



## RUSHMOOR BOROUGH COUNCIL

# ENVIRONMENT POLICY AND REVIEW PANEL

*at the Council Offices, Farnborough on  
Tuesday, 5th September, 2017 at 7.00 pm*

**To:**

Cllr D.S. Gladstone (Chairman)  
Cllr Sophia Choudhary (Vice-Chairman)

Cllr Mrs. D.B. Bedford  
Cllr J.B. Canty  
Cllr K. Dibble  
Cllr C.P. Grattan  
Cllr A. Jackman  
Cllr Marina Munro  
Cllr J.J. Preece

Enquiries regarding this agenda should be referred to the Panel Administrator,  
Justine Davie, Democratic and Customer Services, Tel. (01252) 398832, Email.  
[justine.davie@rushmoor.gov.uk](mailto:justine.davie@rushmoor.gov.uk).

# **A G E N D A**

1. **MINUTES –** (Pages 1 - 4)

To confirm the Minutes of the Meeting held on 6 June, 2017 (copy attached).

2. **CHRISTMAS ACTIVITY IN THE BOROUGH –**

To discuss the proposed programme of Christmas activity in the Borough particularly relating to Christmas lights, markets, events and grottos, and how to develop a co-ordinated approach throughout the Borough.

To receive details from the following on activity over the Christmas period:

- David Phillips – Christmas events and activities
- John Trusler – Christmas lights
- Liz Marsden - Princes Mead
- Tony Parrott - The Meads
- Cllr David Gladstone – North Camp
- Cllr Keith Dibble – North Town

Cllr Martin Tennant, Portfolio Holder for Environment and Service Delivery will be invited to attend for this item.

3. **WORK PROGRAMME –** (Pages 5 - 14)

To discuss the Panel's current work programme and consider items for future meetings (copy attached).

## **MEETING REPRESENTATION**

Members of the public may ask to speak at the meeting on any of the items on the agenda by writing to the Panel Administrator at the Council Offices, Farnborough by 5.00 pm three working days prior to the meeting.

Applications for items to be considered for the next meeting must be received in writing to the Panel Administrator fifteen working days prior to the meeting.

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# ENVIRONMENT POLICY AND REVIEW PANEL

Meeting held on Tuesday, 6th June, 2017 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr D.S. Gladstone (Chairman)  
Cllr Sophia Choudhary (Vice-Chairman)

Cllr Mrs. D.B. Bedford  
Cllr J.B. Canty  
Cllr K. Dibble  
Cllr C.P. Grattan  
Cllr A. Jackman  
Cllr Marina Munro  
Cllr J.J. Preece

### **1. APPOINTMENT OF CHAIRMAN**

**RESOLVED:** That D.S. Gladstone be appointed Chairman for the 2017/18 Municipal Year.

### **2. APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED:** That Cr. Sophia Choudhary be appointed Vice-Chairman for the 2017/18 Municipal Year.

### **3. MINUTES**

The Minutes of the Meeting held on 11th April, 2017 were approved and signed by the Chairman.

### **4. HIGHWAY AGENCY AGREEMENT**

John Trusler, Principal Engineer, advised the Panel on the current position with highway development control and traffic management following changes to the County Agency Agreement and a subsequent reduction in funding. There had been a number of savings introduced which included the reduction of work on traffic management schemes which were not led by safety or legal requirements. Traffic management would also no longer include the provision of minor signs and lining. However, the function of issuing temporary traffic regulation orders had been retained which generated income for the Council. Rushmoor had also retained the ability to implement on-street parking but funding would need to be identified; no schemes could be implemented without being referred to the relevant County Councillor.

As part of the Parking Strategy Review a Traffic Management workshop had been arranged for Members where the changes would be covered in more detail. All Members had been invited to attend. The workshop would also provide an opportunity for Members to learn about the steps required to develop a traffic management scheme, provide the tools to go through the evaluation process with residents and engage with residents to explore options and assess the viability of traffic management schemes.

In order to address the reduction in funding, the traffic management team had been restructured on an incremental basis. Senior posts had been replaced to reflect the reduced responsibility of the roles which had provided an overall reduction in staff costs.

The funding for the Transportation Strategy Officer post had been reduced which only allowed for 2-days per week, however alternative funding had been sourced for an additional day. Pre-application charging had been introduced for validation work of applications prior to submission which provided an income stream to supplement the resource.

Andy Ford, Parks Manager, provided details on the changes to the environmental works as a result of the County reductions. Since 1st April 2017 the responsibility for the inspection and maintenance of highway trees had returned to the County Council. The County had also reduced the number of weed sprays on the Highway network from two to one annually. To enable the service to be maintained at the current level the Serco contract had been drawn up to include two additional weed sprays per annum. The funding for County Council maintenance of grass, shrubs and hedges had been cut by 35% (£47,000 per annum) and options were being considered by the Council which would either maintain the current standards or minimise the impact on the environment.

The Panel discussed the presentation and highlighted that residents were paying more to the County Council yet receiving fewer services. The Panel **NOTED** the update on the Highway Agency Agreement.

#### 5. **ALDERSHOT REGENERATION UPDATE**

Nick Irvine, Principal Planning Officer, updated the Panel on the progress of the regeneration of Aldershot. The Panel received information on the regeneration of key sites within the town which included The Galleries, Union Street East, Aldershot Station and Princes Hall. All of the plans were at early stages and further work would be carried out over the coming months.

The Panel discussed the presentation and acknowledged that there was still a lot of work to be carried out before any of the plans could be progressed to the planning application stage. The Panel **NOTED** the presentation.

#### 6. **CAR PARKING STRATEGY DEVELOPMENT UPDATE**

Lorraine Murray, Systems Thinking Analyst, provided an update on the progress of the development of the Car Parking Strategy. A Member Working Group had been

formed to support the delivery of the Council's new Parking Strategy to address a range of parking issues in the Borough and balance the need to maximise income and support economic growth and town centre regeneration.

The Working Group had developed a programme of prioritised work which included four main areas: revised standards for residential parking; parking for residents; pay and display; and, school safety. The parking standards had been considered and surveys had been carried out to gather evidence to identify how well the current standard was working. The results of the surveys had been evaluated along with other evidence and a number of issues had been identified that needed to be addressed when the parking standards were being revised. The revised parking standards would be presented to Cabinet on 27th June 2017.

Resident's on-street parking had also been examined by the Working Group and as a result the Traffic Management Workshop had been arranged as highlighted earlier in the meeting which Members were encouraged to attend. The next stage for the Working Group was to review parking tariffs which would take into account managing income generation, encouraging more footfall and supporting regeneration. Work on the review of tariffs was currently underway which would be considered by the Working Group at a meeting on 20th July, 2017.

The Panel **NOTED** the presentation.

## 7. **APPOINTMENTS FOR 2017/18**

### (1) **Mid-Cycle Meetings –**

It was agreed that Cr. J.J. