of Standing Order 8 (3).

5. **RETURNING OFFICER'S REPORT**

To receive the Returning Officer's Report (copy attached – Annex 1) of the Aldershot Park local election held on 2nd June, 2016.

6. **NOTICE OF MOTION - THE CONNAUGHT SCHOOL**

To consider the following Notice of Motion, which has been submitted by Cr. J.J. Preece pursuant to Standing Order 9 (1):

“With respect to the current consultation about the future of The Connaught School, Aldershot, this Council will prepare an evidence-based response taking into account the following factors:

- progress and achievement in the past seven years
- value added, that is the improvement in performance of pupils on intake compared with when they leave
- demand for places this year and the future
- increasing demand on school finances
- difficulties in recruitment of teachers in North East Hampshire”

7. **APPOINTMENTS**

The Council is asked to confirm the appointment of Cr. J.E. Woolley to the vacant seat on the Licensing and General Purposes Committee for the remainder of the 2016/17 Municipal Year, which has been allocated to the Conservative Group in accordance with the arrangements to secure political balance.

8. **REVIEW OF MEMBERS' ALLOWANCES SCHEME**

To receive a report containing the recommendations of the Independent Remuneration Panel which undertook a review of Rushmoor's Members' Allowances Scheme in March 2016 (copy attached – Annex 2).

9. **QUESTIONS FOR THE CABINET**

To receive any questions by Members to Cabinet Members submitted in accordance with the Procedure Note.

10. **REPORTS OF CABINET AND COMMITTEES**

To receive and ask questions on the Reports of the following Meetings (copy reports attached):

Cabinet

26th April, 2016
31st May, 2016
28th June 2016

Committees

| | |
|--------------------------------|------------------|
| Development Management | 27th April, 2016 |
| Development Management | 25th May, 2016 |
| Licensing and General Purposes | 26th May, 2016 |
| Development Management | 22nd June, 2016 |
| Licensing and General Purposes | 27th June, 2016 |

11. **REPORTS OF POLICY AND REVIEW PANELS**

To note the Reports of the following meetings of the Policy and Review Panels (copy reports attached):

| | |
|-------------------|------------------|
| Community | 7th April, 2016 |
| Borough Services | 11th April, 2016 |
| Leisure and Youth | 6th June 2016 |
| Environment | 7th June, 2016 |
| Community | 9th June, 2016 |
| Borough Services | 13th June 2016 |

A.E. COLVER
Head of Democratic and Customer Services

Council Offices
Farnborough
Hampshire GU14 7JU

Wednesday 20 July 2016

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BOROUGH OF RUSHMOOR

ANNUAL MEETING OF THE COUNCIL held at the Council Offices,
Farnborough on Tuesday, 24th May, 2016 at 7.00 p.m.

THE WORSHIPFUL THE MAYOR (CR. JACQUI M. VOSPER)
THE DEPUTY MAYOR (CR. SOPHIA CHOUDHARY, L.L.B.)

| | |
|-------------------------------------|-------------------------------------|
| CR. MRS. D.B. BEDFORD | CR. B. JONES, M.Sc., A.R.C.S., |
| CR. D.M.T. BELL | M.N.E.I.M.M.E., C.Eng., M.I.E.T., |
| CR. T.D. BRIDGEMAN, B.A. (Hons.) | M.B.C.S., C.I.T.P. |
| CR. SUE CARTER | CR. G.B. LYON, B.A. (Oxon) |
| CR. M.S. CHOUDHARY, M.A. | CR. J.H. MARSH, C.Eng., M.I.Mech.E. |
| CR. D.E. CLIFFORD, M.P.A., M.C.M.I. | CR. S.J. MASTERSON |
| CR. R. COOPER | CR. P.J. MOYLE |
| CR. LIZ CORPS, N.N.D., A.T.D. | CR. MARINA MUNRO |
| CR. A.H. CRAWFORD, J.P., B.Sc., | CR. K.H. MUSCHAMP |
| A.R.C.S., Dip.Man. (Open). | CR. A.R. NEWELL |
| CR. P.I.C. CRERAR, B.A. (Hons.), | CR. J.J. PREECE |
| M.Arch., M.A. | CR. P.F. RUST, A.I.M.E.E., M.I.S.M. |
| CR. K. DIBBLE, M.A.F.M., B.I.F.M. | CR. M.L. SHEEHAN |
| CR. SUE DIBBLE | a CR. M.D. SMITH |
| CR. R.L.G. DIBBS | CR. M. STAPLEHURST |
| CR. JENNIFER M. EVANS, B.Sc., | CR. L.A. TAYLOR |
| M.Sc. | CR. P.G. TAYLOR, A.C.I.B. |
| CR. D.S. GLADSTONE | CR. M.J. TENNANT, B.Sc. |
| CR. C.P. GRATTAN | CR. B.A. THOMAS |
| CR. BARBARA J. HURST, B.A., M.A. | CR. J.E. WOOLLEY, B.Sc., L.L.B |
| CR. A. JACKMAN, B.Sc. | |

Honorary Alderman C. Balchin J.P.
Honorary Alderman R.J. Debenham, M.B.E.
Honorary Alderman R.J. Kimber
Honorary Alderman G.J. Woolger

An apology for absence was submitted on behalf of Cr. M.D. Smith.

THE MAYOR (CR. M.J. TENNANT) IN THE CHAIR

The Meeting commenced with Prayers led by the Mayor's Chaplain,
Reverend Steve Stewart.

The Mayor extended a warm welcome to all those present.

1. ELECTION OF THE MAYOR OF THE BOROUGH -

Nominations were invited for the election of the Mayor of the Borough for the Municipal Year 2016/17. It was MOVED by Cr. P.J. Moyle; SECONDED by Cr. S.J. Masterson - That Cr. Jacqueline Mary Vosper be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2017.

RESOLVED unanimously: That Councillor **JACQUELINE MARY VOSPER** be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2017.

The Mayor then made her Declaration of Acceptance of Office in accordance with Section 83 of the Local Government Act, 1972 and took the Chair.

THE MAYOR (CR. JACQUI VOSPER) IN THE CHAIR

The Mayor extended a warm welcome to all those present.

The Mayor expressed her pleasure at the honour and privilege of being elected Mayor of Rushmoor. She thanked her proposer and seconder and the Council for supporting her nomination. She then proceeded to signify the appointment of Miss Amanda Mullard-Hicks as Mayoress. She also signified the appointment of the Reverend Steve Stewart as the Mayor's Chaplain.

The Mayor looked forward to the Mayoral Year before her. She then stated that the charities she would be supporting during the year would be the Brain Tumour Charity, Broadhurst Welcome Home Community Ltd. and The Leah Wigmore Melanoma Research Fund.

The Mayor concluded by thanking the Council once again for the honour conferred upon her.

2. VOTE OF THANKS -

It was MOVED by Cr. Diane Bedford; SECONDED by Cr. B. Jones and

RESOLVED: That the Council place on record its appreciation of the excellent service rendered by Cr. M.J. Tennant and Mrs. Jill Tennant as Mayor and Mayoress of the Borough during the Municipal Year 2015/16.

The Mayor then presented an illuminated scroll to Cr. Tennant, together with a past Mayor's Badge. The Mayor also presented a past Mayoress' Badge to Mrs. Tennant. Several Members then spoke in tribute of the excellent service given by Cr. Tennant as Mayor of the Borough.

In response, Cr. Tennant thanked Crs. Bedford and Jones for their kind words and the Council for having elected him Mayor of the Borough.

Cr. Tennant spoke of his enjoyable Mayoral Year and said it had been an honour to be the Mayor of the Borough. He paid tribute to the wonderful support he had received from his Mayoress, Mrs. Jill Tennant and his two children, Hazel and Miles.

Cr. Tennant spoke of the many engagements he had attended during the year, including visits to schools, voluntary groups, Military events and sports clubs and associations. Particularly memorable had been the granting of Freedom of the Borough to 10 The Queen's Own Gurkha Logistic Regiment and the visit of the Dalai Lama to the Borough. Cr. Tennant thanked all the members of his Charity Fundraising Committee who had assisted in raising funds for the nominated charities for his Mayoral Year: BGWS Radio, Hospitality Action and Mike Jackson House and estimated that over £12,000 had been raised.

Cr. Tennant stated that taking on the role of Mayor had made him appreciate even more the value of the mayoralty to the people of the Borough and that this had been a humbling experience.

Cr. Tennant then paid tribute to the Macebearer, Mr. Jonathan Jones, who would be retiring at the end of his duties that evening. Mr. Jones had been an excellent Macebearer, always carrying out his duties with great ability and such aplomb. Mr. Jones had been an excellent ambassador for the Borough and would be greatly missed. Cr. Tennant asked Mr. Jones to step forward to receive a small gift.

3. **ELECTION OF DEPUTY MAYOR –**

The Mayor invited nominations for the election of the Deputy Mayor of the Borough. It was **MOVED** by Cr. A. Jackman; **SECONDED** by Cr. P.F. Rust - That Cr. Sophia Choudhary be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2017.

RESOLVED unanimously: That Councillor **SOPHIA CHOUDHARY** be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2017.

The Mayor congratulated Cr. Sophia Choudhary and invested her with the Deputy Mayor's Badge. Cr. Choudhary then made her Declaration of Acceptance of Office. She then proceeded to signify the appointment of Miss. Attika Choudhary as Deputy Mayoress and invested her with her Badge of Office.

The Deputy Mayor thanked the Council for the confidence placed in her and she pledged her dedication and support to the Mayor and Mayoress in the coming year.

4. **MINUTES –**

It was MOVED by Cr. P.J. Moyle; SECONDED by Cr. K.H. Muschamp and

RESOLVED: That the Minutes of the Ordinary Meeting of the Council held on 21st April, 2016 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

5. **RETURNING OFFICER'S REPORT –**

The Returning Officer, Mr. J.A. Lloyd, submitted his report (as set out in the appendix to these Minutes) on the results of the Borough Council Elections held on Thursday, 5th May, 2016.

The Mayor welcomed the newly elected councillors to the meeting following the elections.

RESOLVED: That the report be noted.

6. **MAYOR'S COMMUNICATIONS –**

The Mayor advised the Council that she proposed to hold a number of events during her Mayoral Year. These would include a Charity Golf Day on 16th September, 2016 and a Charity Ball on 10th March, 2017.

7. **APPOINTMENT OF THE LEADER OF THE COUNCIL –**

It was MOVED by Cr. K.H. Muschamp; SECONDED by Cr. M.L. Sheehan - That Cr. D.E. Clifford be appointed Leader of the Council for the Municipal Year 2016/17.

There voted FOR: 24; AGAINST: 0 and the Motion was **DECLARED CARRIED.**

8. **APPOINTMENTS 2016/17 –**

It was MOVED by Cr. D.E. Clifford and SECONDED by Cr. K.H. Muschamp –

(1) **Appointment of Cabinet Members –**

That it be noted that the following appointments of Cabinet Members and the Deputy Leader of the Council for the Municipal Year 2016/17 had been made by the Leader of the Council:

Cr. Sue Carter – Leisure and Youth Portfolio
 Cr. Barbara Hurst – Health and Housing Portfolio
 Cr. G.B. Lyon – Concessions and Community Support Portfolio
 Cr. K.H. Muschamp – Business, Safety and Regulation Portfolio and
 Deputy Leader of the Council
 Cr. P.G. Taylor – Corporate Services Portfolio
 Cr. M.J. Tennant – Environment and Service Delivery Portfolio

(2) **Committees and Policy and Review Panels –**

- (i) That, following the approval of the amalgamation of the Licensing and General Purposes Committee and the Standards and Audit Committee at the meeting on 21st April, 2016, approval be given to the adoption of the amendment of Standing Order 4 (1) to remove reference to the Standards and Audit Committee and the deletion of Standing Order 4 (2);
- (ii) That, following the swap in Committee membership of Crs. Sophia Choudhary and A.R. Newell from that shown on the published agenda, the appointments to Committees and the Policy and Review Panels for the 2016/17 Municipal Year be approved, in accordance with the allocations to achieve political balance indicated below:

(a) **COMMITTEES –**

DEVELOPMENT MANAGEMENT

Voting Members

| | | |
|-----------------------|--------------------|-----------------|
| Conservative: 7 | Labour: 3 | UKIP: 1 |
| Cr. Mrs. D.B. Bedford | Cr. Sue Dibble | Cr. D.M.T. Bell |
| Cr. R. Cooper | Cr. Jennifer Evans | |
| Cr. P.I.C. Crerar | Cr. C.P. Grattan | |
| Cr. D.S. Gladstone | | |
| Cr. J.H. Marsh | | |
| Cr. A.R. Newell | | |
| Cr. B.A. Thomas | | |

Standing Deputies

| | |
|--------------------|---------------|
| Conservative: | Labour: |
| Cr. S.J. Masterson | Cr. P.F. Rust |

NOTE: The Cabinet Member for Environment and Service Delivery is to be an ex officio non-voting member of the Development Management Committee.

LICENSING AND GENERAL PURPOSES

Voting Members

Conservative: 8

Labour: 3

| | |
|----------------------|-------------------|
| Cr. Sophia Choudhary | Cr. A.H. Crawford |
| Cr. Liz Corps | Cr. B. Jones |
| Cr. A. Jackman | Cr. L.A. Taylor |
| Cr. S.J. Masterson | |
| Cr. M.L. Sheehan | |
| Cr. M.D. Smith | |
| Cr. Jacqui Vosper | |
| Vacancy | |

(b) POLICY AND REVIEW PANELS -

BOROUGH SERVICES

Conservative: 6

Labour: 2

UKIP: 1

| | | |
|--------------------|--------------------|--------------------|
| Cr. M.S. Choudhary | Cr. T.D. Bridgeman | Cr. M. Staplehurst |
| Cr. R. Cooper | Cr. C.P. Grattan | |
| Cr. Liz Corps | | |
| Cr. Marina Munro | | |
| Cr. A.R. Newell | | |
| Cr. B.A. Thomas | | |

COMMUNITY

Conservative: 6

Labour: 3

| | |
|--------------------|--------------------|
| Cr. M.S. Choudhary | Cr. Jennifer Evans |
| Cr. R. Cooper | Cr. J.J. Preece |
| Cr. A. Jackman | Cr. P.F. Rust |
| Cr. S.J. Masterson | |
| Cr. M.D. Smith | |
| Cr. J.E. Woolley | |

CORPORATE SERVICES

Conservative: 6

Labour: 2

UKIP: 1

| | | |
|--------------------|---------------|-----------------|
| Cr. R.L.G. Dibbs | Cr. B. Jones | Cr. D.M.T. Bell |
| Cr. D.S. Gladstone | Cr. P.F. Rust | |
| Cr. P.J. Moyle | | |
| Cr. Marina Munro | | |
| Cr. A.R. Newell | | |
| Cr. J.E. Woolley | | |

ENVIRONMENT

Conservative: 7

Labour: 2

Cr. Mrs. D.B. Bedford
Cr. Sophia Choudhary
Cr. R.L.G. Dibbs
Cr. D.S. Gladstone
Cr. P.J. Moyle
Cr. Marina Munro
Vacancy

Cr. K. Dibble
Cr. J.J. Preece

LEISURE AND YOUTH

Conservative: 6

Labour: 3

Cr. Mrs. D.B. Bedford
Cr. Liz Corps
Cr. P.I.C. Crerar
Cr. R.L.G. Dibbs
Cr. J.H. Marsh
Cr. M.L. Sheehan

Cr. T.D. Bridgeman
Cr. Sue Dibble
Cr. L.A. Taylor

- (3) That the appointments of the Chairman and Vice-Chairman of the following Committees be approved as set out below:

Development Management

Chairman - Cr. B.A. Thomas
Vice-Chairman - Cr. J.H. Marsh

Licensing and General Purposes

Chairman - Cr. A. Jackman
Vice-Chairman - Cr. M.L. Sheehan

- (4) That the appointments to the Management Boards for Council Trusts for the Municipal Year 2016/17 be approved as follows, and that each Management Board be authorised to make decisions on behalf of the Council by majority vote:

The Aldershot Recreation Ground Trust

Cr. Mrs. D.B. Bedford Cr. K. Dibble Cr. A.R. Newell

Standing Deputy: Cr. T.D. Bridgeman

King George's Field, Farnborough Trust

Cr. R.L.G. Dibbs Cr. B. Jones Cr. P.G. Taylor

Standing Deputy: Cr. L.A. Taylor

The Alfred Henry Goode Will Trust

Cr. D.E. Clifford Cr. A.H. Crawford Cr. K.H. Muschamp

Standing Deputy: Cr. B. Jones

There voted FOR: 34; AGAINST: 0 and the Motion was **DECLARED CARRIED.**

The Meeting closed at 8.05 p.m.

ANNUAL COUNCIL MEETING – 24TH MAY, 2016

RUSHMOOR BOROUGH COUNCIL ELECTIONS
5TH MAY, 2016

REPORT OF THE RETURNING OFFICER

CHERRYWOOD

| | | |
|------------------------|---------------------------------|-------------------|
| No. of Electors | No. of Ballots Completed | Percentage |
| 5203 | 1692 | 32.5% |

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|-----------------|----------------------|---------------------------|
| CORNWELL | Derek Roy | 442 |
| GRATTAN | <i>Clive Patrick</i> | 738 |
| MAKUNURA | Martha | 360 |
| MURPHY | Shaun Patrick Joseph | 143 |

Candidate Elected
CLIVE PATRICK GRATTAN

COVE AND SOUTHWOOD

| | | |
|------------------------|---------------------------------|-------------------|
| No. of Electors | No. of Ballots Completed | Percentage |
| 5403 | 1693 | 31.3% |

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|----------------|--------------------|---------------------------|
| CARTER | <i>Susan Mary</i> | 818 |
| DEKKER | Alain Stephen | 168 |
| JABBI | Madi | 233 |
| PALMER | Mark Anselm Justin | 76 |
| PARSONS | Jennifer Claire | 389 |

Candidate Elected
SUSAN MARY CARTER

EMPRESS

| | | |
|------------------------|---------------------------------|-------------------|
| No. of Electors | No. of Ballots Completed | Percentage |
| 4517 | 1629 | 36.1% |

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|----------------|--------------------|---------------------------|
| HAYWARD | Peter Stuart | 203 |
| MUNRO | Marina | 805 |
| NIXON | Colin | 193 |
| WALLACE | Donna | 425 |

Candidate Elected
MARINA MUNRO

FERNHILL

| | | |
|------------------------|---------------------------------|-------------------|
| No. of Electors | No. of Ballots Completed | Percentage |
| 5320 | 1563 | 29.4% |

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|----------------|----------------------|---------------------------|
| AMOS | Leonard Matthew John | 260 |
| COULE | Martin Anthony | 119 |
| NELSON | Harry Dagger | 352 |
| WOOLLEY | John Edward | 822 |

Candidates Elected
JOHN EDWARD WOOLLEY

KNELLWOOD

| | | |
|------------------------|---------------------------------|-------------------|
| No. of Electors | No. of Ballots Completed | Percentage |
| 5513 | 2000 | 36.3% |

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|----------------|--------------------|---------------------------|
| BELL | Rosemary Anne | 243 |
| DE NORONHA | Jeffrey Michael | 161 |
| LEWRY | Amy Hannah | 151 |
| TAYLOR | <i>Paul Graham</i> | 1159 |
| TOOTILL | William John | 279 |

Candidate Elected
PAUL GRAHAM TAYLOR

MANOR PARK

| | | |
|------------------------|---------------------------------|-------------------|
| No. of Electors | No. of Ballots Completed | Percentage |
| 5703 | 1866 | 32.8% |

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|------------------|---------------------------|---------------------------|
| ADAIR | Richard James | 359 |
| CLIFFORD | David Edward | 816 |
| COLLETT | David Lee | 237 |
| SWADDLING | Dominique Jamie Alexandra | 447 |

Candidate Elected
DAVID EDWARD CLIFFORD

NORTH TOWN

| | | |
|------------------------|---------------------------------|-------------------|
| No. of Electors | No. of Ballots Completed | Percentage |
| 4772 | 1495 | 31.3% |

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|-----------------|--------------------|---------------------------|
| ARMITAGE | David Anthony | 269 |
| DIBBLE | <i>Keith</i> | 1025 |
| LETTIES | Mark | 199 |

Candidate Elected
KEITH DIBBLE

ROWHILL

| | | |
|------------------------|---------------------------------|-------------------|
| No. of Electors | No. of Ballots Completed | Percentage |
| 5178 | 1749 | 33.8% |

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|------------------|--------------------|---------------------------|
| BETSWORTH | Kevin | 457 |
| CONSIDINE | Julie Martha | 417 |
| HOWELL | Peta Martine | 149 |
| SHEEHAN | Maurice Leonard | 721 |

Candidate Elected
MAURICE LEONARD SHEEHAN

ST JOHN'S

| | | |
|------------------------|---------------------------------|-------------------|
| No. of Electors | No. of Ballots Completed | Percentage |
| 5093 | 1663 | 32.7% |

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|-----------------|--------------------|---------------------------|
| GADSBY | Suzan Dawn | 303 |
| HARDING | Christopher John | 486 |
| MOYLE | <i>Peter John</i> | 740 |
| THOMPSON | Philip Geoffrey | 129 |

Candidate Elected
PETER JOHN MOYLE

ST MARK'S

| | | |
|------------------------|---------------------------------|-------------------|
| No. of Electors | No. of Ballots Completed | Percentage |
| 5048 | 1566 | 31% |

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|------------------------|-----------------------|---------------------------|
| AUSTRIDGE | Simon Amir | 178 |
| BEDFORD | <i>Diane Beverley</i> | 611 |
| HEWITT | Carl Robert | 43 |
| KOHER CHOWDHURY | Abul | 439 |
| SIMPSON | Gary | 70 |
| SOUTHON | Colin Frederick | 219 |

Candidate Elected
DIANE BEVERLEY BEDFORD

WELLINGTON

| | | |
|------------------------|---------------------------------|-------------------|
| No. of Electors | No. of Ballots Completed | Percentage |
| 2842 | 615 | 21.6% |

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|------------------|---------------------------|---------------------------|
| CHOUDHARY | Attika Salim | 190 |
| CRAWFORD | <i>Alexander Hamilton</i> | 385 |
| KOHER | Abu Haydar | 36 |

Candidate Elected
ALEXANDER HAMILTON CRAWFORD

WEST HEATH

No. of Electors
5058

No. of Ballots Completed
1926

Percentage
38.1%

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|---------------------------|--------------------|---------------------------|
| MARSHALL | Paula Samantha | 93 |
| MORGAN | Stephen Edward | 449 |
| MURPHY | Josephine Patricia | 122 |
| SIMPSON | Trevor Mark | 253 |
| <i>STAPLEHURST</i> | <i>Mark</i> | <i>1002</i> |

Candidate Elected
MARK STAPLEHURST

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COUNCIL MEETING – 28TH JULY, 2016

ALDERSHOT PARK WARD ELECTION
2ND JUNE, 2016

REPORT OF THE RETURNING OFFICER

| | | |
|------------------------|---------------------------------|-------------------|
| No. of Electors | No. of Ballots Completed | Percentage |
| 5378 | 1144 | 21.3% |

RESULT OF POLL

| Surname | Other Names | Total No. of Votes |
|-----------------------|--------------------|---------------------------|
| BOXALL | Jeffery Kenneth | 314 |
| COLLINS | Matthew Phillip | 41 |
| PERRIN | Lucy | 264 |
| <i>ROBERTS</i> | <i>Mike</i> | 525 |

Candidate Elected
MIKE ROBERTS

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COUNCIL MEETING – 28TH JULY 2016

AGENDA ITEM NO. 8

REVIEW OF MEMBERS' ALLOWANCES SCHEME

1. INTRODUCTION

- 1.1 Under Regulations relating to the preparation and review of members' allowances schemes, Rushmoor's Independent Remuneration Panel reviewed Rushmoor's scheme at the end of March. The remit of the Panel was to fulfil the requirements for a fresh authority to be obtained from the Council in relation to indexation and to provide a general review of the scheme to ensure it is still fit for purpose.
- 1.2 A copy of the Remuneration Panel report is attached and set out below is a summary of the outcomes. The Council is being asked to adopt the recommendations of the Remuneration Panel in full.

2. INDEPENDENT REMUNERATION PANEL – PROPOSALS

(1) Background and Context

- 2.1 Rushmoor's Remuneration Panel has examined all parts of the current scheme and benchmarked the provisions against similar authorities regionally, locally and nationally through a range of indices. As in previous reviews, the Remuneration Panel recognised the importance of obtaining views of Members and a critical part of this review was to receive evidence from those with an interest.
- 2.2 In carrying out the review, the Remuneration Panel was also very conscious of the need to take account of the current economic climate, especially the pressures on public finances and the need for the Council to achieve financial sustainability.
- 2.3 In view of these issues, the Remuneration Panel is of the opinion that a further in depth review will be required at some point, and certainly if there are any changes to the decision making structure. This review focused on ensuring equity and addressing any current anomalies.

(2) Main Elements of the Allowances

- 2.4 Taking account of the evidence provided, the Remuneration Panel is proposing:
 - the overall basic allowance be set at £4,953 for 2016/17 with the ICT allowance set at £358 and accounted for separately. Any

member not contactable by email will only receive 50% of the ICT allowance

- the special responsibility allowance for the Leader be set at £14,413 for 2016/17 and the allowances for the Deputy Leader and other Cabinet Members remain at existing levels
- the special responsibility allowance for the Chairmen of the Development Management and Licensing and General Purposes Committees be set at £5,160 for 2016/17 with the provision for an additional payment for attending four or more licensing sub-committees in one municipal year remaining at £413 in 2016/17
- the allowance for opposition group leaders be retained at its existing level, subject to the groups having a minimum of four Members
- the special responsibility allowance for Panel Chairmen be retained at £3,100 for 2016/17
- the Mayor to receive a special responsibility allowance of £1,441 for 2016/17
- the co-optees allowance be retained at existing levels for 2016/17 (if applicable)

(3) Travel and Subsistence

2.5 The Remuneration Panel also reviewed the arrangements for the other allowances in the scheme and recommended:

- travel and subsistence allowances for approved meetings outside the Borough should relate to actual costs using the most cost effective means of transport and/or available accommodation
- mileage rates should be paid at business mileage rates (including passenger supplement rate) recommended by HMRC
- the dependant carers' allowance be paid in respect of childcare at £7.20 (capped at the National Living Wage) or, for other care, capped at the hourly wage charged by Hampshire County Council Social Services for a carer

(4) Indexation

2.6 The current arrangements where members allowances are reviewed each year using indices applied nationally or through the local government system are to be retained for the four year period until the end of March 2020.

3. FINANCIAL IMPLICATIONS

- 3.1 If the Council accepts the recommendations set out in the Remuneration Panel's Report, there will be a small increase in the overall costs, but this can be managed within existing budgets. The Remuneration Panel is of the view that the new arrangements should be backdated to the Annual Meeting on 24th May 2016 and any annual reviews would be implemented from the Annual Meeting date.

4. CONCLUSIONS

- 4.1 Rushmoor's Independent Remuneration Panel has completed its four yearly review of Rushmoor's current scheme and found that it is largely fit for purpose. The existing arrangements have been found to be broadly fair and consistent, generally, with other authorities. The proposed changes reflect the views expressed to it by Members, benchmarking data and local structures/working arrangements and are considered equitable by the Remuneration Panel.

5. RECOMMENDATIONS

- 5.1 The Council is recommended to adopt the recommendations set out in the Rushmoor Independent Remuneration Panel's Fifth Report.

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A Review of Members' Allowances

For

Rushmoor Borough Council

**The Fifth Report by the
Independent Remuneration Panel**

**William Bagnall
Dr Declan Hall (Chair)
John Mitchell**

May 2016

EXECUTIVE SUMMARY

| Rushmoor IRP | Maximum Payable BA & SRAs 2016/17 (recommended) | | | | | |
|---|---|-----------|--------------|---------------------|------------------|------------------------|
| REMUNERATED POSTS | Basic Allowance | Nos. Paid | SRA per Post | SRA Ratio to Leader | Total per Member | SRA total per Category |
| All Members | £4,953 | 39 | - | | | |
| Leader of Council | £4,953 | 1 | £14,413 | 100.0% | £19,366 | £14,413 |
| Deputy Leader & Cabinet Member | £4,953 | 1 | £8,670 | 60.2% | £13,623 | £8,670 |
| Other Cabinet Members | £4,953 | 5 | £7,640 | 53.0% | £12,593 | £38,200 |
| Chairman Development Management Committee | £4,953 | 1 | £5,160 | 35.8% | £10,113 | £5,160 |
| Chairman Licensing & General Purposes Committee | NA | 0 | NA | NA | NA | £0 |
| Chairman Licensing, General Purposes, Standards & Audit Committee | £4,953 | 1 | £5,160 | 35.8% | £10,113 | £5,160 |
| Chairmen Policy & Review Panels | £4,953 | 5 | £3,100 | 21.5% | £8,053 | £15,500 |
| Chairman of Council | £4,953 | 1 | £1,441 | 10% | £6,394 | £1,441 |
| Chairman Standards & Audit Committee | NA | 0 | NA | NA | NA | £0 |
| Principal Opposition Group Leader | £4,953 | 1 | £3,100 | 21.5% | £8,053 | £3,100 |
| Other Qualifying Opposition Group Leaders | £4,953 | 0 | NA | NA | NA | £0 |
| <u>SUB TOTALS</u> | | | | | | |
| BA SUB TOTAL | £4,953 | 39 | | | | £193,167 |
| SRAs SUB TOTAL | | 16 | | | | £91,645 |
| <u>TOTAL PAYABLE</u> (BA + SRAs) | | | | | | £284,812 |

The Panel also recommends:

SRA for Members serving on four or more Licensing Sub Committees

That the SRA for Members serving on four or more Licensing Sub Committees (Alcohol and Entertainments) in one municipal year, excluding the Chairman of amalgamated Licensing and General Purposes/Standards and Audit Committee, is maintained at £413 for 2016/17.

Chairmen of the Policy and Review Panel Task & Finish Working Groups

That the Chairmen of the Policy and Review Panel Task & Finish Working Groups are not paid an SRA at this stage. The Panel will return to the issue during its next review.

Clarifying SRA for Opposition Group Leaders'

That the scheme be amended to clarify that in the case where there is only one Opposition Group with less than four Members that the Principal Opposition Group Leaders' SRA remains payable. The schedule of allowances published on the Council's website should also be amended to include this clarification

The Information Technology & Telecommunications (ITT) Allowance

That the current ICT Allowance of £358 per year is maintained and continues to be identified and paid separately.

Maintaining the 1-SRA only rule

That the Council maintains the 1-SRA only rule a Member can receive no more than one SRA regardless of the number of remunerated posts held.

Co-optees' Allowances

That the Co-optees' Allowance is maintained at £475 for £2016/17.

The Allowances for expenses: Travel and Subsistence Allowances

That the conditions and maximum rates claimable under the Travel and Subsistence Allowances are maintained.

The Dependants' Carers' Allowance (DCA)

That the DCA distinguish between 2 different types of care as follows:

- Childcare: capped at the national living wage of £7.20 per hour (April 2016)
- Other care: capped at the hourly wage charged by Hampshire County Council Social Services for a home carer

The Panel also recommends that the current terms and conditions by which the DCA is claimed be maintained.

Confirmation of indexing

That the following allowances are indexed for four years (2016/17 to 2019/20), the maximum period permitted by legislation, without reference to the Panel as follows:

- Basic Allowance, SRAs, Co-optees and ICT Allowances: updated annually in line with the annual percentage pay increase given to Rushmoor Borough Council employees (and rounded to the nearest £) as agreed for each year by the National Joint Council for Local Government Staff.
- Out of Council Mileage Allowance: indexed to the HMRC AMAP (Authorised Mileage Allowance Payments) approved mileage rates.
- Out of Council Other Travel and Subsistence: reimbursement of actual costs taking into account the most cost effective means of transport and/or accommodation available and the convenience of use with the maximum rates indexed to the same periodic percentage increase that may be applied to Officer Travel and Subsistence Allowances.
- Dependants' Carers' Allowance: the maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Hampshire County Council's hourly rate for a Home Care Assistance (care of other dependants).

Implementation

That the new scheme of allowances based on the recommendations contained in this report is adopted from the date of the Annual Meeting on 24 May 2016.

Independent Remuneration Panel: The Fifth Review of Members' Allowances

For

Rushmoor Borough Council

May 2016

Introduction: The Regulatory Context

1. This report is a synopsis of the deliberations and recommendations made by the statutory Independent Remuneration Panel ('IRP' or 'Panel') appointed by Rushmoor Borough Council to advise the Council on its Members' Allowances Scheme.
2. *The Panel was convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021) (the 2003 Regulations). These regulations, arising out of the relevant provisions in the Local Government Act 2000, require all local authorities to maintain an independent remuneration panel to review and provide advice on the Council's Members Allowances. This is in the context whereby the Council retains powers to determine the scope and levels of Members' Allowances.*
3. All Councils are required to convene their Panel and seek its advice before they make any changes or amendments to their members' allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended members' allowances scheme.
4. In particular, the Panel has been reconvened under the 2003 Regulations [10. (5), which states:

Where an authority has regard to an index for the purpose of annual adjustment of allowances it must not rely on that index for longer than a period of four years before seeking a further recommendation from the independent remuneration panel established in respect of that authority on the application of an index to its scheme.
5. This mechanism is the means by which all councils are required to reconvene their Panel at least once every four years thus ensuring a degree of public scrutiny and accountability vis-à-vis their Members' Allowances schemes. It is under this requirement that the Panel has undertaken this review of Members' Allowances for Rushmoor Borough Council.

Terms of Reference

6. In accordance with the 2003 Members' Allowances Regulations [paragraphs 10. (5) & 19. (1)] Rushmoor Borough Council has reconvened its statutory Independent Remuneration Panel (IRP) to review the Council Members' Allowances scheme. Specifically the Panel has been asked to make recommendations on the following:
- (a) The responsibilities or duties for which the following should be available:
 - Special Responsibility Allowances;
 - Travelling and Subsistence Allowances; and
 - Co-optees' Allowance
 - (b) The amount of such allowances and as to the amount of Basic Allowance that should be payable to elected Members and the expenses it should include
 - (c) Whether a Dependants' Carers' Allowance should be payable and as to amount of such an allowance
 - (d) The application of an index to allowances payable and if so what the relevant indices should be
 - (e) The allowance provision for IT and Telecommunications
 - (f) The implementation date for the new Scheme of Members' allowances
7. In undertaking the review, the Panel is expected to take into account:
- The Council's medium term financial strategy
 - The changing local authority/public service environment
 - Allowances paid in the Rushmoor Borough Council comparator group of councils;
 - The views of Members, both written and oral
 - Any other considerations that the Council obliges the Panel to take into account

The Panel

8. Rushmoor Borough Council reconvened its Panel and the following Members were appointed to carry out the independent review of allowances, namely:
- William Bagnall: Governor of Farnborough Sixth College and Chair of its Finance, Strategy and Estates Committee. Is involved in locally based enterprises with a professional background in the commercial property sector.
 - Dr Declan Hall (Chair): A former academic at the Institute of Local Government, The University of Birmingham, now an independent consultant specialising in

Members' Allowances and support with experience of reviews across the United Kingdom

- John Mitchell: Chief Executive Officer, Enterprise First (Aldershot), a not-for-profit company that provides business support and a Director of eight companies, mostly locally based.

9. Logistical and practical support to the Panel was provided by Jill Shuttleworth, Democratic Services Manager at Rushmoor Borough Council.

Process and Methodology

Evidence Reviewed by the Panel

10. The Panel met at the Council Offices, Farnborough on 14 and 15 March 2016 to consider the evidence and hear representations, including factual briefings on the Council by Officers. All Members were sent an aide memoir to use as a basis for any written submissions to the Panel and all Members who wished to meet with the Panel were accommodated as far as practically possible. The Panel also reviewed relevant written information, such as council and committee meetings schedules, benchmarking data, statutory guidance, etc¹. The Panel meetings were held in private session to enable it to meet with Members and Officers and consider the evidence in confidence.

Benchmarking: Hampshire and adjacent District Councils

11. As in previous reviews, and as per good practice, the Panel benchmarked the scope and levels of allowances paid to Members of Rushmoor Borough Council. The benchmarking group for this review had to be altered from previous reviews. Previously the Panel had two distinct benchmarking groups
 - The other 10 other Hampshire District Councils
 - All District Councils in the South East that replied to the South East Employers (SEE) annual survey of allowances
12. The SEE annual survey of allowances was not utilised for this review, partly as it no longer produces mean values for allowances except the Basic Allowance and Executive SRAs and partly due to when the survey was carried out: it is now 10 months old and does not take into account the large number of reviews in 2015/16 (a peak year in the 4 year cycle) nor the indexing for 2015/16 that has been applied by many local authorities.
13. In its stead the Panel expanded the benchmarking group of 10 other Hampshire District Councils to include the three councils that are adjacent to Rushmoor, namely Guildford, Surrey Heath and Waverley.

¹ See Appendices 1 & 2 for further details on the range of written evidence considered and list of Members who made representations to the Panel.

14. While it can be difficult to make systematic comparisons consistently, the Panel has undertaken benchmarking, where relevant figures can be obtained, against these two sub groups of councils to provide a more balanced perspective.²
15. The Panel has not been driven by Allowances paid across the comparator authorities but it was concerned to understand how the issues under review have been addressed elsewhere, i.e. what is the most common and good practice. Moreover, it was important to place the Rushmoor Borough Council Allowances Scheme in a comparative perspective. Leaving aside the fact that this only gives relative values and is less of a guide to the real worth of a councillor's work it informs elected Members on the wider picture, underlining some of the anomalies in the Rushmoor Borough model of remuneration and support.

Key Messages - Scheme not fundamentally changed since 2001

16. The current scheme has not been fundamentally reviewed since February 2001 when all the roles were relatively new. While the scheme has been amended since 2001 the methodology and variables utilised in arriving at the current allowances have not been revisited since then in light of most recent data and legislative and council changes.

Restoring equity

17. It is apparent that in relation to the Basic Allowance and Leaders' SRA there has been a loss of value. Allowances should be fair in that they provide a degree of recompense for workload and responsibility. Allowances should also be equitable when compared to peers. The current scheme fails on both points vis-à-vis the Basic Allowance and the Leader's SRA.

Transparency and Accountability

18. In the interest of probity and transparency, Members should be able to give account of their remuneration and support. Public perception should not be negative. As Members ultimately determine their own allowances and support, on advice from the Panel, they should be able to justify to the public their remuneration and support in terms of their own workloads and responsibility and in a comparative context.

Reduce barriers to public service

19. The policy intention behind the requirement to establish a Members' Allowances scheme for all English councils is to enable and facilitate Members' roles and responsibilities as far as practically possible while taking into account such factors as the nature of the council, local economic conditions and good practice. Thus the Panel has sought to recommend a scheme that seeks to minimise financial barriers to public service so as to enable a wide range of people to become a Councillor without incurring undue personal financial cost.

² See Appendix 3 for more details.

20. Members' allowances schemes are not intended to 'attract' candidates for Council. Members' allowances were never intended to be paid at full 'market rates.' They would have to be at a level so high as not to be publically acceptable. Moreover, the Panel (and a number of interviewees) were not at ease with the concept of using allowances to 'attract' candidates for council - if elected Members were standing for and remaining on the Council due to financial appeal it would run contrary to the public service ethos. The desire to serve local communities and residents is the prime motive for being a Councillor. Remuneration should not be seen as a driver in citizens putting themselves forward to stand for council, as it negates the public service principle that is inherent in a Member's role. Yet, nor should remuneration be at a level that excludes many underrepresented groups from standing for Council because it would impose undue financial pressures on them. Moreover, if the Panel was to recommend 'market rates' it would cut against the principle of value for money (see below) and be at such a level it would be hard to justify in a comparative context.

The current economic context and achieving Value for Money

21. It is acknowledged that another theme emerging from representations was that the economic context meant that allowances should not be raised. Indeed there was also a minority view that Rushmoor Borough Council Members' Allowances scheme remains broadly fit for purpose - a view the Panel has rejected regarding the Basic Allowance and Leader's SRA as not being borne out by the evidence. Nonetheless, while accepting there should be some increase in these allowances in particular³, the Panel recognises that they should still represent value for money, particularly in light of the Council required to find further savings and the broader economic context generally.
22. Moreover, the Panel is the means by which periodic public scrutiny is brought to bear on Members' allowances and support. It is incumbent upon the Panel to ensure that its recommendations represent value for money.

Function of this Review - addressing the most glaring anomalies

23. Another theme emerging from the evidence was that it is clear local government is facing a period of change that will impact on Members roles and responsibilities. Indeed the vision for Rushmoor in light of the financial challenges facing the public sector is to become a more entrepreneurial council by taking advantage of the new economic freedoms all councils now have. This will undoubtedly affect the roles and responsibilities of all Members and the levels of accountability of particular post holders.
24. However, it is too early to ascertain how this will impact on Members roles with any certainty. The Panel felt it would be futile to try to undertake a fundamental review when it may well have to be done in the medium term when more experience of changes can be gained. Consequently, for this review the Panel has concentrated on making recommendations where it is clear the need is most pressing.

³ If the recommendations are accepted in full it would result in a maximum increase of 3.2% or £8,812 for 2016/17 (assuming all SRAs are paid) on the maximum payable in 2015/16.

Recommendations - the Basic Allowance

Benchmarking the Basic Allowance

25. In the Panel's Fourth Report (May 2012) it highlighted that the Rushmoor Basic Allowance was falling behind peers but there was not enough evidence to show it was becoming a financial barrier to being a Councillor.
26. Benchmarking shows that the current Rushmoor Basic Allowance (£4,750) has since fallen further behind peers; in the benchmarking group the mean Basic Allowance (2015/16) is £5,479 and a median of £5,505. The Rushmoor Borough Council Basic Allowance is not the lowest amongst peers; this is Hart (£3,855). However, as with all benchmarking, a degree of caution is required when looking at the raw figures. In Hart there are 24 SRAs available for 35 Councillors, whereas in Rushmoor there are 17 SRAs available for 39 Councillors. In Hart almost 70% of Members can increase their remuneration beyond the Basic Allowance.
27. A Basic Allowance that is less than that paid to peers is on its own not necessarily a sufficient reason to recommend an increase to the Basic Allowance but in the context whereby it has not been fundamentally revisited since 2001 and with three fewer Members since May 2012 and extra costs imposed on eligible Members through closure of the LGPS scheme in 2014 then the case for revision becomes more compelling.

Recalibrating the Basic Allowance in line with the 2006 Statutory Guidance

28. In arriving at recommendations, the Panel is required to pay regard to the 2006 Statutory Guidance⁴. In considering the Basic Allowance the Guidance (paragraph 67) states:

Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.

29. The Statutory Guidance (paragraphs 68-69) expands on the above statement by breaking it down to three variables - time, public service and worth of remunerated time. The Panel has recalibrated the Basic Allowance by bringing the three operative variables up to date.

Time to fulfil duties for which the Basic Allowance is paid

30. The Basic Allowance is primarily a time-based payment (see 2006 Statutory Guidance paragraph 10) to compensate for workload. Obviously Members work in different ways and have varying commitments and the time spent on council duties varies. Yet, the Basic Allowance is a flat rate allowance that

⁴ There was previous Statutory Guidance which the Panel paid regard to in recommending allowances prior to 2006. The 2006 edition reflects legislative changes mostly regarding the allowances for reimbursement of expenses and access to the Local Government Pension Scheme.

must be paid equally to all Members in the first instance so the time assessment is typically taken that which is deemed necessary to carry out all those duties for which the Basic Allowance is paid, including preparing for and attending meetings of the Council and its committees/panels (formal and informal), addressing constituents' concerns, representing and engaging with local communities, external appointments and other associated work including telephone calls, emails and meetings with Officers.

31. The time assessment of 11 hours for what is required to be an effective backbencher has been the same since 2001. The most up to date information available on what is a reasonable time expectation for which the Basic Allowance is paid comes from the 2013 Councillors Census. In data supplied to the Chair of the Panel from the Local Government Association, it shows that Councillors in district councils who held "no positions" of responsibility put in on average 14 hours per week "on council business"⁵. Furthermore, the anecdotal evidence suggests that 11 hours per week may well now be an underestimation. Some Members certainly felt that there were more demands on their time, particularly regarding contact with constituents who can now contact Members via mobile phones and email.
32. However, for the purposes of recalibrating the Basic Allowance in line with the 2006 Statutory Guidance the Panel has adopted 12.5 hours per week, or 650 hours per year, as the expected time input from Members in return for the Basic Allowance.
33. The Panel recognises that based on the representation received some Members who hold no positions do put in more than an average of 12.5 hours per week. However, the Panel has opted for 12.5 hours on the basis that the average includes a small number of councillors who undertake the role more or less full time as they have the time to supply, largely as a consequence of the majority of councillors not being in full time employment. Moreover, the majority of formal meetings in Rushmoor are in the evenings, even though it would be difficult to not undertake some council duties during 'normal' works. As such the figure of 12.5 hours per week is a more realistic expectation and represents a compromise between the historic figure of 11 hours and the Councillors Census figure of 14 hours per week.

The Public Service Discount (PSD)

34. The Public Service Discount (PSD) recognises the principle that not all of what a Councillor does should be remunerated – there is an element of public service. Typically, this voluntary principle is realised by discounting an element of the expected time inputs associated with the Basic Allowance. The normal range for this public service discount is between 35% - 40%, largely on the basis this is broadly in line with the proportion of time backbenchers spend dealing with constituents, surgeries and general enquiries from citizens. The historical PSD that has been applied in Rushmoor Borough is 40%; the Panel received no evidence to revise the historical figure. In fact the recent review by the Local Government Association showed that Rushmoor

⁵ Information based on National Census of Local Authority Councillors 2013 (LGA), breakdown of weekly hours by councillors by number of positions held and type of council, in email from S. Richards, LGA 1 October 2014.

Members place great emphasis on representing their constituents and communities so 40%, while being at the upper end of the typical range, is appropriate for Rushmoor.

35. Thus, of the expected time input of 650 hours per year 40% of that time, or 260 hours per year, are deemed to be public service and not paid, leaving 390 remunerated hours per year.

The rate for remuneration

36. Historically the rate for remuneration used in arriving at the Rushmoor Basic Allowance was based on the average gross wage for all full time employees in the South East as published each year by the ONS in the Annual Survey of Hours and Earnings (ASHE). This figure was used on the basis of data availability; it was the closest published rate of remuneration that most closely reflected the typical earnings of Members' constituents.

37. However, the Office of National Statistics now collects and publishes data on average earnings on a council by council basis in its Annual Survey of Hours & Earnings. In 2015 the median hourly salary (excluding overtime) for all full time employees resident in the Borough was £12.70⁶ as published by the Office of National Statistics (ONS) in its Annual Survey of Hourly Earnings (ASHE - 2015). Thus, the Panel has reset the rate for remuneration at £12.70 per hour.

38. The variables used in arriving at the Basic Allowance in accordance with the 2006 Statutory Guidance to take into account the most recent data available have been updated as follows:

- Time required to fulfil duties: 650 hours per week (12.5 hours per week)
- Public Service Discount: 40% (260 hours)
- Rate for Remuneration: £12.70 per hour

39. Following the methodology as set out in the 2006 Statutory Guidance with the updated variables produces the following recalibrated Basic Allowance:

- 650 annual hours minus 40% PSD multiplied by £12.70 per hour
= £4,953

40. The Panel is content that the recalibrated Basic Allowance is robust and defensible once the following has been taken into account:

- The Basic Allowance has not been updated to reflect most recent data available

⁶ See ASHE, 2015, Table 8.2a - Median weekly pay - excluding overtime - for full time employees resident in the Borough, which is £508. This figure was divided by a 40 hour working week to arrive at £12.70 per hour. The ONS advises that the median rather than the higher mean figure (£584.20 per week) is a better measure of the average due to the handful of very high earners which skews the statistical mean.

- The decrease in the number of Members from 42 to 39 since the last review
- That eligible Members have to incur extra costs for loss of entitlement to join the Local Government Pension Scheme and
- The recalibrated Basic Allowance is still less than the average/median paid in the benchmarking group

41. **The Panel recommends that the Basic Allowance for 2016/17 should be £4,953.**

The Information Technology & Telecommunications (ITT) Allowance

42. Currently all Members receive an annual Information Technology & Telecommunications (ITT) Allowance of £358 as a contribution to cover such council related costs incurred by Members such as

- Use of personal landline and mobile telephones
- Broadband
- IT hardware, peripherals and consumables
- Other ICT related costs

43. Benchmarking in this regard is difficult to undertake as many allowances schemes do not specify or clarify the level of direct support or otherwise their Members receive. Like Rushmoor, some specifically refer to an additional ICT related allowance e.g., New Forest £382. Lack of reference does not mean that Members receive no ICT support; there is no requirement to include such support in the Allowances schemes whether it is direct provision or monetary recompense. What is more certain is that such support is provided in some form to some extent.

44. There was some representation that argued it would be better for Rushmoor to provide a standard set of IT hardware and telecommunications services to Members so that they were all working on the same platforms. The Panel has rejected this argument; it would involve a substantial capital outlay and impose an administrative burden to maintain Council provided IT hardware and systems. The current approach has the advantages of being administratively efficient and cheaper than direct provision. It is acknowledged it is not a tax efficient approach but it is outweighed by the advantages of the current approach. Another view argued that it should simply be added to the Basic Allowance and abolished as a separate allowance. In the interests of transparency the Panel has rejected this view as in years to come it would inevitably get lost in the Basic Allowance and could lead to Members getting another ICT related allowance or support in the future. By keeping it separate it ensures that Members and the public are aware that there is a contribution to Council related ICT expenses incurred by Members which can more readily be revised in accordance with changing markets and developments in ICT.

45. **The Panel recommends that the current ICT Allowance of £358 per year is maintained and continues to be identified and paid separately.**

Special Responsibility Allowances - Leader of the Council

46. As with the 2012 Review the other glaring anomaly was the Leader's SRA, currently £12,900. Benchmarking shows the mean SRA for Leaders across all Hampshire District Councils and those adjacent to Rushmoor to be £15,940, with a mean total remuneration of £21,682 as against £17,650 for the Rushmoor Leader. Again it is not the lowest across the benchmarking group, which is Guildford where the Leader's SRA is £11,150 with a total of £16,068 - again the lowest across peer councils⁷.
47. The Leader's role has changed the most since it was last fully reviewed. The demands on the Leader's time and level of responsibility have increased. In particular, all executive powers, as with an elected Mayor, are now in the hands of the Leader, since the implementation of the relevant provisions of the Local Government and Public Involvement in Health Act 2007. This now means the Leader appoints the Cabinet and determines scope of delegated powers and the remits of cabinet members.
48. More recently, local government devolution and the proposed Combined Authority have put greater pressure on the Leader and will continue to do so. For instance the Leader has attended and will continue to attend sub regional meetings regardless of when and how devolution will eventually be implemented. The 'outward' facing aspect of the Leader's role has grown and shows no signs of abating.
49. It remains a role that does not require a full time commitment but regardless of the post holder it precludes full time employment in the normally accepted sense.
50. The current SRA was arrived at through a time based assessment. However, the Panel takes cognisance of the 2006 Statutory Guidance which states
- One way of calculating special responsibility allowances may be to take the agreed level of basic allowance and recommend a multiple of this allowance as an appropriate special responsibility allowance for either the elected mayor or the leader.
51. The factor approach as it is known has become increasingly popular over the years as it is transparent and readily understood. The Leaders mean SRA (£15,940) in the benchmarking group is a multiple of 2.91 of the mean Basic Allowance (£5,479) which is in line the typical differential. The Panel has opted to adopt 2.91 as the appropriate factor in arriving at the recommended SRA for the Leader, i.e., multiplying the recommended Basic Allowance (£4,593) by 2.91, which equates to £14,413. This still leaves the recommended SRA for the Leader less than the mean/median SRA paid to peers so will need to be examined again at the next review
52. **The Panel recommends a Leader's SRA of £14,413 for 2016/17.**

⁷ The SRAs paid to remunerated post holders in Guildford is a variable tableau as Members can and do receive more than 1 SRA. On data available it appears that the Leader of Guildford will always get at least 3 SRAs within the one of Group Leader being dependent on numbers in the majority group.

Deputy Leader

53. The current SRA (£8,975) for the Deputy Leader is, like most of the other main SRAs in Rushmoor in line with the benchmarking mean (£8,975) and median (£8,965) for Deputy Leaders. It is recognised that there may be an increasing need for the Deputy Leader to step in for the Leader as the latter takes on the outward facing challenges. Nonetheless, no evidence was received to suggest a revision was merited in the Deputy Leader's SRA at this stage.
54. **The Panel recommends that the SRA for the Deputy Leader for 2016/17 is maintained at £8,670.**

Other Cabinet Members (five)

55. The current SRA (£7,640) for the five other Cabinet Members is in line with peers, with the mean SRA in the benchmarking group being £7,463 and median £7,640. The Panel received no evidence to suggest this SRA requires revising.
56. **The Panel recommends that the SRA for the five other Cabinet Members for 2016/17 remains at £7,640.**

Chairman of the Development Management Committee

57. The current SRA (£5,160) for the Chairman of the Development Management Committee is in line with peers, with the mean SRA in the benchmarking group being £5,348 and median £5,006⁸. It is acknowledged that there has been an increase in delegations to Officers in this area and therefore a decline in applications going to the Development Management Committee but the Chairman of the Development Management Committee retains a high profile as it now deals primarily with contentious applications, which requires an able Chairman. Moreover, many delegated applications decided by Officers are still made in consultation with the Chairman. It also meets more often than other committees of the Council. The Panel received no evidence to suggest this SRA requires revising.
58. **The Panel recommends that the SRA for the Chairman of the Development Management Committee for 2016/17 remains at £5,160.**

Chairman of Licensing and General Purposes/Standards and Audit Committees

59. At present Licensing and General Purposes and Standards and Audit are two separate committees. The Chairman of the former committee receives an SRA of £5,160 and the Chairman of the latter receives an SRA of £1,030.

⁸ The mean and median figures have not been adjusted to take into account those councils that have area development management committees, which include East Hampshire, Test Valley and Waverley.

Following a review of responsibilities for the Standards and Audit Committee, the Council has decided that from the date of the Annual Meeting on 24 May 2016 to amalgamate these two committees. As such, it is difficult to benchmark such a post as there are no equivalents in the benchmarking group. The Panel has taken the view that the Chairman of the amalgamated committee should be paid on a par with the Chairman of the Development Management Committee.

60. **The Panel recommends that the SRA for the Chairman of the Licensing, General Purposes, Standards and Audit Committee for 2016/17 is £5,160.**

Members serving on four or more Licensing Sub Committees

61. Currently there is provision for a SRA of £413 paid to any Members serving on four or more Licensing Sub Committees (Alcohol and Entertainments) in one municipal year, excluding the Chairman of Licensing and General Purposes. This SRA was introduced after responsibility for liquor and gambling licenses was transferred from Magistrates to local authorities. In the initial period after the transfer the Licensing Sub Committees met frequently and the workload tended to fall disproportionately on those Members of the parent committee who were available during the day. However, since the last review there has been a noticeable drop off in the number of Sub Committee meetings with no Member being eligible for this SRA in the past two years. This is a common pattern and the main reason why Licensing Sub Committee Members are no longer typically remunerated elsewhere. In the benchmarking group only one other council, Eastleigh, pays such an SRA (£250 per Member).
62. Nonetheless, there was widespread support for this SRA lest the situation changed. Consequently, **the Panel recommends that the SRA for Members serving on four or more Licensing Sub Committees (Alcohol and Entertainments) in one municipal year, excluding the Chairman of the amalgamated Licensing and General Purposes and Standards and Audit Committees, is maintained at £413 for 2016/17.**

Chairmen of the Policy and Review Panels (five)

63. The current SRA (£3,100) for the Chairman of the five Policy and Review Panels is in line with peers, with the mean SRA in the benchmarking group being £3,668 and the median SRA £3,195 for equivalent posts. The Panel received no evidence to suggest this SRA requires revising.
64. **The Panel recommends that the SRA for the Chairmen of the five Policy and Review Panels for 2016/17 remains at £3,100.**

Chairmen of the Policy and Review Panel Task & Finish Working Groups

65. As the Panel was informed that much valuable work in overview and scrutiny was carried out by Policy and Review Panel Task & Finish Working Groups it explored the possibility of remunerating the Chairmen of these Working

Groups. However the Panel was unable to discern a visible pattern of chairing the Policy and Review Panel Task & Finish Working Groups and would need further evidence to make a positive recommendation. Consequently **the Panel is making no recommendation regarding an SRA for the Chairmen of the Policy and Review Panel Task & Finish Working Groups at this stage.** It will return to the issue during its next review.

Chairman of the Council

66. Currently the Chairman of the Council receives an SRA of £1,030. This SRA is paid specifically for chairing Council meetings, the Chairman also receives a Civic Allowance paid under the Local Government Act 1972 (sections 3.5 and 5.4) to meet the expenses of holding the office of Chairman and Vice Chairman of the Council. As such, the Civic Allowance is not remuneration. Not all councils in the benchmarking group pay an SRA to their Council Chairman (seven out of the 13 other councils in the benchmarking group pay such an SRA) with a mean SRA of £2,388 and median SRA £2,585.
67. The Panel introduced an SRA for the Chairman of the Council during its last review at a deliberately low level to see how the role has developed. While it remains a fact that the role of chairing the Council is focusing primarily on the Council meetings it is an important role that is clearly under paid compared to peers. The Panel has reset this SRA at 10% of the recommended SRA for the Leader of the Councils, which equates to £1,441.
68. **The Panel recommends that the SRA for the Chairmen of the Council for 2016/17 is £1,441.**

Leaders of Opposition Groups

69. Currently any Leader of an Opposition Group with at least four group members receives an SRA of £3,100, which at present only applies to the Labour Group Leader. Benchmarking shows a mean SRA of £4,203 and median SRA of £3,490 in the comparator group. However, this SRA is often set elsewhere in relation to group size and particular political circumstances. No evidence was received to suggest this SRA required revising.
70. **The Panel recommends that the SRA for Leaders of Opposition Groups with at least four Members for 2016/17 remains at £3,100. The Panel further recommends that the scheme is amended to clarify that where there is only one Opposition Group with less than four group Members that this SRA remains payable to ensure compliance with the 2003 Regulations (2.b.). The schedule of allowances published on the Council's website should also be amended to include this clarification.**

Maintaining the 1-SRA only rule

71. The 2003 Regulations do not prohibit the payment of multiple SRAs to Members. However, since SRAs are no longer insignificant, Councils typically have adopted the '1-SRA only' rule. In other words, regardless of the number

of remunerated posts individual Members may hold they can only be paid one SRA.

72. This cap on the payment of SRAs to Members means that posts are not simply sought out for financial reasons; i.e. collecting remunerated posts does not enhance remuneration. Indeed, the logic of the 1-SRA only rule is that it helps to spread such posts around more. It also makes for a more transparent allowances scheme and acts as a brake on the total paid out each year in SRAs, as in practice it will be highly unusual if all SRAs are paid out annually, resulting in a saving to the Council.
73. Rushmoor Borough Council has adopted a 1-SRA only rule and no evidence was received to change this position. **The Panel recommends that the Council maintains the 1-SRA only rule within the Rushmoor Borough Council Members' Allowances Scheme so that a Member cannot receive more than one SRA.**

Co-optees' Allowances

74. Currently there are two Co-optees, appointed under the Local Government Act 200, on Standards and Audit Committee who each receive a Co-optees' Allowance of £475 per year. There may be no Co-optees after the Standards and Audit Committee is amalgamated with the Licensing and General Purposes Committee. Nonetheless, to future proof the scheme the Panel has decided to maintain provision for a Co-optees' Allowance at its current level lest the Council appoints Co-optees in the future.
75. **The Panel recommends that the Co-optees Allowance is maintained at £475 for £2016/17.**

The Allowances for expenses: Travel and Subsistence Allowances

76. The Panel received no evidence that the current scope, terms and conditions and maximum rates that are reimbursed under the Travel and Substance Allowances required revision.
77. **The Panel recommends that the conditions and maximum rates under the Travel and Subsistence Allowances are maintained.**

The Dependants' Carers' Allowance (DCA)

78. The Local Government Act 2000 explicitly clarifies the right of local authorities to pay a Dependants' Carers' Allowance (DCA), which Members can claim to assist in meeting costs for care of their dependants while on approved Council duties. It is an allowance explicitly designed to enable a wider range of candidates to stand for and remain on the Council. The Panel notes that the vast majority of councils now pay a DCA. The Panel supports the continuation of the DCA; it helps to reduce barriers to public service for traditionally underrepresented groups.

79. Currently, Rushmoor Borough Council pays a DCA to qualifying Members at differential rates based on the age of the Carer at rates that are now out of date. It is now good practice to distinguish between the differential costs of child and care for other dependants. Consequently, **the Panel recommends that the DCA distinguish between 2 different types of care as follows:**
- **Childcare:** capped at the national living wage of £7.20 per hour (April 2016)
 - **Other care:** capped at the hourly wage charged by Hampshire County Council Social Services for a carer.
80. **The Panel also recommends that the current terms and conditions by which the DCA is claimed be maintained.**

Confirmation of indexing

81. **The Panel confirms and recommends that the following allowances are indexed for 4 years from 2016/17 to 2019/20, the maximum period permitted by legislation, without reference to the Panel as follows:**
- **Basic Allowance, SRAs, Co-optees and ICT Allowances:** updated annually in line with the annual percentage pay increase given to Rushmoor Borough Council employees (and rounded to the nearest £) as agreed for each year by the National Joint Council for Local Government Staff.
 - **Out of Council Area Mileage Allowance:** indexed to the HMRC AMAP (Authorised Mileage Allowance Payments) approved mileage rates.
 - **Out of Council Area Other Travel and Subsistence:** reimbursement of actual costs taking into account the most cost effective means of transport and/or accommodation available and the convenience of use with the maximum rates indexed to the same periodic percentage increase that may be applied to Officer Travel and Subsistence Allowances.
 - **Dependants' Carers' Allowance:** the maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Hampshire County Council's hourly rate for a Home Care Assistance (care of other dependants).

Implementation

82. **The Panel recommends that the new scheme of allowances based on the recommendations contained in this report is adopted from the date of the Annual Meeting on 24 May 2016.**

Appendix One

Members and Officers who met with the Panel

Members who met with the Panel

| | |
|---------------------|--|
| Cllr A. Crawford JP | Leader of Labour (Main) Opposition Group |
| Cllr B. Hurst | Chairman of Borough Services Policy & Review Panel |
| Cllr G. Lyon | Chairman of Development Control Committee |
| Cllr J. Marsh | Chairman of Standards & Audit Committee |
| Cllr P. Moyle | Leader of the Council and Conservative Group |
| Cllr M. Staplehurst | Leader of UKIP (Minority) Opposition Group |
| Cllr P. Taylor | Cabinet Member for Corporate Services |
| Cllr M. Tennant | Mayor of the Borough & Chairman of the Council |

Written Submissions - Elected Members

| | |
|----------------|--|
| Cllr K. Dibble | Labour Member |
| Cllr B. Hurst | Chairman of Borough Services Policy & Review Panel |
| Cllr B. Jones | Deputy Leader of Labour (Main) Opposition Group |
| Cllr A. Newell | Conservative Member |
| Cllr M. Smith | Chairman of Community Policy & Review Panel |
| Cllr L. Taylor | Labour Member |

The Panel received written submissions from

- A Member who wished to remain anonymous
- The Labour Group

Officers who briefed the Panel

| | |
|----------------|--|
| Andrew Lloyd: | Chief Executive |
| Andrew Colver: | Head of Democratic & Customer Services |

Appendix Two

Information Received by the Panel

1. Panel Terms of Reference
2. A short briefing paper by Andrew Colver outlining changes in Council since previous review and challenges facing Rushmoor Borough Council
3. Rushmoor Borough Council Members' Allowances Scheme 2015/16
4. Statutory publication of Rushmoor Borough Council allowances and expenses paid to and claimed by Members, including sub-totals for each category 2014/15
5. Rushmoor Borough Council IRP Report May 2012 and accompanying covering report for Council 26 July 2012
6. Political Balance of the Council
7. Flow chart of Rushmoor Borough Council Committee Structure and decision making process
8. Role Descriptions for all Members and post holders
9. Rushmoor Borough Council Cabinet Members - Portfolio Responsibilities
10. Rushmoor Borough Council Constitution Part 2 - Article 6 remit and operation of Policy & Review Panels
11. Rushmoor Borough Council Constitution Part 2 - Section B Powers and Duties of the Committees
12. Rushmoor Borough Council Calendar of Meetings 2016-17
13. Number of Licensing Sub-Committee (Alcohol & Entertainments) meetings for municipal years 2010/11 - 2015/16 (to date) including membership and chairmen
14. Written submissions from Members
15. National Census of Local Authority Councillors 2013 (LGA), breakdown of weekly hours by councillors by number of positions held and type of council, in email from S. Richards, LGA 1 October 2014.
16. National Joint Council for Local Government Services, Local Government Pay Offer 2016/17 and 2017/18, 9 December 2015
17. Hard copies of allowances schemes (2015/16) from 13 Councils in benchmarking group
18. New Council Constitutions; Guidance on Regulation for Local Authority Allowances, 5 May 2006, Department of Communities and Local Government

19. The Local Authorities (Members' Allowances) (England) Regulations 2003 (Statutory Instrument 2003/1021)
20. Power point Presentation by IRP Chair on Reviewing Allowances: Issues, Patterns, Option and the Rushmoor Borough Model
21. Aide Memoir from Chair of IRP circulated to all Council Members to inform the basis of written submissions and interviews with Members
22. Comparative summary of allowances schemes from benchmarking councils - see appendix three below
23. ASHE, 2015, Table 8.2a - Median weekly pay - excluding overtime - for full time employees resident in Rushmoor Borough Council, Office of National Statistics

Appendix Three: Benchmarking Allowances for Rushmoor Borough Council

| BM1 Rushmoor Benchmarking Group - Hants + Adjacent District Councils: BA + Exec + Scrutiny Committee SRAs (2015/16) | | | | | | | | | | |
|--|---------------|----------------|----------------|----------------|----------------|----------------|-------------------------------|---------------|---------------|-----------------|
| Comparator Council | BA | Leader | Leader Total | Deputy Leader | Other Cabinet | Chair Main O&S | Chairs/ Leads O&S inc T&F WGs | O&S V/Chair | Chair Council | Council V/Chair |
| Basingstoke & Deane | £6,736 | £22,460 | £29,196 | £14,964 | £11,230 | | £5,615 | £562 | | |
| East Hampshire | £5,200 | £18,000 | £23,200 | £10,000 | £6,000 | | £2,000 | | £3,000 | |
| Eastleigh | £6,178 | £19,761 | £25,939 | £9,139 | £7,833 | | £2,610 | £653 | | |
| Fareham | £6,566 | £19,699 | £26,265 | | £10,944 | £7,661 | £6,840 | £821 | | |
| Gosport | £5,862 | £13,620 | £19,482 | | NA | | £3,270 | | | |
| Guildford* | £4,918 | £11,150 | £16,068 | £5,173 | £3,879 | | £3,232 | | £1,616 | |
| Hart | £3,855 | £15,642 | £19,497 | £6,213 | £5,641 | | £2,045 | £781 | £3,048 | £1,051 |
| Havant | £5,430 | £14,800 | £20,230 | £8,800 | £8,140 | £5,920 | £3,157 | | | |
| New Forest | £5,645 | £19,209 | £24,854 | | £9,605 | | £4,803 | | | |
| Rushmoor | £4,750 | £12,900 | £17,650 | £8,670 | £7,640 | | £3,100 | | £1,030 | |
| Surrey Heath | £4,962 | £13,523 | £18,485 | | £4,511 | | £3,609 | £1,441 | £4,700 | £1,567 |
| Test Valley | £6,452 | £12,232 | £18,684 | £8,361 | £7,794 | | £6,452 | £1,291 | £2,890 | £568 |
| Waverly | £4,573 | £13,433 | £18,006 | £9,299 | £6,200 | | £3,100 | £1,550 | £543 | |
| Winchester | £5,580 | £16,734 | £22,314 | £9,129 | £7,605 | £7,605 | £1,521 | | £2,280 | |
| Highest | £6,736 | £22,460 | £29,196 | £14,964 | £11,230 | £7,661 | £6,840 | £1,550 | £4,700 | £1,567 |
| Lowest | £3,855 | £11,150 | £16,068 | £5,173 | £3,879 | £5,920 | £1,521 | £562 | £543 | £568 |
| Mean | £5,479 | £15,940 | £21,419 | £8,975 | £7,463 | £7,062 | £3,668 | £1,014 | £2,388 | £1,062 |
| Median | £5,505 | £15,221 | £19,864 | £8,965 | £7,640 | £7,605 | £3,195 | £821 | £2,585 | £1,051 |
| SRA Ratio of Leader (mean) | | 2.9 X BA | | 56% | 47% | | 23% | | 15% | |
| * SRA for Guildford Leader is estimate as Leader receives 3 SRAs; 1 SRA is variable. Leader received £15,811 in SRAs 2014/15 | | | | | | | | | | |

| BM2 Rushmoor Benchmarking Group - Hants & Adjacent DCs: Regulatory SRAs (2015/16) | | | | | | | | | | | |
|---|----------------|------------------|----------------|---------------------------------|-------------------|-------------------|-----------------|-----------------------|-----------------------|---------------|---------------|
| Comparator Council | Chair Planning | Planning V/Chair | Chair Area DCC | Chair Licensing &/or Regulatory | Licensing V/Chair | Licensing Members | Chair Standards | Chair HR &/or Appeals | HR or Appeals V/Chair | Chair Audit | Audit V/Chair |
| Basingstoke & Deane | £6,738 | £674 | | £5,615 | £562 | | £5,615 | £5,615 | £562 | £5,615 | £562 |
| East Hampshire* | £6,000 | £3,000 | £2,000 | £2,000 | | £250 | | £2,000 | | £2,000 | |
| Eastleigh | | | | £1,634 | | | | | | | |
| Fareham | £9,850 | £821 | | £6,840 | £821 | | | £821 | £166 | £4,104 | |
| Gosport | £4,362 | | | £4,362 | | | | | | | |
| Guildford | £3,879 | | | £3,232 | | | | | | £1,077 | |
| Hart | £3,128 | £1,042 | | £1,722 | £781 | | £1,172 | £1,722 | £781 | £1,722 | £781 |
| Havant* | | | | £2,960 | | | | £1,973 | | £1,480 | |
| New Forest | £5,330 | | | £1,979 | | | | | | £1,979 | |
| Rushmoor | £5,160 | | | £5,160 | | £413 @ 4 hearings | | | | £1,030 | |
| Surrey Heath | £4,178 | £2,089 | | £3,609 | £1,804 | | £1,804 | | | | |
| Test Valley | £4,851 | £981 | £4,851 | £3,884 | £777 | | | £2,117 | £413 | | |
| Waverley | £3,100 | £1,550 | £3,100 | £3,100 | £1,160 | | £1,820 | | | £2,320 | £1,160 |
| Winchester | £7,605 | £2,280 | | £3,042 | | | £1,521 | £3,042 | | £2,280 | |
| Highest | £9,850 | £3,000 | £4,851 | £6,840 | £1,804 | | £5,615 | £5,615 | £781 | £5,615 | £1,160 |
| Lowest | £3,100 | £674 | £2,000 | £1,634 | £562 | | £1,172 | £821 | £166 | £1,030 | £562 |
| Mean | £5,348 | £1,555 | £3,317 | £3,510 | £984 | | £2,386 | £2,470 | £481 | £2,361 | £834 |
| Median | £5,006 | £1,296 | £3,100 | £3,166 | £801 | | £1,804 | £2,000 | £488 | £1,990 | £781 |
| Mean Ratio Leader/SRA | 34% | | | 22% | | | | | | 15% | |

* E. Hants & Havant have Joint HR Committee & alternate Chair & V/Chair: E. Hants pay Chair £2,000 & Havant pay Chair £1,973

| BM3 Rushmoor Benchmarking Group: Hants & Adjacent DCs Group & Misc SRAs 2015/16 | | | | | |
|--|-------------------------------------|--------------------------------------|------------------------------------|------------------------------------|--|
| Comparator Councils | Main Opposition Group Leader | Minor Opposition Group Leader | 3rd Opposition Group Leader | Chairs Area or Local Forums | Other SRAs & Comments |
| Basingstoke & Deane | £6,738 | £3,369 | £3,369 | | Policy Chair £5,615, Independent Forum Co-ordinator £3,369 |
| E. Hampshire | £3,000 | | | £2,000 | Policy Chair £2,000, Assistant Cabinet £3,000, DCC Members £250 |
| Eastleigh | £5,222 | | | £3,264 | Area V/Chairs £816; Members receive more than 1 SRA |
| Fareham | £6,566 | £3,290 | £1,650 | | Chair & V/Chair of Housing £4,104/£821; Chair Community Action £4,104, Main O&S V/Chair £821; Shadow Execs £164 Nearly all Members get an SRA |
| Gosport | £2,384 | £2,384 | | | |
| Guildford | £3,879 | £63 p/group Mbr | | | More than 1 SRA payable; SRA for Leader can be variable depending on group size |
| Hart | £2,045 | £45 p/group Mbr | £45 p/group Mbr | | £250 IT Allowance |
| Havant | £600 | £600 | | | |
| New Forest | £7,204 | £1,022 | | | Main Opposition Group Deputy Leader £1,022; IT Allowance £382 |
| <i>Rushmoor</i> | <i>£3,100</i> | <i>£3,100</i> | | | <i>IT Allowance £358</i> |
| Surrey Heath | £4,511 | | | | |
| Test Valley | £2,890 | | | | SRAs for Area Planning Vice Chairs £981 |
| Waverley | £3,100 | | | | SRAs for Area Planning Vice Chairs £1,550 |
| Winchester | £7,605 | £2,280 | | £1,521 | Group Managers £1,521 |
| Highest | £7,605 | £3,369 | | £3,264 | |
| Lowest | £600 | £600 | | £1,521 | |
| Mean | £4,203 | £2,292 | | £2,262 | |
| Median | £3,490 | £2,384 | | £2,000 | |

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CABINET

Tuesday, 26th April, 2016 at 4.30 p.m.
at the Council Offices, Farnborough

Councillor P.J. Moyle (Leader)
Councillor K.H. Muschamp (Deputy Leader and Business, Safety and
Regulation Portfolio)

Councillor Sue Carter (Leisure and Youth Portfolio)
Councillor R.L.G. Dibbs (Environment and Service Delivery Portfolio)
Councillor A. Jackman (Concessions and Community Support Portfolio)
Councillor P.G. Taylor (Corporate Services Portfolio)

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 **10th May, 2016**.

1. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 29th March, 2016 were confirmed and signed by the Chairman.

2. **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND –**
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1607, which sought approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects.

The Cabinet Member for Environment and Service Delivery had considered four applications and had recommended that all four awards should be made.

The Cabinet RESOLVED that grants be awarded from the Farnborough Airport Community Environmental Fund to the following organisations:

| | |
|--------------------------------|--------|
| Farnborough SANDS | £5,000 |
| Fleet Pond Society | £5,000 |
| Mayfield Community Partnership | £2,000 |
| Farnborough Air Sciences Trust | £5,000 |

3. **GRANTS TO VOLUNTARY ORGANISATIONS –**
(Concessions and Community Support)

The Cabinet received the Head of Community and Environmental Services' Report No. COMM1609, which set out details of applications for

grants from voluntary organisations. In accordance with the agreed procedure for the allocation of grants, the Cabinet Member for Concessions and Community Support had approved three grants for £1,000 or less. It was also recommended that the Farnborough Air Sciences Trust should receive an award of £2,000 towards the erection of a monument to commemorate the site of the first powered flight in the United Kingdom.

The Cabinet

- (i) **NOTED** that the following grants totalling £1,150 had been approved by the Cabinet Member for Concessions and Community Support:

| | |
|-------------------------------|------|
| Lungs Aloud | £200 |
| Revitalise Respite Holidays | £200 |
| Rushmoor Saints Football Club | £750 |

- (ii) **RESOLVED** that a grant of £2,000 to the Farnborough Air Sciences Trust be approved.

4. ALDERSHOT LIDO REVIEW – (Leisure and Youth)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1608, which provided an update on the work of the Lido Review Task and Finish Group and proposed working arrangements for the Aldershot Lido for the 2016 season.

The Cabinet was reminded of the work that had been carried out by the Task and Finish Group previously. The Group had worked closely with both the Friends of Aldershot Lido and the Aldershot Civic Society and had invited each of these organisations to co-opt a representative to the Group. The Group's vision for the site was for an integrated facility for all ages, including a lido, splash pad, adventure golf, indoor pool and fitness suite, café and shop, changing rooms, slides and flumes. It was recognised, however, that any facilities should not jeopardise existing provision in the area and must be financially viable. It was reported that the Aldershot Civic Society had carried out an online survey regarding the Aldershot Lido and a summary of the responses received was included as an appendix to the Report. It showed broad support for the retention of a lido, with the addition of some complementary facilities, such as a splash pad. Respondents had felt that the improvement most likely to increase visits to the site would be the heating of the pool.

Given the additional work carried out by the Friends of Aldershot Lido, the Aldershot Civic Society and the Council, the Task and Finish Group proposed that the Council should continue to share any surpluses or deficits equally with Places for People, with a maximum risk or return to the Council capped at £20,000. This would help to ensure that any increased support from local residents would have the potential to reduce the Council's subsidy rather

than improve the profit for the contractor. Despite the introduction of various initiatives in 2015, attendances had fallen significantly compared to 2014. A meeting had been held between the Friends of Aldershot Lido, the Aldershot Civic Society, the Council and Places for People and a number of improvements and initiatives had been agreed for the 2016 season. Furthermore, it was proposed that, given the wide range of potential service providers for the Lido and the Aldershot Indoor Pool, the Council should invite around ten experienced organisations to participate in soft market testing. This would focus on options for how the facility could be improved and this would help to shape the tendering process, which would begin later in 2016.

The Cabinet discussed the Report and welcomed the proposal to carry out soft market testing with a view to improving the facilities offered and providing long term financial sustainability at the site.

The Cabinet RESOLVED that

- (i) the continuation of the financial arrangement, where the Council shares the risk and return linked to profit with Places for People for 2016, to provide an incentive for the additional work being carried out by the Friends of Aldershot Lido, the Aldershot Civic Society and the Council, with the Council's maximum risk and return being capped at £20,000, be approved; and
- (ii) a soft market testing exercise for the Aldershot Indoor Pool and Lido be approved, to be carried out over Summer 2016.

5. HOUSEHOLD WASTE RECYCLING CENTRES – RESPONSE TO CONSULTATION –
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1610, which sought agreement to submit comments on behalf of the Council relating to Hampshire County Council's consultation on proposals to change the Household Waste Recycling Centre service.

The Cabinet was advised that Hampshire County Council was having to make savings of around £100 million across its range of services to become financially sustainable by 2017. The level of savings sought from the Household Waste Recycling Centre service had been set at £1.55 million. The consultation included a number of options from changing operating hours and days to possible site closures. Members were reminded that there were, currently, two Household Waste and Recycling Centres operating in the Borough, one at Eelmoor Road, Farnborough and the other at Ivy Road, Aldershot. The Farnborough site was the fifth highest-use site in the County, with 14,000 tonnes of material taken in per year. Aldershot was smaller with around 6,000 tonnes of material collected per year. It was noted that the Aldershot site was due to relocate to Ordnance Road in due course as part of the Wellesley development. The consultation document had been considered by the Environment Policy and Review Panel at its meeting on 5th April, 2016

and the Panel had made a number of comments. These included that both of the sites in the Borough should remain open and that cross border working opportunities should be explored with Surrey and Berkshire authorities. A draft response to the consultation had been appended to the Report and this was considered and endorsed by the Cabinet.

The Cabinet RESOLVED that the response, as set out in the Head of Community and Environmental Services Report No. COMM1610 and incorporating the additional comments made by the Environment Policy and Review Panel, be approved.

6. 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:

| Report Para. Nos. | Schedule 12A Para. No. | Category |
|------------------------------|-----------------------------------|---|
| 7 and 8 | 3 | Information relating to financial or business affairs |

**THE FOLLOWING ITEMS WERE CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

**7. BEAUMONT PARK WALL – EMERGENCY WORKS AND REPAIRS TO
BOUNDARY WALL WITH FARNBOROUGH ROAD –
(Corporate Services)**

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1604, which provided an update on progress towards letting a contract to carry out the necessary repairs to the Beaumont Park Wall. The Report also sought approval for a variation to the Capital Programme to permit these urgent works to be undertaken and for authority to let the contract to the successful tenderer. It was explained that, since the original Report to the Cabinet in July, 2014, the indicative cost of the repair works had increased significantly due to the complexity of construction of the wall and the ornate nature of parts of the wall. The cost of the repair would be shared by the Council, First Wessex Housing Association and other owners of properties adjoining the wall. It was proposed to award the contract to a well-established company that would be able to carry out the work to a high standard. Members discussed the proposal and, in particular, the likely action to be taken if any individual owners refused to pay their share of the cost.

The Cabinet RESOLVED that

- (i) approval be given to a variation in the Capital Programme, as set out in the Solicitor to the Council's Exempt Report No. LEG1604, to allow for the repair works to be carried out;
- (ii) the contract be awarded on the terms set out in the Report; and
- (iii) the Solicitor to the Council be authorised to take the necessary legal action to recover the other owners' contributions in the event that payments are not made.

8. DISPOSAL OF LAND AT AVENUE FARM, FARNBOROUGH –
(Corporate Services)

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1605, which sought approval to appropriate land to be held for planning purposes and then to dispose of the plots to one or more adjoining owners to allow the land to be used as garden land.

It was explained that the plots in question, in the Avenue Farm area of Farnborough, had been approved for disposal by the Cabinet in 2008 but this had not gone ahead due to covenants restricting the use of these areas to public open space. It was confirmed that these plots were in poor condition and were costly for the Council to maintain. It was now proposed to appropriate the land from being held as public open space to being held for planning purposes. This would allow the use of the land to be changed in planning terms and would enable the Solicitor of the Council to dispose of the plots for use as garden land, in line with the Council's current policy. It was not felt that there was a significant financial risk to the Council in taking this course of action.

Members reaffirmed their support for the principle of disposing of small areas of amenity land and were content with the proposed process in this case.

The Cabinet RESOLVED that

- (i) the Solicitor to the Council be authorised to publish a notice, under Sections 232 (4) and 233 (4) of the Town and Country Planning Act, giving notice of intention to appropriate public open space, shown edged black on the plan attached to the Solicitor to the Council's Exempt Report No. LEG1605 and numbered 1-4, to land to be held for planning purposes and then to dispose of the land;
- (ii) the Solicitor of the Council, in consultation with the Cabinet Member for Corporate Services, be authorised to consider any objections to the proposed appropriation and disposal; and

- (iii) the Solicitor of the Council, subject to the consideration of any objections, be authorised to dispose of plots numbered 1 – 4, under Section 233 of the Town and Country Planning Act, to secure the best use of the land, subject to obtaining best value and to imposing covenants to fence the land and preventing any built development upon the land without further Council consent.

The Meeting closed at 5.13 p.m.

LEADER OF THE COUNCIL

CABINET

Tuesday, 31st May, 2016 at 7.00 p.m.
at the Council Offices, Farnborough

Councillor D.E. Clifford (Leader of the Council)
Councillor K.H. Muschamp (Deputy Leader and Business, Safety and
Regulation Portfolio)

Councillor Sue Carter (Leisure and Youth Portfolio)
Councillor Barbara Hurst (Health and Housing Portfolio)
Councillor G.B. Lyon (Concessions and Community Support Portfolio)
Councillor P.G. Taylor (Corporate Services Portfolio)
Councillor M.J. Tennant (Environment and Service Delivery Portfolio)

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 **14th June, 2016**.

9. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 26th April, 2016 were confirmed and signed by the Chairman.

10. **GENERAL FUND PROVISIONAL OUTTURN REPORT 2015/16 –** (Leader of the Council/Corporate Services)

The Cabinet considered the Head of Financial Services' Report No. FIN1610, which set out the provisional outturn position on the General Fund (revenue and capital) for 2015/16, 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 2015/16, the Council had set a savings figure of £500,000 to be achieved through reductions in service costs and additional income generation, in addition to £315,000 of expected staff turnover savings. A significant proportion of these savings had been achieved during the first half of 2015/16 and the efficiencies identified had been built into the Council's revised budget, as set out in Appendix A to the Report. The revised budget figure had been further adjusted to reflect any subsequent virements, supplementary estimates and use of the service improvement fund, to form the current approved budget, with estimated year-end balances of £1.47 million.

The provisional outturn showed an improvement in the Council's financial position, with a net underspend of approximately £473,000 against the current approved budget and a net underspend of £337,000 compared with the last budget monitoring position, before accounting for any change

due to the operation of the business rates retention scheme. 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 the General Fund revenue balance to approximately £1.94 million, which was close to the top of the range of balances set out in the Medium Term Financial Strategy (£1 million - £2 million).

The Report set out how the operation of the Business Rates Retention Scheme could cause large swings in the General Fund balance at the end of the financial year. Financial transactions in this respect would increase the General Fund balance from £1.94 million to £2.47 million, which would be above the approved range of balances. It was, therefore, proposed that a transfer of £473,000 should be made to the Stability and Resilience Reserve. The Report also gave details of financial risks to the Council which had been identified to date. These included the outcomes of the review of the Business Rates Retention Scheme, the uncertain future of the New Homes Bonus and the implications of legislation around welfare reform. 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 being 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 £5,919,000 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 £5,893,000 into 2016/17. After accounting for this slippage, the Capital Programme had underspent by around £26,000. The most significant variations in expenditure were listed in Appendix D to the Report.

The Cabinet discussed many aspects of the Report, including the effect of business rate appeals, the purpose of and contributions to the Stability and Resilience Reserve and how income generation could be maximised to help to close any budgetary gap

The Cabinet RESOLVED that

- (i) the General Fund provisional outturn for 2015/16 for both revenue and capital be noted; and
- (ii) the approach to reserves and balances, as set out in the Head of Financial Services' Report No. FIN1610, be approved.

11. CORPORATE STRATEGY AND CORPORATE PLAN 2015/16 – QUARTER 4 AND END OF YEAR MONITORING REPORT –
(Leader of the Council)

The Cabinet received the Directors' Management Board's Report No. DMB1603, which gave an update on performance management monitoring

information against the Corporate Plan for the fourth quarter and end of the 2015/16 financial year.

The Chief Executive highlighted strategic and performance management data in a few key areas, including education and skills, economic data and house prices. Members were informed that key initiatives and service measures were detailed in Section Three of the Corporate Plan, under the themes of people and communities, prosperity, place, leadership and good value services. In respect of key initiatives and service measures, it was noted that 82.8% were on target, 14.0% were unlikely to achieve the action or indicator and 3.2% had been unable to achieve elements of the target.

The Chief Executive explained that the Housing Team had been under particular pressure due to the significant increase in homeless people presenting.

The Cabinet NOTED the Directors' Management Board Report No. DMB1603 and the performance made against the Corporate Plan in the fourth and final quarter of the 2015/16 financial year.

12. **ALDERSHOT RAILWAY STATION AND SURROUNDS – VARIATION TO CAPITAL PROGRAMME –**
(Leader of the Council)

The Cabinet considered the Directors' Management Board's Report No. DMB1602, which sought approval to vary the 2016/17 Capital Programme in relation to Phase 6 (improvement works to the Aldershot Station area) of the Activation Aldershot project (No. 5404).

The Cabinet was informed that the station area had been identified in the emerging Local Plan and the Aldershot Town Centre Prospectus as a key regeneration site for the town. Funding had been obtained under the Activation Aldershot initiative and further financial commitments had been obtained from Hampshire County Council and South West Trains. A further application had been made to the Local Growth Fund and this was currently being considered by the Enterprise M3 LEP's Local Transport Board. The project would deliver a number of changes, including to the existing forecourt, bus station and car park areas. A comprehensive consultation exercise would be carried out before commencement of any works.

The Cabinet RESOLVED that approval be given to a net reduction of £540,000 to the 2016/17 Capital Programme in respect of the Aldershot Railway Station and surrounds project (No. 5404), as set out in the Directors' Management Board's Report No. DMB1602.

13. **BUILDING CONTROL FEES AND CHARGES 2016 –**
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1606, which proposed a single scheme of fees and charges for building control services across the whole area covered by the recently formed Hart and Rushmoor Building Control Partnership.

The Cabinet was informed that, in view of competition for work from independent Approved Inspectors, the Council had not increased its fees for the previous six years. Hart had similarly not increased its fees for many years. Whilst the new shared service had been operating well, it was now proposed to eliminate discrepancies and confusion by introducing a harmonised schedule of fees and charges. The proposed scheme was set out in Appendix A to the Report and represented an average 7.5% increase in fees and charges. It was explained, however, that this put the level of the fees in line with neighbouring local authorities and these were still less than the charges made by Approved Inspectors. The scheme had also been simplified and made clearer for customers. This was part of a wide ranging review of the services offered and was aimed at delivering ongoing improvements.

The Cabinet was supportive of the proposals and was keen to ensure that all opportunities were explored to maximise the promotion of the Council's building control services.

The Cabinet RESOLVED that the new schedule of building control fees and charges, as set out in Appendix A to the Head of Planning's Report No. PLN1606, be approved to come into force from 1st June, 2016.

14. **RUSHMOOR LOCAL ENFORCEMENT PLAN –**
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1617, which set out the draft Rushmoor Local Enforcement Plan for approval.

Members were informed that Government advice was that local authorities should make a clear statement of their approach and commitment to the enforcement of planning control in a Local Enforcement Plan. It was explained that the Council did have an adopted Planning Enforcement Charter but that this was now out of date, as it made reference to national and local policies that were no longer in force. The Council's Development Management Committee had considered the new policy at its meeting on 25th May and had expressed support for the document.

The Cabinet RESOLVED that the Rushmoor Local Enforcement Plan, as set out in the Head of Planning's Report No. PLN1617, be adopted and published.

15. **DELEGATION OF AUTHORITY – PRIMARY AUTHORITY –**
(Business, Safety and Regulation)

The Cabinet considered the Head of Environmental Health and Housing's Report No. EHH1611, which sought approval for the Council to authorise Primary Authority arrangements up to a value of £20,000. Members were informed that Primary Authority arrangements offered the Council, as regulator, the opportunity to work with businesses to offer advice and support, with full cost recovery. The Council had a longstanding Primary Authority relationship with the Army, which had since developed into supporting all three Military Services. It was explained that the work supported the Council's 8-Point Plan Income Generation strand.

Members were supportive of this work and discussed various matters, including the risks associated with ensuring that advice given was accurate and appropriate. Assurance was given that all advice and guidance given was thoroughly researched and checked, in order to minimise this risk.

The Cabinet RESOLVED that, in order to support the Council's development of Primary Authority relationships, the Head of Environmental Health and Housing be authorised to enter into Primary Authority arrangements, up to the value of £20,000.

16. **GARDEN WASTE COLLECTION SERVICE – CONTAINER CHOICE –**
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1611, which sought approval to replace reusable bags with wheeled bins and to replace the plastic single-use bags with compostable paper sacks.

The Cabinet was reminded that the garden waste collection service had been launched in 2005, when all customers were offered either reusable bags or plastic single-use bags. In 2010, a brown wheeled bin had been introduced and this had proved popular with customers. At present, only around 1,000 of the total of 7,300 customers still used the reusable bags, with around 300 using the plastic single-use bags. The range of containers currently offered presented logistical issues to the contractor collecting the garden waste, mainly due to the inability, on health and safety grounds, for one type of vehicle to collect the content of both reusable bags and wheeled bins. Similarly, the disposal of the content of the current plastic single-use bags presented a similar problem, in that it was not possible to collect them using the same vehicle as that emptying the wheeled bins. For this reason and with the re-procurement of the contract for waste collection ongoing, it was now proposed to withdraw the use of reusable bags and also to replace the plastic single-use sacks with biodegradable paper single-use sacks. This would mean that, in future, all garden waste could be picked up at the same time using a single vehicle. It was proposed that existing reusable bag users would be given notice of the removal of the service at the end of the customer's current subscription period. At the same time, these customers would be offered a

wheeled bin at a reduced rate for the first year, in order not to face a financial disadvantage.

The Cabinet discussed the proposal and clarified issues around the quality of the biodegradable bags to be used and whether these changes would have an effect on the contract re-procurement process.

The Cabinet RESOLVED that

- (i) for the reasons of health and safety and service efficiencies, the removal of the option of reusable bags and the replacement of the current plastic single-use sacks with biodegradable paper sacks be approved;
- (ii) the fees and charges for the scheme, as set out in the Head of Community and Environmental Services' Report No. COMM1611, be approved;
- (iii) a variation of £17,000 to the 2016/17 Capital Programme, in respect of the purchase of additional wheeled bins for the Garden Waste Service, be approved; and
- (iv) a supplementary estimate of £5,000, in respect of the purchase of paper single-use sacks, noting that the increased purchase costs would be covered by the proposed new charges, be approved.

17. QUEENS GATE ROUNDABOUT – SPONSORSHIP SIGNS –
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1611, which sought approval to submit an application for consent to display sponsorship signs on the Queens Gate Roundabout, Farnborough.

The Cabinet was informed that the Council used the roundabout sponsorship scheme to support the Rushmoor in Bloom competition and its entry into the annual South and South East in Bloom competition. It was reported that there were, currently, sponsorship signs displayed at eighteen roundabouts around Aldershot and Farnborough. This generated an income of around £17,000 per annum. The proposed advertisements would be located on the four entry points to the roundabout.

The Cabinet was supportive of the principle of raising revenue by increasing sponsorship and advertising in general and requested that other possibilities for this should be explored, with a view to increasing income to the Council.

The Cabinet RESOLVED that approval be given to the Head of Community and Environmental Services to seek advertisement

consent for the display of four Rushmoor in Bloom sponsorship signs at Queens Gates Roundabout, Farnborough.

18. **ALPINE SNOWSPORTS – CONTRACT EXTENSION –**
(Leisure and Youth)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1613, which set out a proposal to extend the contract with Active Nation UK Limited for the management of the Alpine Snowsports by 22 months, to expire on 31st January, 2019, to bring it in line with the Council's other leisure contracts.

The Cabinet was reminded that the contracts for the management of the Aldershot Indoor Pools, Lido and the Farnborough Leisure Centre would expire on 31st January 2019, with the Southwood Golf Course expiring on 31st March 2019. It was felt that there would be time and cost savings from retendering all of these together, where a contractor may wish to bid for more than one of the facilities. Active Nation UK Limited had continued to provide a good level of service at Alpine Snowsports and had expressed its agreement to the proposed extension of the current contract, on the existing terms and conditions.

The Cabinet RESOLVED that, on the same terms and conditions, the extension of the current contract with Active Nation UK Limited to 31st January, 2019 be approved.

19. **IMPROVING EDUCATIONAL ATTAINMENT IN RUSHMOOR –**
(Leisure and Youth)

The Cabinet considered the Head of Strategy, Engagement and Organisational Development's Report No. SEO1601, which provided an update on the work of the Council in seeking to improve educational attainment in the Borough.

The Cabinet was reminded that, whilst Rushmoor's primary schools continued to perform well, the GCSE results of Rushmoor's secondary schools were not as high as the Hampshire and England averages and, in some, were significantly worse. Investigation had shown that recruitment of teachers, especially English teachers, was a significant problem for schools in the area. In this respect, Fernhill School had recently interviewed two outstanding candidates to work as English teachers and expressed a wish to employ both. However, the school's challenging financial position meant that it was only able to fund one full time teacher and one for two days per week. The Council had been approached to contribute funding towards the remaining three days per week for the first year only. It was proposed that the cost of the additional three days, being around £60,000, should be split equally between the school, Hampshire County Council and Rushmoor Borough Council. It was further proposed that, if agreed, the teacher would teach at Fernhill for two days per week and would use the remaining three days to support improved teaching and learning of English in Fernhill and

other Rushmoor Secondary Schools. It was reported that, in view of the urgency of this matter, the Chief Executive, in consultation with the previous Leader of the Council and the Cabinet Member for Leisure and Youth, had agreed that a grant of up to £20,000 should be made to Fernhill School from September 2016. In the meantime, officers would seek contributions from other organisations to offset the cost to the Council.

The Cabinet discussed the Report and the situation around educational attainment in general. Whilst support was shown for the Council's interventions in educational attainment, Crs. Hurst and Lyon did not support the decision to give financial assistance to Fernhill School, on the basis that this could be perceived as favouritism. Members did discuss what else might assist local schools and ideas included considering starting army cadet groups within schools and researching the Government initiatives called 'Troops to Teachers' and 'Teach Next'. It was also suggested that retired teachers could have a role to play in assisting local schools. It was agreed that educational attainment would be an ongoing issue for the Cabinet to engage with.

The Cabinet RESOLVED that

- (i) the action taken by the Chief Executive, in consultation with the Leader of the Council and the Cabinet Member for Leisure and Youth, to provide up to £20,000 to be paid as a one-off grant to Fernhill School towards the recruiting of the teacher, as set out in the Head of Strategy, Engagement and Organisational Development's Report No. SEO1601, be confirmed and endorsed; and
- (ii) the process of seeking of financial contributions from other organisations towards improving educational attainment, be approved.

NOTE: Crs. D.E. Clifford and K.H. Muschamp declared prejudicial interests in this item, Cr. Clifford in respect of his company supplying goods to schools in the Borough and Cr. Muschamp in respect of his role as a Governor of Fernhill Secondary School and, in accordance with the Members' Code of Conduct, both left the meeting during the discussion and voting thereon.

20. **APPOINTMENTS –**
(All)

(1) **Budget Strategy Member Working Group**

The Cabinet RESOLVED that the following appointments be made to the Budget Strategy Member Working Group for the 2016/17 Municipal Year, on the basis of nine Members including the Leader of the Council, the Chairman of the Corporate Services Policy and Review Panel and seven Members (4 Conservative: 2 Labour: 1 UKIP):

| | |
|--|--|
| Cabinet Member for Corporate Services - | Cr. P.G. Taylor |
| Chairman of the Corporate Services Policy and Review Panel - | To be appointed |
| Conservative Group - | Crs. Mrs. D.B. Bedford, A. Jackman, S.J. Masterson and A.R. Newell |
| Labour Group - | Crs. A.H. Crawford and B. Jones |
| UKIP Group - | Cr. D.M.T. Bell |

(2) **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 2016/17 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. D.E. Clifford |
| Conservative Group - | Crs. M.S. Choudhary, J.H. Marsh, S.J. Masterson and K.H. Muschamp |
| Labour Group - | Crs. A.H. Crawford and B. Jones |
| UKIP Group - | Cr. D.M.T. Bell |

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

The Cabinet RESOLVED that the following appointments be made to the Future Contracts Member Working Group for the 2016/17 Municipal 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. M.J. Tennant |
| Chairman of Environment Policy and Review Panel - | To be appointed |
| Conservative Group - | Crs. A. Jackman and J.H. Marsh |

Labour Group - Cr. C.P. Grattan

UKIP Group - Vacancy

Standing Deputy:

Labour Group - Cr. K. Dibble

(4) **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 2016/17 Municipal 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 (1 Conservative: 1 Labour: 1 UKIP):

Cabinet Member for Business,
Safety and Regulation - Cr. K.H. Muschamp

Chairman of Licensing and
General Purposes Committee - Cr. A. Jackman

Conservative Group - Cr. M.J. Tennant

Labour Group - Cr. L.A. Taylor

UKIP Group - Cr. M. Staplehurst

(5) **Member Development Group**

The Cabinet RESOLVED that the following appointments be made to the Member Development Working Group for the 2016/17 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 - Vacancy

Chairman of Corporate Services
Policy and Review Panel - To be appointed

Conservative Group - Vacancy

Labour Group - Crs. B. Jones and L.A. Taylor

(6) Aldershot Regeneration Group

The Cabinet RESOLVED that

- (i) the establishment of an Aldershot Regeneration Group be approved;
- (ii) the Group's meeting arrangements and Terms of Reference be agreed by the Chief Executive, in consultation with the Leader of the Council; and
- (iii) the Head of Democratic and Customer Services, in consultation with the Political Group Leaders, be authorised to make appointments to the Group.

21. 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 item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act, 1972 indicated against the item:

| Report Para. No. | Schedule 12A Para. No. | Category |
|-----------------------------|-----------------------------------|---|
| 22 | 3 | Information relating to financial or business affairs |

**THE FOLLOWING ITEM WAS CONSIDERED
IN THE ABSENCE OF THE PUBLIC**

22. ACQUISITION OF COMMERCIAL PROPERTIES –
(Corporate Services)

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1606, which set out a proposed procedure for the acquisition of commercial properties.

Members heard how making better use of property and assets was one of the projects forming part of the 8-Point Plan. The Council had been receiving help and advice from Eastleigh Borough Council for some time to help to develop an approach to property investment and refresh the Council's Asset Management Strategy. This work had enabled officers to identify commercial property opportunities where acquiring such assets would provide a better return for the Council than having the money in a bank.

It was reported that, with many property deals, it was necessary to move swiftly. In those cases, it would be necessary to use the Urgency Procedure that was already in place. On every occasion, the Directors' Management Board would have approved the transaction and any proposed action would then have been agreed with both the Leader of the Council and the Cabinet Member for Corporate Services before proceeding. Any such decisions would then be reported to the Cabinet at its following meeting. Such a report was made to the Cabinet at the meeting, concerning an offer made by the Council on 28th April 2016 to purchase the freehold of Nos. 100 – 106 Church Road, Addlestone, which comprised a pre-let retail unit to Co-operative Southern Limited and five flats. It was confirmed that, on this occasion, the offer had been unsuccessful.

The Cabinet was advised of the details of two potential commercial acquisitions where negotiations were currently ongoing and delicately poised. Progress on these two cases would be brought to Members in due course. It was reported that both of the properties were outside of the Borough.

The Cabinet discussed the principle of the Council acquiring commercial properties as investments and expressed strong support for this approach. When considering the relative values of commercial properties, especially in a rural location, Members felt that broadband coverage was an important issue and it was agreed that this would be taken up with the Enterprise M3 Local Enterprise Partnership.

The Cabinet RESOLVED that

- (i) the use of the Urgency Procedure to make future offers on commercial properties be approved;
- (ii) the unsuccessful offer to acquire the Co-operative premises in Addlestone be noted;
- (iv) the offers made in respect of the two premises, on the terms set out in the Solicitor to the Council's Exempt Report No. LEG1606, be approved; and
- (v) appropriate variations be made to the Capital Programme in respect of the acquisition costs of the two premises.

The Meeting closed at 8.59 p.m.

CR. D.E. CLIFFORD
LEADER OF THE COUNCIL

CABINET

***Tuesday, 28th June, 2016 at 7.00 p.m.
at the Council Offices, Farnborough***

Councillor D.E. Clifford (Leader of the Council)
Councillor K.H. Muschamp (Deputy Leader and Business, Safety and
Regulation Portfolio)

a Councillor Sue Carter (Leisure and Youth Portfolio)
Councillor Barbara Hurst (Health and Housing Portfolio)
Councillor G.B. Lyon (Concessions and Community Support Portfolio)
Councillor P.G. Taylor (Corporate Services Portfolio)
Councillor M.J. Tennant (Environment and Service Delivery Portfolio)

An apology for absence was submitted on behalf of Councillor Sue Carter.

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 **12th July, 2016**.

23. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 31st May, 2016 were confirmed and signed by the Chairman.

24. **STREET HOMELESS SOLUTION – PROVISION OF A HOSTEL –** (Health and Housing)

The Cabinet considered the Head of Environmental Health and Housing's Report No. EHH1607, which set out a proposal to use an empty, former barrack building on the Wellesley site in Aldershot to provide accommodation for rough sleepers. The Leader of the Council welcomed Trevor Pickup, Tony Keall and Simone Gleed, from the Society of St. James Housing Association, to the meeting.

Members were informed that the proposed project would provide specialist housing and intervention for rough sleepers with drug, alcohol and mental health issues. The accommodation would provide nine bed spaces for a three-year period. The specialist support would be provided by the Society of St. James Housing Association, which had experience of running similar projects elsewhere in Hampshire. The project had received interest and funding offers from nine partners, including the Grainger Trust, the Society of St James, the NHS Surrey and Borders Partnership (Mental Health), the NHS Inclusion Team and Hampshire County Council. In total, project backing from partners would equate to £108,000. The Society of St James would manage the hostel and the Council would have full nomination rights. This model would comply with the Department for Work and Pensions' definition of Exempt Specified Accommodation, which would mean that hostel tenants would be able to claim Housing Benefit instead of Universal Credit and this

would be paid directly to the Society of St. James to cover staffing and management costs. It was confirmed that there was no requirement for the Council to provide any funding for the day-to-day running of the hostel. The Council would, however, be required to cover the annual rent and insurance costs of £2,200 per annum and a further £2,600 in the first year to cover the contribution to the Strategic Access Management and Monitoring Measures relating to the Special Protection Area. It was confirmed that these costs would be covered through the contribution from Hampshire County Council. A one off capital investment of £20,000 by the Council would be required to cover the costs of building materials.

The Cabinet expressed strong support for the project and considered that this would provide great assistance to the problem with rough sleepers, particularly in Aldershot. Members sought assurance that adequate facilities and support would be available to hostel residents once they were ready to move on from the hostel.

The Cabinet RESOLVED that

- (i) approval be given to seek planning permission for a change of use for the building;
- (ii) a variation to the Capital Programme of £20,000 in 2016/17 be approved; and
- (iii) a Supplementary Estimate of £34,700 in 2016/17, to reflect costs as set out in the Head of Environmental Health and Housing's Report No. EHH1607, for which the Council had already secured grant funding, be approved.

25. TREASURY MANAGEMENT OPERATIONS 2015/16 –
(Corporate Services)

The Cabinet received the Head of Financial Services' Report No. FIN1613, which set out the main treasury management activities during 2015/16 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 2015/16 and compared these to the indicators set in the Annual Treasury Management Strategy for the year, which had been approved by the Council on 26th February, 2015.

The Cabinet NOTED the Head of Financial Services' Report No. FIN1613 in relation to the treasury management activities which had been carried out during 2015/16.

26. **FARNBOROUGH LEISURE CENTRE – CONSIDERATION OF OPTIONS FOR MAIN LIFT IN FOYER –**
(Leisure and Youth)

The Cabinet considered the Solicitor to the Council's Report No. LEG1607, which sought approval to vary the 2016/17 Capital Programme to permit urgent works to the main lift at Farnborough Leisure Centre, following the commissioning of a lift consultant's report.

The Cabinet was informed that the existing lift was around 30 years old and had become increasingly unreliable. It was, currently, out of service and the lift maintenance company employed by the leisure centre operator had advised that repair of the lift had become uneconomic. Whilst there was a second lift elsewhere in the building, this main lift was the sole means of access to the gymnasium for wheelchair users and those with impaired mobility. An independent lift consultant had reported that, contrary to the opinion of the lift maintenance company, it was feasible to repair and upgrade the existing lift, to extend its life by an estimated five to ten years. It was recommended that the repair of the existing lift was the most cost effective option available to the Council.

The Cabinet RESOLVED that approval be given to a variation to the 2016/17 Capital Programme of £54,000 to enable the procurement of the repair and upgrade of the existing lift, as set out in the Solicitor to the Council's Report No. LEG1607.

27. **GUILDFORD BOROUGH COUNCIL DRAFT LOCAL PLAN – CONSULTATION –**
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1621, which sought agreement to submit comments on Guildford Borough Council's Proposed Submission Local Plan: Strategy and Sites document, which was open to consultation until 18th July, 2016. The Cabinet was reminded that the Council had submitted comments on the draft Guildford Local Plan previously in September 2014.

The Report set out the context of this consultation in terms of National Planning Policy and explained how Hart, Rushmoor and Surrey Heath Councils together formed a Housing Market Area. It was explained that Guildford, Waverley and Woking Councils were working together in a similar way. It was noted that 89% of Guildford Borough fell within the Metropolitan Green Belt. It was predicted in the document that Guildford would meet its objectively assessed housing need within its administrative area. The document also expressed a commitment to preserving the gap between Aldershot and the Ash and Tongham urban area.

The Cabinet discussed several elements of the consultation, including the extent of development proposed for the Ash and Tongham areas and the importance of ensuring that infrastructure was improved sufficiently to cope

with the increase in the local population.

The Cabinet RESOLVED that the Council make representations on the Guildford Borough Proposed Submission Local Plan: Strategy and Sites consultation document, based on the comments set out in the Head of Planning's Report No. PLN1621.

28. **MEETINGS AND DECISIONS MANAGEMENT SYSTEM –**
(Corporate Services)

The Cabinet considered the Head of Democratic and Customer Services' Report No. DCS1604, which sought approval to license software which would provide an end to end system for managing meetings. The system would be primarily used to manage Member meetings but would also have a range of other applications, such as managing corporate groups and decision and report management.

The Report explained how the proposed system was already used by many other local authorities and contained a list of benefits to the Council, including moving towards a more paperless method of managing the Council's decision making process. If approved, installation would be carried out over the Summer 2016.

The Cabinet expressed support for the move towards a more paperless system and considered that the costs involved were justified.

The Cabinet RESOLVED that

- (i) the introduction of a meetings and decisions management system be approved, subject to the necessary procurement arrangements being completed; and
- (ii) a variation to the Capital Programme of £15,000 for the cost of the project in the first year and the inclusion of the revenue costs in the budget from the second year onwards, to be agreed by the Head of Democratic and Customer Services, in consultation with the Cabinet Member for Corporate Services and the Head of Financial Services, be approved.

29. **REVIEW OF PORTFOLIOS –**
(Corporate Services)

The Cabinet received the Head of Democratic and Customer Services' Report No. DCS1603, which provided the results of a review of the Cabinet portfolios, taking account of the comparative workloads.

The Report explained that the review had been carried out at the request of the Leader of the Council. The review had shown that responsibilities had evolved over time and as a result of this, the Leader of the Council and Deputy Leader had made changes to the responsibilities within

portfolios that would provide a fairer workload for Cabinet Members. The changes were set in an appendix to the Report. It was noted that the Cabinet had made an undertaking to re-assess the Council's priorities and, once this had been completed, it was likely that a further review of the Cabinet portfolios would be carried out.

The Cabinet NOTED and ENDORSED the action taken in making changes to the Cabinet portfolios for 2016/17, as set out in the Head of Democratic and Customer Services' Report No. DCS1603.

The Meeting closed at 8.07 p.m.

CR. D.E. CLIFFORD
LEADER OF THE COUNCIL

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 27th April, 2016 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members

Cr. G.B. Lyon (Chairman)
Cr. B.A. Thomas (Vice-Chairman)

| | | |
|-----------------------|---------------------|--------------------|
| Cr. Mrs. D.B. Bedford | a Cr. P.I.C. Crerar | Cr. D.S. Gladstone |
| Cr. D.M.T. Bell | Cr. Sue Dibble | a Cr. C.P. Grattan |
| Cr. R. Cooper | Cr. Jennifer Evans | Cr. J.H. Marsh |

Non-Voting Member

Cr. R.L.G. Dibbs (Cabinet Member for Environment and Service
Delivery) (ex officio)

Apologies for absence were submitted on behalf of Crs. P.I.C. Crerar
and C.P. Grattan.

30. **DECLARATION OF INTEREST –**

There were no declarations of interest.

31. **MINUTES –**

The Minutes of the Meeting held on 30th March, 2016 were approved
and signed by the Chairman.

32. **TOWN AND COUNTRY PLANNING ACT, 1990 (AS AMENDED) - TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER, 1995 - DEVELOPMENT APPLICATIONS GENERALLY –**

RESOLVED: That

- (i) the applications dealt with by the Head of Planning, where
necessary in consultation with the Chairman, in accordance with
the Council's Scheme of Delegation, more particularly specified
in Section "D" of the Head of Planning's Report No. PLN1613,
be noted;
- (ii) the following application be determined by the Head of Planning,
in consultation with the Chairman:

- * 16/00133/REMPP (Zone E – Gunhill Aldershot Urban Extension, Alisons Road, Aldershot);
 - * 16/00007/FULPP (Land At Dingley Way, Farnborough);
15/00925/FUL (Sarah Way, Farnborough);
- (iii) the current position with regard to the following applications be noted pending consideration at a future meeting:
- 15/00897/REMPP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
 - 15/00898/REMPP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
 - 15/00930/LBC2PP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
 - 15/00931/LBC2PP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot); and
 - 16/00027/FUL (Asda, Westmead, Farnborough); and
- (iv) the receipt of petitions in respect of the following applications be noted:
- 16/00165/FULPP (No. 10 Queens Road, Farnborough);
 - * 16/00263/FULPP (No. 31 Reading Road, Farnborough).
- * The Head of Planning's Report No. PLN1613 in respect of these applications was amended at the meeting.

33. REPRESENTATIONS BY THE PUBLIC –

There were no representations by the public.

34. APPLICATION NO. 16/00133/REMPP – ZONE E – GUNHILL, ALDERSHOT URBAN EXTENSION, ALSIONS ROAD, ALDERSHOT –

The Committee received the Head of Planning's Report No. PLN1613 regarding the approval of reserved matters for 107 dwellings (87 flats and 20 houses) in Gunhill (Zone E), pursuant to Condition 4 (1 to 21), attached to Outline Planning Permission 12/00958/OUT dated 10th March, 2014 on Land at Wellesley, Aldershot Urban Extension, centred on Queen's Avenue and Alisons Road, Aldershot. The issue for the Committee was whether the reserved matters, as laid out in the Head of Planning's Report No. PLN1613 should receive its approval.

It was noted that the recommendation was to grant planning permission, subject to the completion of a satisfactory agreement under Section 106 of the Town and Country Planning Act, 1990.

RESOLVED: That, the Head of Planning in consultation with the Head of Environmental Health and Housing be authorised to approve an Affordable Housing Development Zone Strategy for Gunhill Development Zone E under the terms of the outline planning permission section 106 agreement; and

subject to the completion of a Deed of Variation (to vary the terms of the legal agreement relating to the Outline Planning Permission) under Section 106A of the Town and Country Planning Act, 1990 to secure

(i) an appropriate restriction upon occupation of dwellings (across the AUE site) to ensure that the units identified for affordable housing on drawing number 2243.1-C-1006-A-AH are transferred to a registered provider (in accordance with the terms of the outline section 106 legal agreement) in the following phases:

- The transfer of 12 units within 10 years of first occupation within Gunhill or occupation of 3200 residential units on the Development as a whole, whichever is earlier;
- The transfer of 14 units within 11 years of first occupation within Gunhill or occupation of 3350 residential units on the Development as a whole, whichever is earlier;
- The transfer of 9 units within 13 years of first occupation within Gunhill or occupation of 3500 residential units on the Development as a whole, whichever is earlier; and

(ii) the updating of the Affordable Housing Strategy by a replacement of Table 3 of Schedule 15 of the section 106 agreement, demonstration how Affordable Housing is to be provided for the whole development, which is to be approved as part of the Affordable Housing Development Zone Strategy for Gunhill Development Zone E

the Head of Planning, in consultation with the Chairman, be authorised to grant planning permission subject to the conditions and informatives set out in the Head of Planning's Report No. PLN1613.

35. APPLICATION NO. 16/00007/FULPP – LAND AT DINGLEY WAY, FARNBOROUGH –

The Committee received the Head of Planning's Report No. PLN1613 (as amended at the meeting) regarding the development of 14,489sqm (GIA) of industrial/warehouse units with ancillary offices within B1c/B2 and/or B8

Use Classes with associated car/cycle parking, service areas and landscaping.

It was noted that the recommendation was to grant planning permission, subject to the completion of a satisfactory agreement under Section 106 of the Town and Country Planning Act, 1990.

RESOLVED: That subject to the completion of a satisfactory Agreement under Section 106 of the Town and Country Planning Act 1990 to secure a transport contribution of £175,000 as set out above and the submission, approval and future operation of a travel plan to include appropriate provision for further monitoring of the plan the Head of Planning in consultation with the Chairman, be authorised to grant planning permission subject to the conditions and informatives, as amended at the meeting, set out in the Head of Planning's Report No. PLN1613.

36. **APPLICATION NO. 15/00925/FULPP – LAND OFF SARAH WAY, TO THE REAR OF 49-51 VICTORIA ROAD, FARNBOROUGH –**

The Committee received the Head of Planning's Report No. PLN1613 (as amended at the meeting) regarding the redevelopment of existing surplus car park to provide 10 apartments (4 one bedroom and 6 two bedroom) with associated car and cycle parking, landscaping, amenity space, bin storage and vehicular access from Sarah Way.

It was noted that recommendation was to grant planning permission, subject to the completion of a satisfactory unilateral undertaking under Section 106 of the Town and Country Planning Act, 1990.

RESOLVED: That

- (i) subject to no views being received by 9 May 2016 in response to the site notice or advertisement relating to this proposal not previously considered and of the completion of a satisfactory Agreement under Section 106 of the Town and Country Planning Act 1990 by 13 July 2016 to secure financial contributions towards Special Protection Area mitigation and open space, the Head of Planning, in consultation with the Chairman, be authorised to grant planning permission subject to the conditions and informatives set out in the Head of Planning's Report No. PLN1613 (as amended); however
- (ii) in the event that a satisfactory Section 106 Agreement is not received by 13 July 2016, the Head of Planning, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that the proposal fails to make provision for open space contrary to the provisions of Core Strategy Policy and saved Local Plan Policy OR4; and to provide mitigation for the impact of the development on the Thames Basin Heaths Special

Protection Interim Avoidance and Mitigation Strategy contrary to Core Strategy Policy CP13.

37. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER JANUARY – MARCH, 2016 AND FOR THE FINANCIAL YEAR 2015/2016 –**

The Committee received the Head of Planning's Report No. PLN1615, which provided an update on the position with respect to Performance Indicators for the Development Management Section of Planning, and the overall workload of the Section, for the period 1st January, 2016 to 31st March, 2016 and summary figures for the 2015/2016 financial year.

RESOLVED: That the Head of Planning's Report No. PLN1615 be noted.

38. **APPEALS PROGRESS REPORT –**

The Committee received the Head of Planning's Report No. PLN1616 concerning the following appeals:

(1) **Appeal Update –**

| Application No. | Description |
|------------------------|---|
| -- | Following the grant of planning permission in respect of the site at the meeting of the Committee on 30th March, 2016, formal notice has been received that the appeal in respect of redevelopment of The Queen's Head, No. 97 North Lane, Aldershot, has been withdrawn. |

(2) **Appeal Decisions –**

| Application No. | Description | Decision |
|------------------------|---|-----------------|
| -- | Against the Council's decision to refuse to issue a Certificate of Lawful Existing Use in respect of occupation of a former outbuilding as a separate residential dwelling at No. 35a Camp Road, Farnborough. | Allowed |
| -- | Against the Council's decision to refuse planning permission for the erection of a pair of semi-detached dwellings with access and parking on land adjacent to 28 Blackthorn Crescent, Farnborough. | Dismissed |

RESOLVED: That the Head of Planning's Report No. PLN1616 be noted.

The Meeting closed at 7.36 p.m.

CR. G.B. LYON
CHAIRMAN

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 25th May, 2016 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members

Cr. B.A. Thomas (Chairman)
Cr. J.H. Marsh (Vice-Chairman)

| | | |
|-----------------------|----------------------|--------------------|
| Cr. Mrs. D.B. Bedford | Cr. P.I.C. Crerar | Cr. D.S. Gladstone |
| Cr. D.M.T. Bell | Cr. Sue Dibble | Cr. C.P. Grattan |
| Cr. R. Cooper | a Cr. Jennifer Evans | Cr. A.R. Newell |

Non-Voting Member

Cr. M.J. Tennant (Cabinet Member for Environment and Service
Delivery) (ex officio)

An apology for absence was submitted on behalf of Cr. Jennifer Evans.

39. **DECLARATION OF INTEREST –**

There were no declarations of interest.

40. **MINUTES –**

The Minutes of the Meeting held on 27th April, 2016 were approved
and signed by the Chairman.

41. **TOWN AND COUNTRY PLANNING ACT, 1990 (AS AMENDED) - TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER, 1995 - DEVELOPMENT APPLICATIONS GENERALLY –**

RESOLVED: That

- (i) Permission be given to the following application set out in
Appendix “A” attached hereto, subject to the conditions,
restrictions and prohibitions (if any) mentioned therein:

16/00174/REVPP (Southwood Pavilion, Grasmere Road,
Farnborough);

- (ii) the applications dealt with by the Head of Planning, where
necessary in consultation with the Chairman, in accordance with
the Council’s Scheme of Delegation, more particularly specified

in Section “D” of the Head of Planning’s Report No. PLN1618, be noted;

(iii) the following application be determined by the Head of Planning, in consultation with the Chairman:

* 16/00263/FULPP (No. 31 Reading Road, Farnborough);

(iv) the current position with regard to the following applications be noted pending consideration at a future meeting:

15/00897/REMPP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);

15/00898/REMPP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);

15/00930/LBC2PP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);

15/00931/LBC2PP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot); and

16/00027/FUL (Asda, Westmead, Farnborough);

16/00307/FULPP (The Potters Arms, No. 182 Cove Road, Farnborough); and

16/00331/FULPP (No. 65 North Lane, Aldershot);

* The Head of Planning’s Report No. PLN1618 in respect of these applications was amended at the meeting.

42. REPRESENTATIONS BY THE PUBLIC –

In accordance with the guidelines for public participation at meetings, the following representations were made to the committee and were duly considered before a decision was reached:

| Application No. | Address | Representation | In support of or against the application |
|------------------------|--|-----------------------|---|
| 16/00174/REVPP | (Southwood Pavilion, Grasmere Road, Farnborough) | Mr. A. Jones | Against |
| 16/00263/FULPP | (No. 31 Reading Road, Farnborough) | Mr. M. Haxeltine | Against |

43. **APPLICATION NO. 16/00263/FULPP – NO. 31 READING ROAD, FARNBOROUGH –**

The Committee received the Head of Planning's Report No. PLN1618 (as amended at the meeting) regarding the erection of a terrace of four three-bedroom three-storey dwelling houses and associated parking following the demolition of the existing bungalow.

It was noted that the recommendation was to grant planning permission, subject to the completion of a satisfactory planning obligation under Section 106 of the Town and Country Planning Act, 1990.

RESOLVED: That

- (i) subject to the completion of a satisfactory Agreement under Section 106 of the Town and Country Planning Act 1990, by 20th June, 2016, to secure appropriate financial contributions towards transport and SPA mitigation, the Head of Planning, in consultation with the Chairman, be authorised to grant planning permission, subject to the amended conditions and informatives set out in the Head of Planning's Report No. PLN1618; however
- (ii) in the event that a satisfactory Section 106 Agreement is not received by 20th June, 2016, the Head of Planning, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that the proposal does not make satisfactory provision for transport contributions, in accordance with the Council's adopted 'Transport Contributions' SPD and Core Strategy Policies CP10, CP16 and CP17, and financial contribution to mitigate the effect of the development on the Thames Basin Heaths Special Protection Area in accordance with the Rushmoor Thames Basin Heaths Special Protection Area Interim Avoidance and Mitigation Strategy Policies CP11 and CP13.

44. **RUSHMOOR LOCAL ENFORCEMENT PLAN –**

The Committee received the Head of Planning's Report No. PLN1617 which included a copy of the draft Local Enforcement Plan. It was noted that Government advice in the National Planning Policy Framework (NPPF para. 207) was that Councils should make a clear statement of their approach and commitment to the enforcement of planning control in a Local Enforcement Plan. This should provide a firm decision-making framework for effective enforcement procedures to be put in place.

RESOLVED: That the draft Local Enforcement Plan be referred to the Cabinet for adoption and publication.

45. **APPEALS PROGRESS REPORT –**

The Committee received the Head of Planning’s Report No. PLN1619 concerning the following appeal decisions:

| Application No. | Description | Decision |
|------------------------|--|------------------|
| 14/00706/FULPP | Against the Council’s decision to refuse planning permission in January, 2015 for the demolition of a public house/restaurant building and the erection of one 5-storey and one 6-storey building to provide 25 one-bedroom and 37 two-bedroom flats, community/arts/food and drink facility, public plazas, parking at lower ground floor level with revised access arrangements and associated highways and improved pedestrian access works at No. 281 Farnborough Road, Farnborough. The Hearing commenced on 9th December, 2015 and was adjourned to resume on 25th February, 2016, to allow time for the appellants to discuss possible solutions to overcome the highways objections to the scheme with Hampshire Highways Development Planning. The Inspector had assessed the ‘Option E’ proposals and considered the scheme to be much more preferable and acceptable. | Allowed |
| -- | Application for costs was made by the Council at the Hearing on the basis that the Council had incurred unnecessary expense in responding to and preparing for the appeal. The Inspector considered that there had been no unreasonable behaviour and the appellants were entitled to pursue alternative proposals. | No costs awarded |

RESOLVED: That the Head of Planning’s Report No. PLN1619 be noted.

The Meeting closed at 7.42 p.m.

CR. B.A. THOMAS
CHAIRMAN

**Development Management Committee
25th May 2016**

Appendix "A"

Application No. & Date Valid: 16/00174/REVPP 3rd March 2016

Proposal: Variation of Condition No.7 of Planning Permission 06/00133/RBCRG3 dated 27th April 2006 to allow the hours of use of the Pavilion to be extended from 08.00 - 22.00 to 08.00 - 23.00 hours on a permanent basis with the option to use the TEN (Licencing Act Temporary Event Notice) process to allow later hours of use for a maximum of 15 events per calendar year at **Southwood Pavilion Grasmere Road Farnborough Hampshire**

Applicant: Mr Mike Fitzpatrick

Conditions: 1 The building shall not be used outside the hours of 0800 to 2300 hours unless in connection with Temporary Event Notice entertainment events to the extent defined by Condition No.3 of this permission.

Reason - In the interests of the amenities of nearby residents.

2 A Duty Officer (to be provided by the applicants) shall be present at the site for the duration of all of the evening events to be run at the Pavilion beyond 2200 hours as a result of this permission in order to monitor the conduct of the event and continued compliance with the terms of all operative planning conditions; and to take the appropriate corrective action should any problems arise.

Reason - In the interests of the amenities of nearby residential properties.

3 Temporary Event Notice (TEN) events (as defined and regulated under the Licencing Act 2003) shall take place on no more than 15 occasions in a calendar year. Notwithstanding the formal submission of TEN applications to the Local Licencing Authority, the Local Planning Authority shall be notified in writing at least 14 days before any TEN event to be run at the Pavilion with a Licencing Temporary Event Notice is due to take place to advise of the date and times for the event; and the name and mobile telephone contact details of the duty

officer to be present at the event.

Reason - In the interests of the amenities of occupiers of nearby residential properties; and in order that the Local Planning Authority can monitor compliance with the terms of this condition.

- 4 The rear and side windows and shutters of the Pavilion function room shall be closed at all times after 2200 hours during any later evening events being run as a result of this permission.

Reason - In the interests of the amenities of nearby residential properties.

- 5 Notices shall be displayed at the Pavilion and around the adjoining car park to remind persons attending any event or otherwise visiting the Pavilion to have respect for the peace and quiet of the residential neighbours; and that drivers of vehicles using the car park should switch their engines off whilst parked or stationary.

Reason - In the interests of the amenities of nearby residential properties.

LICENSING AND GENERAL PURPOSES COMMITTEE

Meeting held on Thursday, 26th May, 2016 at the Council Offices, Farnborough at 7.00 p.m.

Voting Members

Cr. A. Jackman (Chairman)
Cr. M.L. Sheehan (Vice-Chairman)

| | | |
|----------------------|--------------------|-------------------|
| Cr. Sophia Choudhary | Cr. B. Jones | Cr. M.D. Smith |
| Cr. Liz Corps | Cr. S.J. Masterson | a Cr. L.A. Taylor |
| a Cr. A.H. Crawford | | Cr. Jacqui Vosper |

Apologies for absence had been submitted on behalf of Crs. A.H. Crawford and L.A. Taylor.

46. MINUTES –

The Minutes of the Meeting held on 21st March, 2016 were approved and signed by the Chairman.

47. EXTERNAL AUDITOR –

The Chairman welcomed to the meeting Mr. Andrew Brittain, Executive Director of Ernst & Young, the Council's external auditor. A copy of Ernst & Young's letter regarding the Annual Audit and Certification Fees 2016/17 had been circulated to the Committee, together with a copy of the company's Local Government Audit Committee Briefing.

Mr. Brittain advised the Committee of the audit and certification work that Ernst & Young proposed to undertake for the 2016/17 financial year and that the indicative fee involved would be based on costs incurred during previous years' audits.

RESOLVED: That the letter from Ernst & Young regarding annual audit and certification fees for the 2016/17 financial year and the company's Local Government Audit Committee Briefing be noted.

48. ACCOUNTING POLICIES UPDATE FOR THE YEAR 2015/16 –

The Committee considered the Head of Financial Services' Report No. FIN1611, which notified Members that the adoption of the concept of International Financial Reporting Standard (IFRS) 13 Fair Value for the measurement of the Council's assets and liabilities was a requirement for the year 2015/16.

It was noted that the various definitions of "fair value" in earlier accounting

standards had been replaced with a uniform one that applied wherever other standards permitted or required fair values to be used or disclosed. Fair value was defined for 2015/16 as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Committee was advised that IFRS 13 applied to a wide range of assets and liabilities. The new definition of current value did not specifically apply for property, plant and equipment providing service potential for an authority, and measurement of these assets had not changed from the previous Code. An exception was made in relation to surplus property assets where the basis of valuation had changed from depreciated historic cost to fair value at highest and best use. This had resulted in an impact on their individual values at 31st March, 2016, although the overall change on the balance sheet was not material.

The Committee was also advised that there had been no significant impact in relation to the introduction of IFRS 13 on the total value of the Council's investment properties, as these assets had previously been measured at market value.

RESOLVED: That approval be given to the approach set out in the Head of Financial Services' Report No. FIN1611, for the amendment to accounting policies in relation to IFRS 13 within the financial statements for 2015/16.

49. **LICENSING AND GENERAL PURPOSES COMMITTEE – REVISED POWERS AND DUTIES –**

The Committee received the Head of Democratic and Customer Services' Report No. DCS1603, which set out the revised powers and duties of the Committee following the amalgamation of the Licensing and General Purposes Committee and the Standards and Audit Committee with effect from the start of the 2016/17 Municipal Year.

In addition to increased powers and responsibilities under finance and audit and the monitoring of the Council's Members' Allowances Scheme, the Committee's powers now included responsibility for monitoring the operation of the Members' Code of Conduct and arrangements for dealing with any complaints against councillors in accordance with the provisions of the Localism Act, 2011. A Standards Hearing might be required following an initial assessment of a complaint that a Member of the Council had failed to comply with the Code. The procedures for a Standards Hearing were being updated to reflect that the membership of any hearing would be drawn from the Licensing and General Purposes Committee.

RESOLVED: That the Head of Democratic and Customer Services' Report No. DCS1603 be noted.

50. **DETERMINATION OF CAB-SHARING ARRANGEMENTS FOR FARNBOROUGH INTERNATIONAL AIRSHOW 2016 (POST CONSULTATION)**
–

The Committee considered the Head of Environmental Health and Housing's Report No. EHH1612, which sought approval for the implementation of a cab-sharing scheme to run between Farnborough Station and a temporary rank to be established on Queens Gate Road during the Farnborough International Airshow 2016 (FIA16).

Following provisional approval in January, 2016, the proposals had been subject to public consultation through local advertisement in the Hampshire Independent, inviting representations between 25th March and 29th April, 2016. It was noted that no consultation comments or representations had been received in respect of the proposals.

The proposed scheme was relatively simple and straightforward and built upon planned traffic arrangements to accommodate the Airshow. Similar schemes had been implemented during all previous Airshows since 2004 with notable success.

RESOLVED: That approval be given to the implementation of the proposed cab-share scheme outlined in the Head of Environmental Health and Housing's Report No. EHH1612.

NOTE: Cr. Sophia Choudhary declared a personal and prejudicial interest in this item in respect of the involvement of family in this area of business and, in accordance with the Members' Code of Conduct, left the meeting during the discussion and voting thereon.

51. **APPOINTMENT OF CORPORATE DIRECTOR** –

The Committee was advised that, following a selection process, the Appointments Panel had appointed Mrs. Karen Edwards as a Corporate Director to take effect from 1st May, 2016. In accordance with the selection arrangements, the Committee and the Cabinet had been consulted by letter on 7th April and no objections had been raised to the appointment.

RESOLVED: That the action taken by the Appointments Panel in appointing Mrs. Karen Edwards as a Corporate Director from 1st May, 2016 be noted and confirmed.

52. **APPOINTMENTS –**

(1) **Outside Bodies –**

RESOLVED: That the appointment of representatives to outside bodies for the 2016/17 Municipal Year, as set out in Appendix 1 (attached herewith), be approved.

(2) **Appointments and Appeals Panel –**

RESOLVED: That the following Members be appointed to serve on the Appointments and Appeals Panel for the 2016/17 Municipal Year (1 Conservative: 1 Labour: 1 UKIP and a representative of the Cabinet):

Conservative Group - Cr. S.J. Masterson with Cr. A. Jackman as Standing Deputy.

Labour Group - Cr. P.F. Rust with Cr. B. Jones as Standing Deputy.

UKIP Group - Cr. D.M.T. Bell (Position of Standing Deputy vacant)

Cabinet Member for Corporate Services - Cr. P.G. Taylor

(3) **Elections Group –**

RESOLVED: That the following Members be appointed to serve on the Elections Group for the 2016/17 Municipal Year:

Cabinet Member for Concessions and Community Support –
Cr. G.B. Lyon

Chairman of the Licensing and General Purposes Committee –
Cr. A. Jackman

Chairman of the Borough Services Policy and Review Panel –
(Cr. A.R. Newell)

Conservative Group - Cr. S.J. Masterson

Labour Group - Crs. K. Dibble and B. Jones

UKIP Group - Cr. D.M.T. Bell

(4) **Licensing Sub-Committee –**

RESOLVED: That the following Members be appointed to serve on the Licensing Sub-Committee for the 2016/17 Municipal Year (3 Conservative: 2 Labour: 1 UKIP):

Conservative Group - Crs. Liz Corps, S.J. Masterson and Jacqui Vosper

Labour Group - Crs. B. Jones and L.A. Taylor

UKIP Group - Vacancy

(5) **Licensing Sub-Committee (Alcohol and Entertainments) –**

RESOLVED: That:

(i) the Licensing Sub-Committee (Alcohol and Entertainments) be re-established until the first meeting of the Licensing and General Purposes Committee of the 2017/18 Municipal Year, comprising any three trained members of the Licensing and General Purposes Committee; and

(ii) the Head of Democratic and Customer Services be authorised to make appointments to the Licensing Sub-Committee (Alcohol and Entertainments) in accordance with the provisions agreed by the Committee at its meeting on 21st May, 2009.

(6) **Local Plan Members Group –**

RESOLVED: That the following Members be appointed to serve on the Local Plan Members Group for the Municipal Year 2016/17 on the basis of eight Members (5 Conservative: 2 Labour: 1 UKIP):

Leader of the Council - Cr. D.E. Clifford

Cabinet Member for Environment and Service Delivery - Cr. M.J. Tennant

Chairman of the Development Management Committee - Cr. B.A. Thomas

Conservative Group - Crs. R.L.G. Dibbs and A. Jackman

Labour Group -

Crs. A.H. Crawford and C.P. Grattan

UKIP Group -

Cr. D.M.T. Bell

The Meeting closed at 7.25 p.m.

CR. A. JACKMAN
CHAIRMAN

**LICENSING AND GENERAL PURPOSES COMMITTEE
26TH MAY 2016**

REPRESENTATION ON OUTSIDE BODIES 2016/17

| NAME OF ORGANISATION | REPRESENTATIVE(S) 2016/17 |
|---|---|
| Age Concern, Farnborough | Crs. Liz Corps, L.A. Taylor and Jacqui Vosper |
| Aldershot & Farnborough Festival of Music & Art | Crs. D.M.T. Bell, Jennifer Evans and K.H. Muschamp |
| Aldershot Military Museum Strategic Local Agreement Meeting | Crs. Mrs. D.B. Bedford and B. Jones |
| Aldershot Regeneration Partnership Limited | Cr. D.E. Clifford and the Chief Executive (Mr. J.A. Lloyd) |
| Aldershot Town Centre Business and Retailers Group | Crs. M.S. Choudhary, A.H. Crawford and J.J. Preece |
| Basingstoke Canal Joint Management Committee | Crs. J.H. Marsh and L.A. Taylor with Crs. R. Cooper and C.P. Grattan as Standing Deputies |
| Blackbushe Airport Consultative Committee | Cr. Liz Corps with Cr. J.E. Woolley as Standing Deputy |
| Blackwater Valley Advisory Committee for Public Transport | Cabinet Member for Environment and Service Delivery (Cr. M.J. Tennant) and Cr. B. Jones with Crs. Barbara Hurst and M.J. Roberts as Standing Deputies |

| NAME OF ORGANISATION | REPRESENTATIVE(S) 2016/17 |
|---|---|
| Blackwater Valley Countryside Partnership | Crs. L.A. Taylor and P.G. Taylor with Crs. C.P. Grattan and Barbara Hurst as Standing Deputies |
| Brickfields Country Park, Friends of | Three Manor Park Ward Members (Crs. D.E. Clifford, P.I.C. Crerar and B.A. Thomas) |
| Council for the Protection of Rural England (Hart & Rushmoor Group) | Cr. P.G. Taylor |
| Cove Brook Greenway Group | Crs. R. Cooper and Marina Munro |
| Enterprise M3 Joint Leaders Board | Leader of the Council (Cr. D.E. Clifford) |
| Farnborough Aerodrome Consultative Committee | The Cabinet Member for Environment and Service Delivery (Cr. M.J. Tennant) and Cr. P.G. Taylor (as a representative of an adjoining ward) with Cr. Barbara Hurst as Standing Deputy |
| Farnborough Community Centre Executive Committee | Crs. Sue Carter and B. Jones |
| Farnborough and Cove War Memorial Hospital Trust Limited | Cr. R.L.G. Dibbs |
| 457 Farnborough Squadron | Cr. J.H. Marsh |
| Farnham Quarry Liaison Group | Cr. M.J. Roberts with Crs. T.D. Bridgeman and A.R. Newell as Standing Deputies |
| First Wessex Housing Association – Annual General Meeting | The Cabinet Member for Health and Housing (Cr. Barbara Hurst) |

| NAME OF ORGANISATION | REPRESENTATIVE(S) 2016/17 |
|--|--|
| Hampshire and Isle of Wight Local Government Association | Leader of the Council (Cr. D.E. Clifford) with the Cabinet Member for Corporate Services (Cr. P.G. Taylor) as Standing Deputy |
| Hampshire Buildings Preservation Trust Limited | Crs. D.S. Gladstone and Marina Munro |
| Hampshire Police and Crime Panel | Cabinet Member for Business, Safety and Regulation (Cr. K.H. Muschamp) and Cr. K. Dibble (in his own right as invited by the Council for political balance) |
| Local Government Association - General Assembly | Leader of the Council (Cr. D.E. Clifford) |
| North Hampshire Area Road Safety Council | Cr. S.J. Masterson with Cr. P.G. Taylor as Standing Deputy |
| North Hampshire Community Safety Partnership | Cabinet Member for Business, Safety and Regulation (Cr. K.H. Muschamp) |
| Crime and Disorder Joint Scrutiny Committee (Hart/Basingstoke/Rushmoor) North Hampshire Community Safety Partnership | Chairman of the Borough Services Policy and Review Panel (Cr. A.R. Newell), Vice-Chairman of the Policy and Review Panel (Cr. M.S. Choudhary) and Cr. A.H. Crawford with Cr. B. Jones as Standing Deputy |
| Parity for Disability | Cr. Barbara Hurst with Cr. Sue Carter as Standing Deputy |
| PATROL (formerly National Parking Adjudication Services) | Cabinet Member for Environment and Service Delivery (Cr. M.J. Tennant) |

| NAME OF ORGANISATION | REPRESENTATIVE(S) 2016/17 |
|--|--|
| Project Integra Strategic Board | Cabinet Member for Environment and Service Delivery (Cr. M.J. Tennant) |
| Royal British Legion (Farnborough Branch) Remembrance Day Arrangements | Cr. D.B. Bedford |
| Rushmoor Citizens' Advice Bureaux Trustee Board | No new nominations sought at this time |
| Rushmoor In Bloom Forum | Crs. Mrs. D.B. Bedford, M.S. Choudhary, Liz Corps, Jennifer Evans and C.P. Grattan |
| Rushmoor Local Strategic Partnership | Cr. K.H. Muschamp with Cr. Barbara Hurst as Standing Deputy |
| Rushmoor Mediation Management Committee | Crs. C.P. Grattan, P.G. Taylor and a vacancy |
| Rushmoor Sports Forum | Crs. Mrs. D.B. Bedford and Sue Carter |
| Rushmoor Swimming Association | Crs. D.S. Gladstone and G.B. Lyon |
| Rushmoor Voluntary Services Board | Cr. Barbara Hurst |
| Rushmoor Youth Forum | Crs. D.M.T. Bell, G.B. Lyon and L.A. Taylor |
| South East Employers – Full Meeting | Cabinet Member for Corporate Services (Cr. P.G. Taylor) with Cr. K. H. Muschamp as Standing Deputy |

| NAME OF ORGANISATION | REPRESENTATIVE(S) 2016/17 |
|---|-------------------------------------|
| South East Employers – Local Democracy and Accountability Network | Crs. S.J. Masterson and P.F. Rust |
| South East England Councils (SEEC) All Member Meeting | Leader of the Council |
| Southwood Golf Club Committee | Cr. D.S. Gladstone |
| Step by Step Board of Management | Cr. A.R. Newell |
| West End Centre Management Committee | Crs. M.S. Choudhary and B.A. Thomas |

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 22nd June, 2016 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members

Cr. B.A. Thomas (Chairman)
Cr. J.H. Marsh (Vice-Chairman)

| | | |
|-----------------------|---------------------|--------------------|
| Cr. Mrs. D.B. Bedford | a Cr. P.I.C. Crerar | Cr. D.S. Gladstone |
| Cr. D.M.T. Bell | Cr. Sue Dibble | Cr. C.P. Grattan |
| a Cr. R. Cooper | Cr. Jennifer Evans | Cr. A.R. Newell |

Non-Voting Member

Cr. M.J. Tennant (Cabinet Member for Environment and Service
Delivery) (ex officio)

Apologies for absence was submitted on behalf of Crs. R. Cooper and
P.I.C. Crerar.

Cr. S.J. Masterson attended as standing deputy in place of Cr. R.
Cooper.

53. **DECLARATION OF INTEREST –**

There were no declarations of interest.

54. **MINUTES –**

The Minutes of the Meeting held on 25th May, 2016 were approved
and signed by the Chairman.

55. **TOWN AND COUNTRY PLANNING ACT, 1990 (AS AMENDED) - TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER, 1995 - DEVELOPMENT APPLICATIONS GENERALLY –**

RESOLVED: That

- (i) Permission be given to the following applications set out in
Appendix "A" attached hereto, subject to the conditions,
restrictions and prohibitions (if any) mentioned therein:

| | |
|------------------|---|
| 16/00027/FUL | (ASDA Westmead, Farnborough, Hampshire, GU14 7LT); |
| * 16/00331/FULPP | (No. 65 North Lane, Aldershot); |

- 16/00208/FULPP (No. 32 The Crescent, Farnborough, Hampshire, GU14 7AS);
- * 16/00307/FULPP (The Potters Arms, No. 182 Cove Road, Farnborough);
- (ii) the applications dealt with by the Head of Planning, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Head of Planning's Report No. PLN1620, be noted;
- (iii) the following applications be determined by the Head of Planning, in consultation with the Chairman:
- * 16/00456/RBC3PP (Queens Gate Roundabout, Queens Gate Road, Farnborough, Hampshire);
- (iv) the current position with regard to the following applications be noted pending consideration at a future meeting:
- 15/00897/REMPP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
- 15/00898/REMPP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
- 15/00930/LBC2PP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot);
- 15/00931/LBC2PP (Zone C – Cambridge Military Hospital, Aldershot Urban Extension, Alisons Road, Aldershot); and
- 16/00408/ADVPP (No. 225 Ash Road, Aldershot);
- 16/00409/ADVPP (No. 225 Ash Road, Aldershot);
- 16/00410/ADVPP (No. 225 Ash Road, Aldershot);
- 16/00411/FULPP (No. 225 Ash Road, Aldershot); and
- (v) the receipt of a petition in respect of the following application be noted:
- 16/00359/FUL (Part of Former Garage Site, Prince Charles Crescent, Farnborough).
- * The Head of Planning's Report No. PLN1620 in respect of these applications was amended at the meeting.

56. **REPRESENTATIONS BY THE PUBLIC –**

In accordance with the guidelines for public participation at meetings, the following representations were made to the Committee and were duly considered before a decision was reached:

| Application No. | Address | Representation | In support of or against the application |
|------------------------|------------------------------------|-----------------------|---|
| 16/00027/FUL | (ASDA Westmead, Farnborough) | Mr. B. Parkes | In Support |
| 16/00208/FULPP | (No. 32 The Crescent, Farnborough) | Mr. A. Bramwell | Against |

57. **APPLICATION NO. 16/00456/RBC3PP – QUEENS GATE ROUNDABOUT, QUEENS GATE ROAD, FARNBOROUGH, HAMPSHIRE –**

The Committee received the Head of Planning's Report No. PLN1620 (as amended at the meeting) regarding the display of four, free standing board signs. It was noted that the recommendation was to grant planning permission, subject to the expiry of the consultation period.

RESOLVED: That subject to no new or substantial objections being received before the expiry of the consultation period on 1st July, 2016, the Head of Planning, in consultation with the Chairman, be authorised to grant advertisement consent subject to the conditions and informatives set out in the Head of Planning's Report No. PLN1620.

58. **APPOINTMENTS TO STANDING CONSULTATION GROUP –**

RESOLVED: That the Chairman or the Vice-Chairman and Crs. D.M.T. Bell, Sue Dibble and J.H. Marsh be appointed to the Standing Consultation Group for the 2016/17 Municipal Year.

59. **APPOINTMENTS TO DEVELOPMENT MONITORING GROUPS –**

(1) **Farnborough Town Centre –**

RESOLVED: That the Chairman or Vice-Chairman and the three Empress Ward Councillors be appointed to the Farnborough Town Centre Development Monitoring Group for the 2016/17 Municipal Year.

(2) **North Town – Aldershot –**

RESOLVED: That the Chairman or Vice-Chairman and the three North Town Ward Councillors be appointed to the North Town Development Monitoring Group for the 2016/17 Municipal Year.

(3) **Wellesley – Aldershot Urban Extension –**

RESOLVED: That the Chairman or Vice-Chairman and the three Wellington Ward Councillors be appointed to the Wellesley Development Monitoring Group for the 2016/17 Municipal Year.

60. **VARIATION OF THE LEGAL AGREEMENT RELATING TO FORMER TA CENTRE REDAN ROAD ALDERSHOT –**

The Committee received the Head of Planning's Report No. PLN1623, as amended at the meeting. The Report sought authority to vary the terms of the 2015 legal agreement relating to the timing of the payment of the financial contributions secured, with regard to Planning Permission 14/00028/FULPP granted in March, 2015.

The Report set out in detail the amendment to the legal agreement and the planning considerations.

The Committee noted that a further request had been made by the owner asking that consideration of the report should be deferred in order to allow him to take legal advice. The owner had been informed that the report would remain on the agenda and that the request to defer consideration was a matter for the Committee.

RESOLVED: That, the request to defer consideration and to vary the existing Section 106 agreement with a deed of variation be refused.

The Meeting closed at 7.57 p.m.

CR. B.A. THOMAS
CHAIRMAN

DEVELOPMENT MANAGEMENT COMMITTEE
22ND JUNE 2016

APPENDIX "A"

Application No. 16/00027/FUL 6th January 2016
& Date Valid:

Proposal: Construction of a 'Home Shopping' link canopy and van loading canopy with 3m high fence and other associated works. at **ASDA Westmead Farnborough Hampshire**

Applicant: ASDA Stores Ltd

Conditions: 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason - As required by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2 The permission hereby granted shall be carried out in accordance with the following approved drawings -

Reason - To ensure the development is implemented in accordance with the permission granted

3 No works shall start on site until a detailed specification for the acoustic fencing, to include details of its appearance, construction and noise attenuation properties, has been submitted to and been approved in writing by the Local Planning Authority. The acoustic fence shall be installed in accordance with the approved details before the loading canopy and link canopy are brought into use and shall be retained thereafter.

Reason - In the interests of visual and to ensure that it provides adequate protection to residential amenity. *

4 No works shall start on site until a fully detailed landscape and planting scheme (to include, where appropriate, both landscape planting and ecological enhancement) and details of a barrier to prevent vehicle parking on the landscaped area, has been submitted to and approved in writing by the Local Planning Authority. The development shall be completed and retained in accordance with the details so approved.

Reason - To ensure the development makes an adequate contribution to visual amenity.*

- 5 No servicing, maintenance, repairs or jet-washing of home delivery vehicles shall take place in the vehicle loading, parking and manoeuvring areas shown on drawing 2288-00-01 Rev D outside the hours of 08:00 to 18:00 hours Monday to Friday, 09:00 -16:00 hours on Saturdays and at no times on Sundays or Bank Holidays.

Reason - In the interests of residential amenity.

- 6 All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the occupation of the buildings or the practical completion of the development, whichever is the sooner.

Reason - To ensure the development makes an adequate contribution to visual amenity.

**Application No.
& Date Valid:**

16/00307/FULPP

21st April 2016

Proposal:

Proposed conversion of existing retail building to form 3 no. dwellings and construction of 7 no. dwellings to the rear, together with associated access, parking and landscaping, following demolition of existing buildings to rear at **The Potters Arms 182 Cove Road Farnborough Hampshire**

Applicant:

FPC (Farnborough) LLP

Conditions:

- 1 The development hereby permitted shall be begun before the expiration of one year from the date of this permission.

Reason - As required by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004, to reflect the objectives of the Council's Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy as amended July 2014 and to accord with the resolution of Rushmoor's Cabinet on 17 June 2014 in respect of Planning Report no PLN1420.

- 2 Unless agreed in writing by the Local Planning Authority, the permission hereby granted shall be carried out in accordance with the following approved

drawings - PLC Architects 14.2018. 128 Rev.P12; -129 Rev.P12; -120 Rev.P20 (amended site layout plan received 25 May 2016); -126 Rev.P13; -127 Rev.P12; -123 Rev.P13; -124 Rev.P13; -125 Rev.P13; -121 Rev.P13; -122 Rev.P13; and Transport Planning Associates Drawing Nos.1511-75 SP01 Rev.F; -SP02 Rev.F; -SP03 Rev.F; -SP04 Rev.F; -SP05 Rev.F; -SP06 Rev.F; -SP08 Rev.A; and -SP09.

Reason - To ensure the development is implemented in accordance with the permission granted.

- 3 No works shall start on site until a schedule and/or samples of the external materials to be used in the development have been submitted to, and approved in writing by, the Local Planning Authority.

Reason - To ensure satisfactory external appearance. *

- 4 No works shall start on site until a schedule and/or samples of surfacing materials, including those to access driveways/forecourts to be used in the development have been submitted to, and approved in writing by, the Local Planning Authority.

Reason - To ensure satisfactory external appearance and drainage arrangements. *

- 5 No works shall start on site in respect of the new-build dwellinghouse Units 1-7 inclusive hereby approved until plans showing details of the proposed ground levels, proposed finished floor levels, levels of any paths, drives, and parking areas and the height of any retaining walls within the application site have been submitted to and approved in writing by the Local Planning Authority. The development shall be completed and retained in accordance with the details so approved.

Reason - To ensure a satisfactory form of development in relation to neighbouring property.

- 6 The dwellings hereby permitted shall not be occupied until:- (a) the means of enclosure of the application site with all existing neighbouring properties as shown on approved Site Layout Plan Drawing No.14.2018.120 Rev.P20 has been implemented in full; and (b) details of all screen and boundary walls, fences, hedges or other means of enclosure to be provided between the dwellings hereby approved have been submitted to and approved in writing by the Local Planning Authority. The development shall be completed and retained in accordance with the details shown on the site layout plan hereby approved and as may subsequently be

approved with the submission of details pursuant to this condition.

Reason - To safeguard the amenities of neighbouring property and to ensure a satisfactory development of the site. *

- 7 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development Order) 2015, (or any Order revoking and re-enacting that Order), no development falling within Classes, A, B, C, D and E of Part 1 and Classes A and B of Part 2 of Schedule 2 shall be carried out without the prior permission of the Local Planning Authority.

Reason - To protect the amenities of the area and occupiers of neighbouring residential properties.

- 8 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development Order) 2015, (or any Order revoking and re-enacting that Order), no additional windows, doors or openings of any kind shall be inserted in the first floor elevations or roofspace of the development hereby permitted without the prior permission of the Local Planning Authority. Furthermore, there shall be no alteration of the size and positions of the windows shown to be provided on the plans hereby approved.

Reason - To protect the amenities of neighbouring properties.

- 9 Construction or demolition work of any sort within the area covered by the application shall only take place between the hours of 0800-1800 on Monday to Fridays and 0800-1300 on Saturdays. No work at all shall take place on Sundays and Bank or Statutory Holidays.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on traffic and parking conditions in the vicinity.

- 10 No works shall start on site until a fully detailed landscape and planting scheme (to include, where appropriate, both landscape planting and ecological enhancement) has been submitted to and approved in writing by the Local Planning Authority.

Reason - To ensure the development makes an adequate contribution to visual amenity.*

- 11 All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in

the first planting and seeding season following the occupation of the buildings or the practical completion of the development, whichever is the sooner, and any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless otherwise first agreed in writing by the Local Planning Authority.

Reason - In the interests of amenity and to help achieve a satisfactory standard of landscaping.

- 12 The development hereby approved shall not be occupied until the off-street parking facilities shown on the approved plans has been completed and made ready for use by the occupiers in accordance with the scheme of allocation set out on approved Site Layout Plan Drawing No.14.2018.120 Rev.P20. The parking facilities shall be thereafter retained solely for parking purposes to be used by the occupiers of, and visitors to, the development as indicated on the approved plans. For the avoidance of doubt the parking spaces shall not be used for the parking or storage of boats, caravans or trailers.

Reason - To ensure the provision and availability of adequate off-street parking.

- 13 Provision shall be made for services to be placed underground. No overhead wire or cables or other form of overhead servicing shall be placed over or used in the development of the application site.

Reason - In the interests of visual amenity.

- 14 The on-plot bicycle parking and refuse bin storage facilities hereby approved to be provided for any individual dwelling shall be implemented and made available for use by occupiers of each dwelling before its first occupation and retained thereafter for the use of occupiers of that dwelling for their respective purposes as approved.

Reason - In the interests of amenity and to ensure a more satisfactory form of development.

- 15 No dwelling hereby permitted shall be occupied until plans and details of the location and extent of a communal bin collection point to serve Units 1-7 inclusive has been submitted to and approved in writing by the Local Planning Authority. The details so approved shall be implemented in full, made available

for use and retained thereafter at all times prior to the first occupation of the dwellings hereby approved.

Reason - In the interests of amenity, the safety and convenience of highway users; and to ensure a more satisfactory development of the site.

- 16 The proposed improvements to the vehicular access to the site; including unobstructed sight-lines of the extent indicated on approved Site Layout Plan Drawing No.14.2018.120 Rev.P20; and the reinstatement of the public footway to those portions of the site frontage no longer required for vehicular access to Cove Road as a result of the development shall be implemented in full prior to the first occupation of any of the dwellings hereby approved. The works so undertaken and sight-lines provided shall be retained thereafter at all times.

Reason - In the interests of the safety and convenience of highway users.

- 17 No works shall start on site until existing trees to be retained adjoining the site have been adequately protected from damage during site clearance and works in accordance with the details that are set out in the Arboricultural Impact Assessment hereby approved with the application. Furthermore, no materials or plant shall be stored and no buildings erected within protective fencing to be erected at the margins of the root protection area of each adjoining tree to be retained as appropriate.

Reason - To ensure that existing trees are adequately protected in the interests of the visual amenities of the site and the locality in general.

- 18 No works pursuant to this permission shall commence until there has been submitted to and approved in writing by the Local Planning Authority:

i. a desk top study carried out by a competent person documenting all previous and existing uses of the site and adjoining land, and potential for contamination, with information on the environmental setting including known geology and hydrogeology. This report should contain a conceptual model, identifying potential contaminant pollutant linkages with the proposed development.

ii. if identified as necessary; a site investigation report documenting the extent, scale and nature of contamination, ground conditions of the site and incorporating chemical and gas analysis identified as appropriate by the desk top study.

iii. if identified as necessary; a detailed scheme for remedial works and measures shall be undertaken to avoid risk from contaminants/or gas identified by the site investigation when the site is developed and proposals for future maintenance and monitoring, along with verification methodology. Such scheme to include nomination of a competent person to oversee and implement the works.

Where step iii) above is implemented, following completion of the measures identified in the approved remediation scheme, a verification report that demonstrates the effectiveness of the remediation shall be submitted for approval in writing by the Local Planning Authority.

Reason - To ensure that the site is safe for the development permitted and in the interests of amenity and pollution prevention.*

- 19 In the event that unforeseen ground conditions or materials which suggest potential or actual contamination are revealed at any time during implementation of the approved development it must be reported, in writing, immediately to the Local Planning Authority. A competent person must undertake a risk assessment and assess the level and extent of the problem and, where necessary, prepare a report identifying remedial action which shall be submitted to and approved in writing by the Local Planning Authority before the measures are implemented.

Following completion of measures identified in the approved remediation scheme a verification report must be prepared and is subject to approval in writing by the Local Planning Authority.

Reason - To ensure that the site is safe for the development permitted and in the interests of amenity and pollution prevention.

- 20 Prior to the first occupation of any of the new-build dwellings hereby permitted (Units 1-7 inclusive), details of measures to achieve the energy performance standards in accordance with Code Level 4 of the Code for Sustainable Homes or equivalent for each of the dwelling Units 1-7 inclusive hereby permitted shall be submitted to and approved in writing by the Local Planning Authority. Such details as may be approved shall be implemented in full prior to the first occupation of the dwelling(s) to which they relate and retained in perpetuity.

Reason - To reflect the objectives of Policy CP3 of the Rushmoor Core Strategy.

- 21 The proposed windows indicated to be fitted with fixed obscure glass on the plans hereby permitted shall be installed prior to the first occupation of the development and retained thereafter at all times. Notwithstanding the indication that those obscurely-glazed first floor windows marked with an asterisk (*) on the approved plans are to be opening, these windows shall be fixed shut save for any opening fanlight that shall be a minimum of 1.7 metres above finished internal floor level.

Reason - To accord with the proposals as submitted and in the interests of amenity and privacy of neighbouring properties.

- 22 Prior to the commencement of development details of measures to incorporate Sustainable Drainage Systems (SUDS) into the new built development shall be submitted to and approved in writing by the Local Planning Authority. Such details as may be approved shall be implemented in full prior to the first occupation of the newly built residential units and retained in perpetuity.

Reason - To reflect the objectives of Policy CP4 of the Rushmoor Core Strategy. *

- 23 No works shall start on site until details of provision for the parking and turning on site of operatives and construction vehicles during the construction and fitting out works have been submitted to and approved in writing by the Local Planning Authority and the measures so approved shall be implemented throughout the construction period.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on highway conditions in the vicinity.*

- 24 The development hereby approved shall not be occupied until fully detailed measures to protect buildings (and garden areas) from traffic or other external noise have been implemented in accordance with a scheme to include, for example, bunds, acoustic barriers, double glazing, acoustic ventilation, which has been first submitted to and approved in writing by the Local Planning Authority.

Reason - To protect the amenity of the occupiers of the development. *

25 Site clearance and works to implement the permission hereby permitted shall be undertaken in accordance with the recommendations of the EcoSupport Ecology Survey Report submitted with the application. If bats are found to be present at the site, no works shall continue and the applicant shall notify Natural England for advice and appropriate licencing prior to the re-commencement of any works at the site. In the event that bats are found to be present when works to the roof of the existing former Pub building to be retained are being undertaken, the roof slates shall be removed by hand, and in should any bats be found, works shall cease immediately and the applicant shall notify Natural England for advice and appropriate licencing of further works, as appropriate.

Reason - In the interests of the protection of bats.

26 Other than any domestic exterior lighting installed on and within the curtilages of the dwellings hereby permitted; and the low-level lighting bollards annotated on approved Site Layout Plan Drawing No.14.2018.120 Rev.P20 as specified by additional details received by the Council on 25 May 2016; there shall be no other external lighting installed with the development hereby permitted.

Reason - In the interests of the amenities of nearby residential properties; and to ensure that there is no unnecessary use of lighting at the site.

Application No. & Date Valid: 16/00331/FULPP 27th April 2016

Proposal: Erection of pair of 4-bedroom semi-detached houses following demolition of existing dwellinghouse at **65 North Lane Aldershot Hampshire GU12 4QF**

Applicant: Ayyaz Homes Limited

Conditions: 1 The development hereby permitted shall be begun before the expiration of one year from the date of this permission.

Reason - As required by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004, to reflect the objectives of the Council's Thames Basin Heaths Special Protection Area Avoidance and

Mitigation Strategy as amended July 2014 and to accord with the resolution of Rushmoor's Cabinet on 17 June 2014 in respect of Planning Report no PLN1420.

- 2 The permission hereby granted shall be carried out in accordance with the following approved drawings : C Foo Associates Drawing Nos. 1418 PX-01 Rev.A; -PX-02 Rev.A; -EP-00; -EP-01; -EP-02; -EE-01; - EX-01; - PP-01 Rev.A; -PP-02 Rev.A; -PP-03; -PP-04; -PE-01; -PE-02; and -PD-01.

Reason - To ensure the development is implemented in accordance with the permission granted.

- 3 The development hereby permitted shall be implemented in accordance with the external materials, surfacing materials, boundary enclosures, landscaping scheme, bin storage, cycle storage, surface water drainage, and levels details submitted with the application and hereby approved. The development shall be completed in full accordance with the details so approved before any part of the development is occupied and the retained thereafter at all times.

Reason - To ensure satisfactory external appearance, satisfactory on-site surface water drainage arrangements and to generally ensure a satisfactory development of the site.

- 4 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development Order) 2015, no development falling within Classes, A, B, C, D and E of Part 1 of Schedule 2 shall be carried out without the prior permission of the Local Planning Authority.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on traffic and parking conditions in the vicinity.

- 5 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development Order) 2015, (or any Order revoking and re-enacting that Order), no additional windows, doors or openings of any kind shall be inserted in the side elevations or roofspace of the development hereby permitted without the prior permission of the Local Planning Authority. Furthermore, there shall be no alteration of the positions of the windows shown to be provided on the plans hereby approved.

Reason - To protect the amenities of neighbouring properties.

- 6 Construction or demolition work of any sort within the area covered by the application shall only take place between the hours of 0800-1800 on Monday to Fridays and 0800-1300 on Saturdays. No work at all shall take place on Sundays and Bank or Statutory Holidays.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on traffic and parking conditions in the vicinity.

- 7 All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding season following the occupation of the buildings or the practical completion of the development, whichever is the sooner, and any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless otherwise first agreed in writing by the Local Planning Authority.

Reason - In the interests of amenity and to help achieve a satisfactory standard of landscaping.

- 8 The development hereby approved shall not be occupied until the off-street parking facilities shown on the approved plans have been completed and made ready for use by the occupiers. The parking facilities shall be thereafter retained solely for parking purposes (to be used by the occupiers of, and visitors to, the development as indicated on the approved plans). For the avoidance of doubt the parking spaces shall not be used for the parking or storage of boats, caravans or trailers. *

Reason - To ensure the provision and availability of adequate off-street parking.

- 9 Provision shall be made for services to be placed underground. No overhead wire or cables or other form of overhead servicing shall be placed over or used in the development of the application site.

Reason - In the interests of visual amenity.

- 10 No other works shall be commenced on site until the proposed improvements to the vehicular access to the site have been implemented in full as shown on the plans hereby approved. The works so undertaken shall be retained thereafter at all times.

Reason - In the interests of the safety and convenience

of highway users.

- 11 No works shall start on site until existing trees to be retained adjoining the site have been adequately protected from damage during site clearance and works, in accordance with details as set out in the submitted Arboricultural Report submitted with the application hereby approved. Furthermore, no materials or plant shall be stored and no buildings erected within the protective fencing without the prior consent in writing of the Local Planning Authority. *

Reason - To ensure that existing trees are adequately protected in the interests of the visual amenities of the site and the locality in general.

- 12 In the event that unforeseen ground conditions or materials which suggest potential or actual contamination are revealed at any time during implementation of the approved development it must be reported, in writing, immediately to the Local Planning Authority. A competent person must undertake a risk assessment and assess the level and extent of the problem and, where necessary, prepare a report identifying remedial action which shall be submitted to and approved in writing by the Local Planning Authority before the measures are implemented. Following completion of measures identified in the approved remediation scheme a verification report must be prepared and is subject to approval in writing by the Local Planning Authority.

Reason - To ensure that the site is safe for the development permitted and in the interests of amenity and pollution prevention.

- 13 Prior to the first occupation of any of the dwellings hereby permitted, details of measures to achieve the energy performance standards in accordance with Code Level 4 of the Code for Sustainable Homes or equivalent for each of the dwellings hereby permitted shall be submitted to and approved in writing by the Local Planning Authority. Such details as may be approved shall be implemented in full prior to the first occupation of the dwelling(s) to which they relate and retained in perpetuity.

Reason - To reflect the objectives of Policy CP3 of the Rushmoor Core Strategy.

- 14 The proposed windows located in the upper floor side elevations of the houses hereby permitted shall be fitted with fixed obscure glass (save an opening light that shall

be a minimum of 1.7 metres above finished floor level to be installed prior to the first occupation of the development and retained thereafter at all times.

Reason - In the interests of amenity and privacy of neighbouring properties. *

- 15 The development hereby permitted shall be implemented and completed in full accordance with the details of provision for the parking and turning on site of operatives and construction vehicles during the construction and fitting out works submitted with the agent's emails of 16 and 20 June 2016. These measures shall be implemented throughout the duration of the construction period.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on highway conditions in the vicinity.*

- 16 Prior to the commencement of demolition, an emergence survey shall be undertaken by a licenced Bat Specialist to determine whether any bats are present at the site and the results submitted to the Council. If bats are found to be present at the site, no works shall commence and the applicant shall notify Natural England for advice and appropriate licencing prior to the commencement of any works at the site. In any event, during demolition, the tiles on the existing building to be demolished shall be removed by hand and in the event that any bats are found, works shall cease immediately and the applicant shall notify Natural England for advice and appropriate licencing of further works, if appropriate.

Reason - In the interests of the protection of bats.

- 17 The development hereby permitted shall be implemented and completed in full accordance with the flood mitigation and resilience measures set out in the Nimbus Engineering Consultants Flood Risk Assessment submitted with the application and hereby approved. The measures incorporated into the development in this respect shall be retained thereafter.

Reason - To ensure that flood resilience is built into the development.

Application No. & Date Valid: 16/00208/FULPP

15th March 2016

Proposal: Partial demolition of existing garage and erection of a single storey front extension with pitched roof and two, two storey side extensions at **32 The Crescent Farnborough Hampshire GU14 7AS**

Applicant: Mr L Bartrum

Conditions: 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason - As required by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2 Notwithstanding the details shown on the submitted plans, the two roof windows facing 36 The Crescent as shown on plan E300/033 REV A shall be obscure glazed in their entirety and fixed closed.

Reason - To protect the amenities of neighbouring residential properties.

3 No development, including demolition works, shall start on site until the submission of a satisfactory site specific construction method statement for the low impact construction of the proposed garage foundation and driveway modification within the root protection area (RPA) of the protected trees to include a scheme of supervision by an appropriately qualified arboriculturist to ensure compliance have been submitted to and approved in writing by The Local Planning Authority. The development shall be carried out strictly in accordance with the details so approved.

Reason - To ensure the amenity value of the tree(s) and shrubs in the vicinity of the development is maintained.*

4 The permission hereby granted shall be carried out in accordance with the following approved drawings -

Reason - To ensure the development is implemented in accordance with the permission granted

LICENSING AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 27th June, 2016 at the Council Offices, Farnborough at 7.00 p.m.

Voting Members

Cr. A. Jackman (Chairman)
Cr. M.L. Sheehan (Vice-Chairman)

| | | |
|------------------------|--------------------|-------------------|
| a Cr. Sophia Choudhary | Cr. B. Jones | Cr. M.D. Smith |
| Cr. Liz Corps | Cr. S.J. Masterson | Cr. L.A. Taylor |
| Cr. A.H. Crawford | | Cr. Jacqui Vosper |

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

61. MINUTES –

The Minutes of the Meeting held on 26th May, 2016 were approved and signed by the Chairman.

62. EXTERNAL AUDITOR – PROGRESS REPORT – JUNE 2016 –

The Committee welcomed to the meeting Mr. Adrian Balmer, Manager at Ernst and Young. Mr. Balmer presented his company's audit progress report, a copy of which had previously been circulated to the Committee. The purpose of the report was to provide an overview of the progress made in respect of work to be completed during the 2015/16 audit. The report summarised actions in connection with the fee letter, financial statements, value for money, the appointment of an external auditor, financial close arrangements and set out a timetable showing the key stages of the audit.

RESOLVED: That the audit progress report be noted.

63. STATEMENT OF ACCOUNTS 2015/16 – DUTIES AND RESPONSIBILITIES -

The Committee received the Head of Financial Services' Report No. FIN1612, which set out the Council's draft Statement of Accounts and the Committee's duties and responsibilities in respect of the Statement.

The Statement of Accounts for 2015/16 had been prepared in line with CIPFA's Code of Practice on Local Authority Accounting, under International Financial Reporting Standards and in accordance with the Accounts and Audit (England) Regulations 2015. CIPFA recommended practice was to issue the Statements to 'those charged with governance' in advance of the September approval meeting in order to allow sufficient time for due consideration of the information.

The Committee's role was to provide effective scrutiny of the Council's financial statement. This formed part of a system of financial responsibility, as set out in the draft Statement of Accounts. In considering the accounts, the Committee would need to have regard to: materiality; transparency; valuation; consistency; completeness; legality/litigation; classification; economic climate/going concern principle; risk of error; fraud; and, rights and obligations. Once these factors had been considered, Members would also need to be satisfied that the accounts represented a true and fair view of the Council's financial position.

Members would also need to consider what sources of information that could be used to help them to approve the accounts and from whom they might seek assurance. A variety of sources could be used that could supply a clear and consistent message about the financial performance of the organisation. These sources might include: internal audit; the work of the Licensing and General Purposes Committee in considering fraud, risk and internal reporting; statements of senior officers; external audit opinion; inspections by HMRC (VAT, PAYE); financial and performance reports; Members' own knowledge of the affairs of the Council; information regarding economic climate, interest rates, property prices, inflation; and, expert knowledge (eg actuarial reports).

Members raised questions in respect of the accounts being available to members of the public, major legislative changes; and, rogue landlords operating HMOs without the necessary planning permission.

RESOLVED: That the Head of Financial Services' Report No. FIN1612 be noted.

64. **TREASURY MANAGEMENT OPERATIONS 2015/16 –**

The Committee received the Head of Financial Services' Report No. FIN1613, which set out the main treasury management activities during 2015/16 and provided an update on the current economic conditions affecting treasury management decisions.

It was noted that the Council's treasury team continued to concentrate on the security of investments, having due regard to the returns available. Continued low interest rates throughout the financial year, coupled with a lack of suitable counterparties with whom to invest, had made this activity challenging. However, overall investment income had outperformed the original budget by around £94,000 and had contributed £894,000 to the Council's General Fund during 2015/16. Members were advised that all treasury management activity during 2015/16 had been carried out in accordance with the Annual Treasury Management Strategy and had complied with the treasury and prudential indicators and with the Treasury Management Code of Practice.

RESOLVED: That the Head of Financial Services' Report No. FIN1613 be noted.

65. INTERNAL AUDIT – AUDIT OPINION –

The Committee considered the Audit Manager's Report No. AUD1601, which provided an overview of internal audit, the proposed reporting approach, plan of work for 2016/17 and the audit opinion for 2015/16.

In respect of producing the plan of internal audit work for 2016/17, it was noted that a range of issues had been taken into consideration, including: external audit requirements; risk assessments of activities; corporate initiatives; skills available to undertake the audit; requests from services; alignment of the plan with corporate priorities; and, issues and views raised by Committee Members. Members noted that the audit plan for 2016/17 would focus on: meeting the needs of the external auditors; support of organisational change and development; corporate governance; and, links to the 8-Point Plan.

The Committee was advised that the Public Sector Internal Audit Standards (PSIAS) 2013 (and amended 2016) required the Head of Internal Audit to provide an annual opinion of the Council's system controls. It was noted that the overall adequacy and effectiveness of the Council's framework of governance, risk management and control was appropriate. This opinion was based on the evidence provided from audits carried out in 2015/16 on the major financial systems used by the Council. All high priority audit recommendations had been agreed by senior management and were being introduced. Once implemented, it was felt that these would further improve the Council's overall control environment.

It was also noted that a statement on conformance with the Public Sector Internal Audit Standards and the results of the quality assurance and improvement programme were also required to be reported. Members were advised that work was underway to update this and the results would be reported within 2016/17.

RESOLVED: That

- (i) the Audit Manager's Report No. AUD1601 be noted: and
- (ii) the proposed meeting and reporting cycle for 2016/17, as set out in the Report, be endorsed.

66. ANNUAL GOVERNANCE STATEMENT 2015/2016 –

The Committee considered the Solicitor to the Council's Report No. LEG1608, which sought the approval of the Council's Annual Governance Statement for 2015/16.

Members were advised that the Accounts and Audit Code of Regulations 2015 and Regulation 6 (1) required local authorities to prepare an Annual Governance Statement. These had replaced the Accounts and Audit Regulations 2003 (as amended in 2006 and 2011) which had previously been in place. CIPFA had also published a revised version of its framework document

on preparing the Code of Governance entitled Delivering Good Governance in Local Government: Framework (2016 Edition). During the course of 2016 the Council's Code of Governance would be reviewed against this and a revised version would be brought to the Committee for approval. The Regulations required councils to ensure that their financial management was adequate and effective and that there was a sound system of internal control.

The Annual Governance Statement had to include notification of any significant internal control issues and an action plan to address them. The Committee was advised that no significant issues had been identified for 2015/16. A number of actions for the current year had been identified and would be addressed during the year. The Leader of the Council and the Chief Executive were required to sign the Annual Governance Statement. The Annual Governance Statement, when approved, would be published alongside the Statement of Accounts by 30th September, 2016.

During discussion, a question was raised regarding co-location of the Council with other organisations at the Council Offices and the impact on car parking availability.

RESOLVED: That

- (i) the Annual Governance Statement, as set out in the Solicitor to the Council's Report No. LEG1608, be approved; and
- (ii) the Annual Governance Statement be published with the Council's Statement of Accounts.

The Meeting closed at 7.40 p.m.

CR. A. JACKMAN
CHAIRMAN

COMMUNITY POLICY AND REVIEW PANEL

Minutes of the meeting held on Thursday, 7th April, 2016 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cr. M.D. Smith (Chairman)
Cr. M.S. Choudhary (Vice-Chairman)

Cr. Sophia Choudhary
Cr. R. Cooper
Cr. Liz Corps

Cr. Jennifer Evans

Cr. S.J. Masterson
Cr. M.J. Roberts
Cr. P.F. Rust

67. MINUTES –

The Minutes of the Meeting held on 4th February, 2016 were approved and signed by the Chairman.

68. FRIMLEY PARK HOSPITAL NHS FOUNDATION TRUST –

The Panel welcomed Sir Andrew Morris (Chief Executive of Frimley Health NHS Foundation Trust), who had been invited to attend the meeting to provide an update on the developments across Frimley Park Hospital NHS Foundation Trust. Members were informed that, before the merger, Wexham Park hospital had received an 'inadequate' rating from the Care Quality Commission (CQC), however, the hospital had significantly improved and in the 2015 inspection, was considered as an overall 'good' hospital by the CQC, with their urgent and emergency services and critical care service receiving 'outstanding' ratings. Heatherwood was also rated as 'good', which meant that Frimley Heath received the best multisite rating in England. It was explained that Wexham Park's significant improvements had been achieved by setting five key objectives: get the culture right, improve governance, quality and safety, raise and sustain performance, improve the infrastructure and financial recovery. Sir Andrew Morris informed the Panel Members that, while there was still work to do on the first three objectives, their focus was on the improvement of infrastructure and financial recovery.

Frimley Health's quarterly performance was shared with the Panel and it was noted that the accident and emergency (A&E) department waiting target would be met if 95% of patients did not have to wait longer than four hours to be seen. 91.6% of Frimley Park Hospital's patients were seen by a medical professional in under four hours, which resulted in the hospital not meeting the target for the fourth quarter. Sir Andrew Morris also informed Members that the number of patients visiting the A&E department had increased by 10% and in a 24 hour period, around 330 patients visited the department, 80% of these patients visited between the hours of 10am and 10pm. In order to decrease

the waiting time, it was heard that there was an aim to increase GP cover but there were also issues around some patients choosing not to phone '111' or visit their GP before visiting A&E.

The Panel was informed of plans to build a new hospital on the Heatherwood site at a cost of £72million. The new hospital would include 6 operating theatres, 48 beds, 16 day case beds, an outpatients facility and a diagnostic centre. It was noted that an engagement exercise with local residents was due to start in April. It was thought that the introduction of this hospital would enable the Trust to move some additional activity from Frimley, resulting in an opportunity to further develop some of Frimley Park Hospital's current facilities and services. Key service improvements discussed included: stroke services, acute renal service, vascular services, breast unit and kidney cancer treatment.

Members noted that Frimley Health had been approached to become part of a wider initiative, working closely with the North East Hampshire and Farnham Clinical Commissioning Group. Possible priorities for the initiative included improving wellbeing, increasing prevention and early detection and promoting greater self-care. Plans for opening 'hubs' in key local towns had also been discussed, which would offer support from GPs, social care and community nurses.

The Chairman thanked Sir Andrew Morris for attending the meeting and the Panel **NOTED** the update.

69. **REVIEW OF REGISTERED PROVIDERS 2015/16 –**

At the request of the Panel, the Registered Provider (RP) Review Group had prepared Report No. EHH1608, which provided details on the outcomes of the review meetings held to scrutinise performance of RPs during 2015/16. Ms. Zoe Paine (Housing Strategy and Enabling Manager), provided the Panel with a presentation which included further information on the reviews. The RPs reviewed in 2015/16 were Accent Peerless, Oak Housing Association, Stonewater Housing Association and A2 Dominion.

It was heard that each RP was required to submit financial and performance information in advance of the meeting, which enabled Members and Officers to prepare the questioning process. The Group also arranged site visits prior to each meeting and key issues explored were:

- performance management
- quality of housing and development opportunities
- customer satisfaction
- estate management and repairs
- anti-social behaviour
- impact of housing reforms, including the 1% rent reduction

An overview of the four RPs was provided and issues that had been raised as a result of the meetings were highlighted. A question was raised concerning Clayton Court, which had been converted by Oak Housing, and whether further temporary accommodation would be provided after seven years, when the area was due for redevelopment. Ms. Paine explained that it was hoped more affordable housing would be available in seven years, reducing the need for temporary accommodation.

It was concluded that the review process had played an important role in developing a good understanding of the affordable housing stock in the Borough, where it was located, what condition it was in and how well it was managed. Both the site visits and meetings encouraged the development of effective working relationships with the local housing providers and provided a platform to hold open and candid conversations around any concerns. This also assisted in resolving issues and problems.

The Panel **ENDORSED** the Report.

70. **WORK PROGRAMME –**

The Panel **NOTED** the work programme and work schedule.

The Meeting closed at 9.00 p.m.

CR. M.D. SMITH
CHAIRMAN

BOROUGH SERVICES POLICY AND REVIEW PANEL

Meeting held on Monday, 11th April, 2016 at the Council Offices, Farnborough at 7.00 p.m.

Voting Members

Cr. Barbara Hurst (Chairman)
Cr. A.R. Newell (Vice-Chairman)

Cr. T.D. Bridgeman
Cr. D.E. Clifford
Cr. A.M. Ferrier

Cr. C.P. Grattan

Cr. S.J. Masterson
Cr. M.J. Roberts
Cr. D.M. Welch

71. **MINUTES –**

The Minutes of the Meeting held on 8th February, 2016 were approved and signed by the Chairman.

72. **CITIZENS' ADVICE RUSHMOOR –**

The Panel welcomed Ms. Alex Hughes, Chief Officer at Citizens' Advice Rushmoor (CAR), who attended the meeting to give an update on activities and working arrangements. A pack was circulated to the Panel which included the Annual Report 2014/15, a copy of the presentation and some general information about Citizens' Advice. It was advised that the data for 2015/16 were still being pulled together and would be made available to Members as soon as the report was complete.

The Panel was shown the dashboard of data for the local authority area, which was also distributed with a quarterly newsletter to all Members. The dashboard gave a useful source of data for the area/clients, and highlighted emerging and changing issues. The dashboard also provided information on the channel of contact made with CAR; it was hoped that a shift towards electronic communication, such as webchat and email, would be seen in the future.

Ms. Hughes explained that the aim of CAR was to help people find a way forward, by progressing issues and giving advice to educate individuals to prevent similar issues reoccurring. The data gained helped identify the impacts of policy and regulations, allowing campaigns for change to solve collective issues on both a local and national level. In addition, CAR created benefits to society through the way in which services were delivered, the social value of working with over 150 volunteers in the local area and the benefit of being part of a national network. It was advised that, nationally, Citizens' Advice had recently been rebranded providing a more modern outlook and clean appearance.

The Panel reviewed the statistics relating to issues raised during 2015/16 compared to those for 2014/15, it was noted that CAR had helped with 22,981 different advice issues in 2015/16 compared to 15,855 the previous year. The largest area for concern in 2015/16 had remained issues related to welfare benefits. It was noted that employment issues were generally being dealt with through webchat as this was a more accessible channel for those in work.

Ms. Hughes advised of changes in funding. It was noted that the Council had previously been the largest funder, although Pensionwise, an impartial government service offering advice on pensions, had become the largest funder during 2015/16. Pensionwise was a government initiative of which there were 50 across the country, the branch based locally covered Rushmoor and the surrounding area, including Newbury, Andover, Eastleigh, Guildford and Woking. The core funding from the Council gave the opportunity to be creative with regard to developing staff to meet emerging needs through training and channel shift.

It was noted that, for every £1 invested, CAR generated at least £1.51 in fiscal benefits, reducing the demand on government funds, £8.74 in public value and £10.94 in benefits to individuals.

The Panel reviewed data relating to issues raised by ward across the Borough, the information showed an equal split between Aldershot and Farnborough with Cherrywood and Wellington being the two areas where the most issues were raised. It was noted that a Nepali language drop in service had been established in June 2014. The drop in service ran on a Wednesday morning when Nepali speaking staff and volunteers were available to assist Nepali residents with any issues they may have. The service was generally attended by 30-40 people and was carried out in a non-confidential environment, although appointments could be made if required. It was advised that there were three funded Nepali staff members, one core funded and the other two project funded. The drop in service helped to free up the mainstream service.

Ms. Hughes advised on the value and tangible benefits of volunteers to the service. These benefits included: giving volunteers the experience and confidence to move into work; improved employment prospects and salaries through skill development; improved self-esteem through a sense of belonging through working with the local people; and, increasing community trust. It was noted that volunteering also had a positive impact on tackling mental health issues, such as depression, in turn reducing demand on health services and providing savings for HMRC. It was advised that, if volunteers were paid for the service they provided, the salary bill would be way in excess of the funding streams.

It was noted that CAR provided positive benefits which enabled the local community to prosper. Two in three clients got their problem solved through advice provided by the service. Almost three in four clients experienced negative impacts as a result of their problems. However, once

advice had been sought, four in five had stated that their lives had improved in other ways, such as through less stress and depression, secure housing situations, more control over their money and financial situation and better physical health and relationships with others.

During 2014/15, 1,324 employment problems had been addressed, of which two in every three had been resolved. The need to be in work that was safe and secure benefitted both the employee and employer. With regard to self-employed people it was advised that more help was needed, CAR worked with the Economic Recovery Group to identify areas of concern. These included: pension provisions; work life balance; income and benefits; and, bogus self-employment. It was noted that only 15% of self-employed people were currently contributing towards a pension. A link had been made with Enterprise First to provide the right level of support to self-employed people and this was being done through seminars held locally.

The Panel was advised of the provisions to help tackle mental health issues in the local area:

- Healthwatch Hampshire - an independent champion for health and social care who offered advice and advocacy.
- Heathlands - a Clinical Commissioning Group (CCG) funded centre for those with severe mental health issues.
- Making Connections – a Vanguard CCG project to link vulnerable clients to the right services and to reduce demand on acute services.

CAR worked in partnership with RBC and provided a great service to their clients, but was always looking for ways to adapt and respond to changing needs. By working in partnership, more could be achieved and they could offer scrutiny, data and insight to help improve local services, such as; the Council Tax Support Scheme, benefit delivery/Welfare Reform and housing and homelessness support. During 2015/16, 5,656 issues relating to benefits and tax credit problems were addressed through CAR, this was an increasing problem and posed challenges to individuals and the Council. CAR offered personal budgeting support funded through the Pensionwise initiative.

The Panel was then advised of the Settled and Safe Programme. CAR had used the mystery shopper technique to investigate letting agents and landlord practices with the aim to improve the local private rented sector. Recommendations from the report had been to: ensure tenants had a better understanding of their rights and responsibilities; work with letting agencies to ensure transparency/benchmarking good practice; work with the Council to support good data gathering; and, improve housing standards using evidence to link to national work on the housing bill.

In response to a query on relationships with stakeholders/partners and what was and wasn't working, it was noted that the constant changes to local services due to commissioning was a challenge and telephone numbers/contacts changed allowing people to fall through the net. It was

reported that the multi-agency approach was working well: quarterly meetings were held for project work and working together helped to address the austerity measures forced on services.

The Panel discussed the change in demand for debt advice, as there was now less credit available and changes to payday loan arrangements had been made, with the result that there was less need for advice in this area. There was more information available for people to help themselves and education on money management had improved. A request was made for more information on prepaid energy meters locally, as these were calibrated at a higher rate than normal energy meters and might cause issues for some residents.

A request was made to carry out a short piece of work, similar to the Settled and Safe Programme, to address homelessness issues in light of the recent problems in Aldershot Town Centre.

The Panel **NOTED** the update and **AGREED**

| Action to be taken | By whom | When |
|--|---|-------------|
| <ul style="list-style-type: none"> Gather information on the number of prepaid meters in the Borough. | Alex Hughes, Chief Officer Citizens' Advice Rushmoor | May, 2016 |
| <ul style="list-style-type: none"> An item to be added to the agenda for the next mid cycle meeting, relating to a piece of work on homelessness. | Panel Administrator | May, 2016 |

73. **SUPPORTING TROUBLED FAMILIES –**

The Panel welcomed Mr. Tony McGovern, Extended Services Partnership Manager, who attended the meeting to give an update on the Supporting Troubled Families Programme.

Mr. McGovern updated on the national programme, advising that back in 2011 troubled families in Hampshire had been costing the Government in the region of £119 million. A Troubled Families Unit had been established, which took a whole family approach, through information sharing and devising individual family plans. Some funding was available when the process started and the remaining funding was available once a robust support system was in place.

Families had to meet certain criteria to be part of Phase 1 of the Supporting Troubled Families Programme. These included being involved in youth crime and/or anti-social behaviour, having children not in school or an adult in the family that was out of work and on benefits, at least two of these needed to be met to be included in the programme. During Phase 1, all targets had been met allowing all funding to be achieved. As a result, in 2015 Hampshire had been asked to join Phase 2 of the project ahead of most of the country.

It was advised that Rushmoor had joined with Hart in 2014 to establish a local approach to the Programme. A structure had been established, led by Qamer Yasin, Head of Environmental Health and Housing, and Phil Turner, Head of Housing Services at Hart District Council. Quarterly meetings were held of the Local Co-ordination Group, to which all partners were invited. The meetings were held to agree working principles, share information and ensure all partners were responsible for the work being undertaken. In addition, weekly "early help hubs" had been established; these meetings were attended by all partners/agencies and helped to identify families suitable for the programme. Once families had signed up to the programme, monthly case conference meetings were held, when appropriate, to determine the way forward.

Mr. McGovern gave a summary of Phase 1, consisting of 70 families engaged in the Supporting Troubled Families Programme; 53 had shown measurable progress achieving the full £800 funding per family from the Department of Communities and Local Government (DCLG). Overall, the Council had achieved slightly better results than the county average and continued to make good progress. Benefits included continued savings for Hampshire County Council (HCC), better working practices, increased confidence in whole family working, increased co-operation and co-ordination and a greater range of agencies helping each other and focusing on the same issues.

It was noted that the criteria for Phase 2 had been made broader, allowing more families to become eligible to be part of the Supporting Troubled Families Programme. The new criteria included mental health issues, alcohol and substance abuse and domestic violence. As a result, the number of families involved in year one of Phase 2 matched the number in total of Phase 1. It was noted that the co-location of HCC's Children and Adult Services, and the Police to the Council Offices had been a huge benefit to the project.

The Panel was shown maps that pinpointed where families were situated across the Borough. Phase 1 had seen a concentration in Cherrywood and Aldershot Park but, for Phase 2, families had been much wider spread across the Borough.

It was advised that an amount of money was available to support families with small problems that could easily be resolved, these were usually small amounts that could remove barriers, such as £5 for a passport photo for

a job application or out of school diversion activities. In addition, funding of £30,000 had been made available to projects managed by agencies/partners that supported families.

The Panel then discussed two case studies. The first relating to a single mother with two children who hadn't been attending pre-school; with the right help the children were now regularly attending pre-school and the mother was studying for an Open University qualification and was now able to help herself. The second study was more challenging, it related to a single mother with six children aged between 11 and 22 years. She had a difficult relationship with authority and a number of the children had ASB's and reprimands on file. The mother was now on side and the youngest child, who had been out of school for a year, had had his educational needs assessed and things were slowly improving. Work would continue with the family. Mr. McGovern advised that the "tough love" approach was sometimes needed to deal with families that were hard to engage with for instance "if you don't do this, you could lose your home".

In conclusion, the Supporting Troubled Families Programme had made a real difference locally. It had made positive impacts on many families with significant problems and allowed a focus on issues that mattered locally. The programme was a good example of partnership working and had had four successful years so far. The aim would now be to drive it forward to the next level.

The Panel discussed the Nepalese community and the fact that there were none engaged in the Supporting Troubled Families Programme, it was felt that the Nepali community hid certain problems and it was advised that domestic violence was the most prevalent issue within their community. A meaningful way to engage with the Nepali community needed to be established. A discussion was also held around those families that did not want to engage with the programme. It was advised that some families were not ready to engage and there was nothing to be done in those cases. Nevertheless, it was important for families to understand that the door was never closed.

In response to a question, it was advised that Members were not made aware of cases within their wards due to confidentiality arrangements. Members could refer families via Mr. McGovern who would be happy to pass on the information to the relevant agency/partner.

The Chairman thanked Mr. McGovern for his presentation.

74. **WORK PROGRAMME –**

The Panel noted the current work programme.

The Meeting closed at 9.12 p.m.

CR. BARBARA HURST
CHAIRMAN

LEISURE AND YOUTH POLICY AND REVIEW PANEL

Meeting held on Monday, 6th June, 2016 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members

Cr. Liz Corps (Chairman)
Cr. Mrs. D.B. Bedford (Vice-Chairman)

| | | |
|--------------------|------------------|------------------|
| Cr. T.D. Bridgeman | Cr. R.L.G. Dibbs | Cr. J.H. Marsh |
| Cr. P.I.C. Crerar | | Cr. M.L. Sheehan |
| Cr. Sue Dibble | | Cr. L.A. Taylor |

75. **APPOINTMENT OF CHAIRMAN –**

RESOLVED: That Cr. Liz Corps be appointed as Chairman of the Panel for the 2016/17 Municipal Year.

76. **APPOINTMENT OF VICE-CHAIRMAN –**

RESOLVED: That Cr. Mrs D.B. Bedford be appointed as Vice-Chairman of the Panel for the 2016/17 Municipal Year.

77. **MINUTES –**

The Minutes of the Meeting held on 4th April, 2016 were agreed as a correct record.

78. **APPOINTMENTS TO PANEL GROUPS –**

(1) **Mid-Cycle Group –**

It was **AGREED** that the membership of the mid-cycle meeting group for the Municipal Year 2016/17 would be as follows, the Chairman (Cr. Liz Corps), the Vice-Chairman (Cr. Mrs D.B. Bedford) and Cr. T.D. Bridgeman.

(2) **Lido Task and Finish Group –**

It was **AGREED** that the membership of the Lido Task and Finish Group for the Municipal Year 2016/17 would be agreed by the Head of Democratic and Customer Services in consultation with the Group Leaders in due course. It was also **AGREED** that the name of the group would be changed to the Lido Review Working Group.

79. **RUSHMOOR ARTS HUB –**

The Panel welcomed Mr. Tony McGovern, Rushmoor Arts Hub (RAH) Project Manager, and Mr. Barney Jeavons, Hampshire Cultural Trust (HCT), RAH Steering Group Chair who attended the meeting to give a presentation on the work carried out so far on the project.

The Panel noted the background to the project. It was advised that Rushmoor had been listed in the bottom 20% of areas in the country for arts, making it eligible for funding from Arts Council England (ACE). In 2012, an unsuccessful bid had been submitted to the ACE South-east; however, after geographical changes within the ACE, this was followed in 2013 by a visit from ACE South-west. A consultation, carried out locally for ACE South-west, took place during 2014 to establish who required help and what help was needed in the area. The consultation findings had led to funds in excess of £39,000 being granted in spring 2015, to the Council and the HCT.

The consultation highlighted that 78% of respondents would like more arts provision in Rushmoor and 42% had stated that they would like to help develop it. Others identified that their organisation would benefit from a dedicated Rushmoor arts website and networking opportunities, and visits from high quality arts organisations.

A Steering Group had been established involving Mr. Jeavons from the HCT, the SoCo music project, First Wessex Housing Association, the Council and Rushmoor Voluntary Services with Rushmoor Schools Plus who had taken the role of co-ordinating the project. The Group met monthly and had established terms of reference and an action plan; it was noted that Mr. McGovern dedicated 10 hours per week of his time to the project. The Group were also supported by a mentor from ACE South-west.

The Panel was then advised of the project activities, including: the provision of inspirational training and development opportunities; the delivery of a website and regular e-newsletters; the hosting of network events; and, the creation of a grant scheme for young people to develop their own skills.

It was explained that a number of learning visits had taken place, Mr. McGovern and Mr. Jeavons had made trips to Bristol, Basingstoke, Farnham, Eastleigh, Exeter, Torbay and Plymouth to experience their creative spaces and how the arts sat within a borough/district. The majority of these places were more established with the arts as part of their communities and the trips had been a productive insight into how the arts could become embedded in local society.

A number of training and development activities had also taken place, including mystery shoppers at the West End Centre and Princes Hall and West End Centre staff development through “learning as the customer”. This had been achieved by visiting venues and a planned visit for some staff members to the Edinburgh Fringe Festival.

It was reported that a RAH website was currently being developed and a Facebook and Twitter page had been established. The website would have information about arts organisations and events in Rushmoor and would give visitors to the site the opportunity to chat with each other, creating an online forum/networking facility. It was advised that the sites' content would be closely monitored. A networking session had taken place in March 2016, to which 54 organisations had been invited to attend but only fifteen had attended. Mr McGovern advised that it had proven difficult to get organisations involved in the project and a decision had been made that the next networking session, in September, would be opened up to a wider audience.

The Panel was informed of the Young Peoples Arts Grant. Grants of between £50 and £1,000 were available to young people between the ages of 13-25 who lived or studied in Rushmoor. The scheme had been promoted in the Arena magazine and the children of Fernhill School, poet Chris Redmond and Whitestone Media, had produced a promotional video. To date, five applications had been successful, with awards of between £350 and £950 to two animators, a filmmaker, a dancer and a drummer.

It was reported that the Arts Council had been provided with an interim report on the progress of the project and had stated that Rushmoor was now on the Arts Council's radar. The next stage would be to get together with the stakeholders to talk about the future of the project to determine how it could be developed.

The Panel discussed the possibility of partnership working with the University College of Arts (UCA), Farnham, which in the past had exhibited at the West End Centre. It was thought that this project might assist in creating a partnership between RAH and UCA. In addition, it was advised that the Sixth Form College held an art exhibition annually of works created by the students. It was noted that, due to cutbacks, funding was tight and the exhibition might need to be stopped in the future. It was suggested that a grant could be given to the college to enable the exhibition to continue.

A discussion was then held on embedding the arts in every part of the strategic plan and policy. It was felt important to encourage arts in schools and the possibility of utilising empty shop spaces to display art work could be investigated. It was also suggested that a Member of the Panel could be invited to join a stakeholder meeting.

The Panel **ENDORSED** the Rushmoor Arts Hub and requested an update on the project at a future meeting.

80. **LOCAL AUTHORITY SUPPORT FOR SPORTS –**

The Head of Community and Environmental Services, gave a presentation on the Local Authority Support for Sport. It was reported that Rushmoor was considered a stronghold for sport and had second to none facilities within its boundaries. The majority of the facilities within the

Borough were self-funded and ran on a voluntary basis. However, a small number provided by the Council were, in particular:

- Aldershot Indoor Pools
- Aldershot Lido
- Southwood Golf Course
- Farnborough Leisure Centre
- Connaught Leisure Centre

As part of the Council's 8-Point Plan, discretionary services were under scrutiny and it was important to try and make them as self-funding as possible. The Panel recognised that sports facilities were expensive to run and replace.

Over the past six years, it was noted that £27 million had been invested in the Borough's sports and play facilities. Funding had been provided from numerous sources including the Department for Children, Schools and Families, Sport England and the Military. The Borough had in the region of £100 million worth of sport/play assets within its boundaries.

Mr. Amies advised of the Council's strategic priorities, including health and wellbeing, community safety, economic development, social cohesion and inequalities, neighbourhood renewal and educational attainment. Sport played its part in addressing these priorities through: physical activity to help combat medical issues such as diabetes and obesity; the employment of 700 part/full time staff and 1,000 volunteers; and, Sport for All – tackling inequality and raising aspirations through the "Be the Best" initiative. The Panel viewed a short video titled the "Hampshire Youth Games – Mission Possible", which shared inspiring stories from young people involved in the games held in Aldershot.

The Panel was then apprised of the numerous other activities available around the Borough, these included walking groups, couch to 5k and Park Run, cycling and walking football and basketball, specifically aimed at the older generation. It was noted that Rushmoor had reached the top ten authorities nationally in the "Active People's Survey", for participating in 30 minutes or more activity a week. It was also noted that 100% of its junior football clubs had been awarded with Charter Mark status and several clubs, across different disciplines, had produced Olympic athletes.

It was important that the sporting clubs throughout the Borough remained sustainable by developing opportunities to generate income, investing to save, reducing running costs and securing funding opportunities. Some clubs rented space to other organisations in their facilities during the day when buildings would not normally be in use and others had links with prestigious clubs or sports providers. Some benefitted from sponsorship from local or national companies and others supported charities, such as "Race for Life".

The Panel discussed the presentation and the issues around sporting facilities and it was noted that some residents still believed that there was nothing available for young people in the Borough. It was also mentioned that the Rushmoor Gymnastics Academy had trouble funding coaches as its finances were tight. In response to a query, it was explained that funding was still available from the likes of Sustrans, which had previously contributed £130,000 for improvements to the Cove Brook Greenway.

The Borough's two football clubs were mentioned and it was advised that an update could be given at a future meeting. A discussion would take place at the next mid-cycle meeting to determine the way forward.

The Chairman thanked Mr. Amies for his presentation.

81. **CONNAUGHT LEISURE CENTRE –**

The Head of Community and Environmental Services reported on a proposal for operational changes at the Connaught Leisure Centre.

The Panel noted that the Borough had a number of community schools, most of which were self-funding and were being run with little or no financial assistance from the Council. However, it was advised that Connaught Leisure Centre, currently managed by the Council and situated within the grounds of Connaught School, was running at a deficit of approximately £30,000 per annum. Mr. Amies advised that the school had some concerns over safeguarding as the gym area was only accessible through the school, allowing adults to walk through the corridors unaccompanied.

It was advised that an average of fifteen people were using the gym facilities on a weekly basis during school opening hours (8.30 a.m. – 5.00 p.m.). It was proposed that following consultation with the users, the gym opening hours could be amended to 5.00 p.m. - 10.00 p.m., Monday – Friday. Displaced daytime users could be re-located to the Aldershot Indoor Pools gym facilities. This proposal would result in a potential saving of around £40,000 per annum.

In response to a query it was noted that to create separate access to the facilities would be costly and users would still need to access the building via playground areas where children may be present.

It was **AGREED** that the Head of Community and Environmental Services would consult with the daytime users and their views would be taken into account in the decisions on the Leisure Centre's future.

| Action to be taken | By Whom | When |
|---|---|-----------------|
| The Head of Community and Environmental Services be requested to consult with daytime users of the Connaught Leisure Centre on the proposals set out above and ensure their views are taken into account. | Head of Community and Environmental Services. | September, 2016 |

82. **WORK PROGRAMME –**

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

It was advised that a visit to the Military Sports Facilities had been scheduled for a meeting of the Panel. However, it was felt that, if Members were still keen to visit the facilities, a date would be set outside of the cycle of meetings. This would be discussed further at the next mid-cycle meeting.

A number of items were raised for consideration at future meetings, these were noted and would be discussed at the next mid-cycle meeting.

The meeting closed at 9.03 p.m.

CR. LIZ CORPS
CHAIRMAN

ENVIRONMENT POLICY AND REVIEW PANEL

Meeting held on Tuesday, 7th June, 2016 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members:

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

Cr. Mrs. D.B. Bedford
Cr. K. Dibble

Cr. D.S. Gladstone
Cr. P.J. Moyle

Cr. Marina Munro
Cr. J.J. Preece

(There was one vacancy on the Panel)

83. **APPOINTMENT OF CHAIRMAN –**

RESOLVED: That R.L.G. Dibbs be appointed Chairman for the
2016/17 Municipal Year.

84. **APPOINTMENT OF VICE CHAIRMAN –**

RESOLVED: That Cr. Sophia Choudhary be appointed Vice-Chairman
for the 2016/17 Municipal Year.

85. **MINUTES –**

The Minutes of the Meeting held on 5th April, 2016 were approved and
signed by the Chairman.

86. **PARKING MANAGEMENT –**

The Panel received a presentation from the Head of Community and
Environmental Services on the parking service and was asked to consider the
approach to developing a new parking strategy. There were a number of
areas that needed to be considered when developing a parking strategy
including the increase in car ownership, environmental issues, provision of on
street and off street parking, community safety and sustainable transport.
There had been some recent improvements introduced relating to the use of
blue badges, improving the patrol system through the use of technology,
redesigning patrols to provide comprehensive coverage and visibility and
preparation for installing new pay and display machines.

There were a number of issues highlighted across the Borough which
needed addressing. In Aldershot there was a demand for more short-stay
parking in the town centre which could be achieved by maximising the use of
the long-stay car parks and re-designating others as short-stay only. Other
issues to be considered for Aldershot were the potential for more residents'
parking schemes, a consultation on overnight parking in the town centre and

whether lower tariffs in car parks would increase footfall. The main issues in Farnborough related to parking in and around Farnborough Sixth Form College and the pricing policies in car parks owned by other operators.

The Panel was informed of the current tariffs in the car parks and the income generated. The income generated from on-street parking and fines offset expenditure and any surplus was invested in highway improvements across the Borough.

The Panel discussed parking in the Borough and suggested areas where improvements were required. It was acknowledged that any suggested improvements would need to be prioritised against other schemes put forward. A report would be brought to the September Panel meeting setting out a priority list of improvements.

The Panel **NOTED** the presentation.

| Action to be taken | By whom | When |
|---|---------------------|------------|
| Consideration be given at the mid-cycle meeting to the addition of an item on a priority list of parking improvements for the Panel meeting on 6th September. | Panel Administrator | July, 2016 |

87. **CONSERVATION AREAS –**

The Panel received a presentation from the Head of Planning and the Planning Policy and Conservation Manager on conservation areas in the Borough and how development within them was assessed. There were over 8,000 conservation areas in England which were designated for their special architectural and historic interest. There were eight conservation areas in Rushmoor which were: Aldershot Military Town; Aldershot West; Basingstoke Canal; Cargate Avenue; Farnborough Hill; Manor Park; St Michael’s Abbey; and, South Farnborough.

There were additional considerations required of proposals that were in conservation areas to ensure that historic architectural features were retained. When considering planning applications in a conservation area there were a number of policies that needed to be adhered to which related to preserving the area. The policies set out in the Rushmoor Local Plan Review (2000), Rushmoor’s Core Strategy (2011), the Emerging Rushmoor Local Plan Preferred Approach, June 2015 and the National Planning Policy Framework all set out the requirements that needed to be met before development would be approved. There was also extra protection for heritage assets, of which there were 94 listed buildings/structures in Rushmoor and 156 locally listed heritage assets.

The current priority for the Planning Policy and Conservation Team was to prepare the new Local Plan. Once the Local Plan had been completed a programme for the conservation area appraisal work would be prepared. The Panel discussed the presentation and a request was made for the Council’s

website to contain more background information on conservation areas. A request was also made for a representative from Historic England to be invited to a future Panel meeting to provide some information on conservation area assessments.

The Panel **NOTED** the presentation.

| Action to be taken | By whom | When |
|---|--|-------------|
| A discussion be held with the Council's Web Manager on how the Council's website could contain more detailed background information on the conservation areas. | Keith Holland/ Louise Piper/ Paul Cowell | July, 2016 |
| Consideration be given at the mid-cycle meeting to the addition of an item from Historic England on conservation area assessments to the work programme for a future Panel meeting. | Panel Administrator | July, 2016 |

88. **APPOINTMENTS FOR 2016/17 –**

(1) **Mid-Cycle Meetings –**

It was agreed that Cr. J.J. Preece would attend the mid-cycle meetings in 2016/17 as the representative of his political group, along with the Chairman and Vice-Chairman.

(2) **Recycling Task and Finish Group –**

It was agreed that the work of the Recycling Task and Finish Group had been completed therefore appointments were not required for 2016/17.

(3) **Farnborough Town Centre Working Group –**

It was agreed that Crs. P.J. Moyle, Marina Munro, L.A. Taylor and P.G. Taylor would comprise the Farnborough Town Centre Working Group during 2016/17. The Terms of Reference for the Working Group would be reviewed at the first Environment Panel mid-cycle meeting.

| Action to be taken | By whom | When |
|---|---------------------|-------------|
| A review be undertaken of the Farnborough Town Centre Working Group Terms of Reference at the Environment Panel mid-cycle meeting | Panel Administrator | July, 2016 |

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

The Panel was informed that the Cabinet had set up an Aldershot Town Centre Regeneration Group and therefore the Aldershot Town Centre Task and Finish Group was no longer needed. The Terms of Reference for the

Regeneration Group were being developed by the Leader of the Council and invitations to join the Regeneration Group would be sent out shortly. Reports would be submitted to future Panel meetings.

89. **WORK PROGRAMME –**

The Panel **NOTED** the current work programme. It was proposed that the Contracts Manager should be invited to the September Panel meeting to provide an update on recycling rates. The Panel was asked to send any suggestions for areas of work to be looked at to the Panel Administrator for it to be considered at the following mid-cycle meeting.

| Action to be taken | By whom | When |
|---|---------------------|-------------|
| Consideration be given at the mid-cycle meeting to the addition of an item on recycling for 6th September Panel meeting. | Panel Administrator | July, 2016 |
| Any items submitted by Panel Members be added to the agenda for the mid-cycle meeting for consideration for the work programme. | Panel Administrator | July, 2016 |

The Meeting closed at 8.47 p.m.

CR. R.L.G. DIBBS
CHAIRMAN

COMMUNITY POLICY AND REVIEW PANEL

Minutes of the meeting held on Thursday, 9th June, 2016, at Council Offices, Farnborough at 7.00 pm.

Voting Members

Cr. M.D. Smith (Chairman)
Cr. M.S. Choudhary (Vice-Chairman)

Cr. R. Cooper
Cr. Jennifer Evans
Cr. A. Jackman

Cr. S.J. Masterson

Cr. J.J. Preece
Cr. P.F. Rust
Cr. J.E. Woolley

90. APPOINTMENT OF CHAIRMAN –

RESOLVED: That Cr. M.D. Smith be appointed Chairman for the 2016/17 Municipal Year.

91. APPOINTMENT OF VICE-CHAIRMAN –

RESOLVED: That Cr. M.S. Choudhary be appointed Vice-Chairman for the 2016/17 Municipal Year.

92. MINUTES –

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

93. REDRESS SCHEME –

The Panel received Report No. EHH1614 on the Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014. The purpose of the Report was to advise Members of the legislation that had come into force on 1st October, 2014. It was noted that the regulations required all letting and management agents to be a member of one of three designated government administered redress schemes.

Members were advised that there were three designated government administered redress schemes: Ombudsman Services Property, Property Redress Scheme and The Property Ombudsman. The aim of the redress schemes were to make letting and management agents accountable for their practices, allowing tenants and landlords to complain to the relevant redress scheme if they were unhappy with the service they had received. Hilary Smith, Private Sector Housing Manager, explained that it was the responsibility of the Private Sector Housing Team to ensure that all letting and managing agents were members of one of the schemes.

It was noted that failure to comply with the scheme could result in a monetary penalty of £5,000, a Notice of Intent and a Final Notice. Members questioned the appeal process and the grounds for an appeal:

- the decision to impose a monetary penalty was based on an error of fact
- the decision was wrong in law
- the amount of monetary penalty was unreasonable
- the decision was unreasonable for any other reason

Questions were focused on the final ground for an appeal, for any other reason. Members expressed the view that they would prefer the legislation to be clear and concise, however, the Panel was informed that there had been no need for enforcement in Rushmoor so it was not known how the “First-tier Tribunal” would respond.

The Panel was updated on the Council’s position and the work the Private Sector Housing Team had done after the introduction of the legislation. This included sending letters to all known managing and lettings agents, publishing details on the Council’s website and making regular checks to ensure all were members of one of the three schemes.

The Panel **NOTED** the Report.

94. **PRIVATE SECTOR HOUSING SURVEY UPDATE –**

The Panel received Report No. EHH 1613, which provided an update on the progress that had been made with the private sector housing survey that had commenced on 29th March, 2016. It was noted that there had been an increase in the dependency on the private rented market and some residents had been accepting lower standards, including poor housing conditions, disrepair and overcrowding. This had resulted in the Government recommending a pro-active approach.

The Private Sector Housing Team had appointed a qualified Housing Surveyor in March 2016 on a twelve-month contract. The Team had identified twelve high-risk areas by looking at geographical spread, population, age of residents, indices of multiple deprivation and local intelligence. It was noted that the aim of the survey was to identify houses in multiple occupation (HMO), disrepair and poor housing conditions, overcrowding, to gather further intelligence about Rushmoor’s housing stock and to uncover illegal conversions and identify rogue landlords.

Members were informed of what the housing survey had raised so far, including HMOs with no or defective fireproofing, property with severe dampness, trip and fall hazards and defective windows and guttering. It was noted that as each issue had been identified, the Private Sector Housing Team would deal with it, resulting in immediate improvement action being taken.

The Panel noted the process that the Housing Surveyor followed in order to gain access to properties. If the surveyor was unable to gain access after

three attempts, the Private Sector Housing Team followed an enforcement route, e.g. Notice of Entry or warrant, if disrepair, overcrowding or multiple use was suspected. The information collected would be used to assess the way forward with private sector housing in the Borough.

It was concluded that the survey was due for completion on 11th March, 2017, when an assessment would be made of what the Private Sector Housing Team had found, which would then inform the future approach.

The Chairman thanked the Private Sector Housing Manager and the Housing Surveyor for the update. The Panel stated its strong support of the work being done by the Team.

The Panel **NOTED** the Report and **AGREED** to request an update at the end of the survey.

95. **APPOINTMENTS TO GROUPS –**

The Panel agreed the following appointments for the 2016/17 Municipal Year:

(1) **Mid-Cycle Meetings –**

RESOLVED: It was agreed that Cr. P.F. Rust would attend the mid-cycle meetings in 2016/17 as a representative of the Labour Group, along with the Chairman (Cr. M.D. Smith) and Vice-Chairman (Cr. M.S. Choudhary).

(2) **Health Issues Standing Group –**

RESOLVED: That the Chairman (Cr. M.D. Smith) and Vice-Chairman (Cr. M.S. Choudhary) and Cr. P.F. Rust be appointed to the Health Issues Standing Group for the 2016/17 Municipal Year.

(3) **Housing Strategy Standing Group –**

RESOLVED: That the Chairman (Cr. M.D. Smith) and Crs. R. Cooper, Jennifer Evans, S.J. Masterson and M.J. Roberts be appointed to the Housing Strategy Group for the 2016/17 Municipal Year.

(4) **Welfare Reform Task and Finish Group –**

RESOLVED: That the Chairman (Cr. M.D. Smith), Crs. Jennifer Evans, A. Jackman and M.J. Roberts be appointed to the Welfare Reform Task and Finish Group for the 2016/17 Municipal Year, with attendance by the Cabinet Member for Concessions and Community Support (Cr. G.B. Lyon) as required.

(5) **Registered Providers of Social Housing Review Group –**

RESOLVED: That the Chairman (Cr. M.D. Smith) and Vice-Chairman (Cr. M.S. Choudhary) and Crs. R. Cooper, Jennifer Evans and M.J. Roberts be appointed to the Registered Providers of Social Housing Review Group for the 2016/17 Municipal Year.

(6) **First Wessex Housing Group/Rushmoor Borough Council Joint Business Meeting –**

RESOLVED: That the Chairman (Cr. M.D. Smith), Vice-Chairman (Cr. M.S. Choudhary) and Cr. M.J. Roberts and the Cabinet Member for Health and Housing (Cr. Barbara Hurst) be appointed to the First Wessex Housing Group/Rushmoor Borough Council Joint Business Meeting for the 2016/17 Municipal Year.

96. **WORK PROGRAMME –**

The Panel noted that the work programme and work schedule would be updated at the first mid-cycle meeting of the Municipal Year.

The Meeting closed at 8.06 p.m.

CR. M.D. SMITH
CHAIRMAN

BOROUGH SERVICES POLICY AND REVIEW PANEL

Meeting held on Monday, 13th June, 2016 at the Council Offices,
Farnborough at 7.00 p.m.

Voting Members

Cr. A.R. Newell (Chairman)
Cr. M.S. Choudhary (Vice-Chairman)

| | | |
|----------------------|------------------|--------------------|
| a Cr. T.D. Bridgeman | Cr. C.P. Grattan | Cr. Marina Munro |
| a Cr. R. Cooper | | Cr. M. Staplehurst |
| Cr. Liz Corps | | Cr. B.A. Thomas |

Apologies for absence were submitted on behalf of Crs. T.D. Bridgeman and R. Cooper.

97. **APPOINTMENT OF CHAIRMAN –**

RESOLVED: That Cr. A.R. Newell be appointed Chairman for the 2016/17 Municipal Year.

98. **APPOINTMENT OF VICE CHAIRMAN –**

RESOLVED: That Cr. M.S. Choudhary be appointed Vice-Chairman for the 2016/17 Municipal Year.

99. **MINUTES –**

The Minutes of the Meeting held on 11th April, 2016 were approved and signed by the Chairman.

100. **APPOINTMENTS FOR 2016/17 –**

(1) **Mid-Cycle Meeting –**

RESOLVED: That the Chairman (Cr. A.R. Newell), the Vice-Chairman (Cr. M.S. Choudhary) and Crs. T.D. Bridgeman and M. Staplehurst be appointed to attend the mid-cycle meetings for the 2016/17 Municipal Year.

(2) **Elections Group –**

RESOLVED: That membership of the Elections Group for the 2016/17 Municipal Year, as appointed by the Licensing and General Purposes Committee, being the Cabinet Member for Concessions and Community Support (Cr. G.B. Lyon), the Chairman of the Licensing and General Purposes Committee (Cr. A. Jackman), the Chairman of

the Borough Services Policy and Review Panel (Cr. A.R. Newell) and Crs. D.M.T. Bell, K. Dibble, B. Jones and S.J. Masterson be endorsed.

(3) **Community Involvement Task and Finish Group –**

RESOLVED: That the Chairman (Cr. A.R. Newell) and Crs. C.P. Grattan, Marina Munro, M. Staplehurst and L.A. Taylor be appointed to the Community Involvement Task and Finish Group for the 2016/17 Municipal Year.

101. **FARNBOROUGH AND COVE WAR MEMORIAL HOSPITAL TRUST –**

The Panel welcomed Mr. Peter Amies, Head of Community and Environmental Services, to the meeting, following a tour of the Farnborough and Cove War Memorial Hospital earlier that day. Members had met with day care clients and viewed the facilities and working arrangements.

Mr. Amies gave an overview of the history of the Trust. It was noted that the building was the town's memorial to the men of Cove, Farnborough and South Hawley who had died during World War 1. The house had been purchased and converted into a hospital and had relied on voluntary support until the NHS took it over in 1948. The hospital closed in 1974, when Frimley Park Hospital opened but, following public pressure to re-open it for community use, the Trust had been formed and the hospital re-opened in 1975. The Council procured the building in 1976 from the Health Authority and made it available to the newly established not for profit Trust as a short stay residential and day care centre. In 1978 funding had been secured to open three of the ground floor rooms for use by day care patients and in 1984 further funding was secured to re-open it as Devereux House. The day care facility ran from the ground floor with the first floor being used for short stay patients and eventually permanent residents. Farley House, the adjoining old maternity wing, had then been converted into leasehold flats for the elderly. The Council was the current landlord and the five year lease ran up to 1st July, 2017.

At present, the facility had sixteen self-contained rooms, for patients who were reasonably mobile and under the care of their GP. The day care facility consisted of a large room, dining room, quiet room, occupational therapy department and a physiotherapy room. Other services offered were advice on speech therapy, chiropody and bathing by Ambulift; the Trust also had a minibus that had recently been replaced at a cost of £50,000.

It was advised that the residential element of the facility was self-funding but the day care facility received a grant from the Council to the value of £112,000 and rent relief of £626 per annum. The residential side required 13 patients to break even and the day care could accommodate 22 clients per day; it was advised that there were currently six people on the waiting list. In total, there were 57 clients for the day care facility aged between 57 and 99 years. Attendance was consistent across the five days of opening with most clients attending one day a week with one attending everyday. Clients

received snacks, lunch and tea during the operational hours of 10.00 a.m. – 3.00 p.m. at a cost of £26 per day plus £5.50 if transport was required; for social care services referrals the cost increased to £30.92. However, there was an element of means testing.

The facility contributed to the wider community, making use of five full time volunteers and allowing Health and Social Care student and school work experience placements. The League of Friends were involved in fund raising activities and visits were made by a local podiatrist and hairdresser, with clients paying directly for these additional services. Trips and themed events were also organised for the clients should they wish to participate.

The Panel reviewed the income and expenditure for the day care facility and noted an average profit of £13,000 per annum for a typical year. It was noted that the largest expenditure was for staff salaries, followed by rent, rates and facilities. The bulk of the income, besides the grant from the Council, came from day bookings (£85,000) and rent from the adjoining building, Bevan Lodge, which was utilised by Bevan Lodge Community Pre-School, the Samaritans and neighbour care (£35,000).

During discussion, the Panel noted that the facility was unique in the area with no other similar facilities. It was accessible to all and the level of service provided was of a high standard.

The Chairman then invited Cr. Roland Dibbs, who was in attendance at the meeting in his role as Trustee of the Farnborough and Cove War Memorial Hospital Trust, to address the meeting. Cr. Dibbs reported that, after discussions with the other Trust members, it had been agreed that the Trust would be willing to take a reduction of £10,000 from the annual grant received from the Council in light of the current austerity measures forced on the Council to make considerable savings in the medium term. The reduction would mean that the fees would need to be increased going forward to cover costs.

The Panel discussed the offer and **AGREED** in principle to the reduction of £10,000 per annum on the proviso that the Trust remained financially stable and could contact the Council without delay if they should experience financial difficulties. It was also **AGREED** that the Council would assist in finding a tenant for the first floor of Bevan Lodge, which was currently empty, to increase income for the Trust.

The Panel noted the presentation and **AGREED** the following actions

| Action to be taken | By Whom | When |
|--|---|-----------------|
| Consider the arrangements with the Farnborough and Cove War Memorial Hospital Trust to | Head of Community and Environmental Services. | September, 2016 |

| | | |
|---|---|-----------------|
| implement the reduction in the Council's annual grant from £112,000 to £102,000. | | |
| To liaise with the Farnborough and Cove War Memorial Hospital Trust on seeking a tenant for the first floor of Bevan Lodge. | Head of Community and Environmental Services. | September, 2016 |
| A letter would be sent to the Trust thanking them for their offer to take a reduction in their grant contribution from the Council. | Head of Community and Environmental Services. | July, 2016 |

102. MEALS ON WHEELS/LUNCHEON CLUBS –

The Head of Community and Environmental Services reported on the Meals on Wheels and Luncheon Club services within the Borough:

(1) Meals on Wheels –

It was noted that, prior to 2013, the service had varied considerably across Hampshire in the way it was delivered, the choice and the price. Levels of financial contribution across districts had become unstable and Hampshire County Council (HCC) took the decision to take over the provision and funding to ensure consistency for its residents. HCC had increased their investment in the service and appointed *Apetito* as the contractor.

The service, delivered in vans that automatically heated the food at a certain distance from its arrival point, was available to residents over 55 years and the standard price for a two course lunch was £3.95 and £3.25 for afternoon tea. The service had been extended to seven days a week and meal delivery in Rushmoor had increased from 19,000 in 2013/14 to 26,000 in 2015/16, this provided food for around 100 customers. However, the new service did not provide the befriending element of the original service so a "Food and Friendship Service" had been established.

Food and Friendship was delivered by Age Concern Hampshire with support from Royal Voluntary Services. The service provided company at meal times and was free to Meals on Wheels customers between 11.30am and 4pm on weekdays. It was noted that only six Rushmoor Meals on Wheels clients received weekly befriending support. Clients were referred for the service through adult services, relatives, friends/neighbours or GPs and all volunteers were trained to identify malnutrition and general wellbeing issues. They also signposted clients to luncheon clubs, helped with daily living and reduced social isolation. The Council had agreed to a grant of £2,500 per annum for this service, which at present required only £1,000 per annum to

cover expenses. As the service was in credit by almost £3,000 the grant had been withdrawn for the time being but would be monitored closely to ensure the service continued.

(2) Luncheon Clubs –

The Panel noted that a club was held at the Farnborough Community Centre which was hosted by Age Concern UK volunteers on a Tuesday and Friday. 34 residents attended on a weekly basis at a cost of £4.50 for a two-course meal, and that a local provider provided the meals. Additionally, outings and special meals at Christmas time were organised at a small extra cost.

The second club previously held at Place Court was now held at the Aldershot and Fleet Rugby Club and was hosted by two paid staff from Age Concern Hampshire at a salary cost of £5,000 per annum. The club ran on a Thursday between 11am and 3pm and currently had 15 people attending at a cost of between £3.50 –£4.00, with others on a waiting list. It was hoped that numbers would increase to 20 but there were some issues with transport and the limited numbers the minibus could carry. The Council provided a grant of £2,500 per annum which had been matched by the dowry left over following the closure of the Elders Club to cover the salary costs for the following seven years.

It was noted that transport to both luncheon clubs had been provided by Rushmoor Voluntary Services (RVS), in minibuses that were specially adapted and accessible. The Council paid a grant of £10,000 per annum towards the cost of RVS transport.

Overall, the Council paid £13,500 per annum towards the running cost of the Luncheon Clubs and Meals on Wheels befriending service, with savings of £42,000 having been made in this area since 2015. £20,000 had been saved when HCC had taken over control of the Meals on Wheels Service, £15,000 when the Aldershot Luncheon Club had moved from the Elders Club to the Aldershot and Fleet Rugby Club and £7,000 from a reduction in the grant to RVS for transport.

Concerns were raised about the quality of the food provided by Apetito, the state of the vans and the times the food was delivered. It was noted that vans appeared grubby and in a state of disrepair. It was also noted that food promised for between 1pm – 2pm had not been arriving until after 2.30pm, making vulnerable clients wait, unacceptably, for their dinner. Data on customer satisfaction and the number of complaints was requested, to be reviewed at the following mid-cycle meeting. It was also reported that some of the local nursing homes had appointed Apetito to provide the lunches within their facilities; all the nursing homes had excellent kitchen facilities but neither the staff nor funding to provide home cooked food for their clients. Mr. Amies would make the views of the Panel known to Hampshire County Council and report back.

It was **AGREED** that:

| Action to be taken | By Whom | When |
|---|--|--------------|
| Data on customer complaints and satisfaction of the Apetito Meals on Wheels Service be collated and shared at the next mid-cycle meeting. | Head of Community and Environmental Services | August, 2016 |
| The views of the Panel on the service provided by Apetito in both the home and within nursing homes be shared with Hampshire County Council with comments reported back to the Panel at a future meeting. | Head of Community and Environmental Services | August, 2016 |

103. REVIEW OF BUDGET PORTFOLIO –

The Panel reviewed its budget portfolio and agreed to consider the following items at the next mid cycle meeting:

- Pest Control
- Rent Relief Policy

104. WORK PROGRAMME –

The Panel noted the current work programme.

The Meeting closed at 8.17 p.m.

CR. A.R. NEWELL
CHAIRMAN

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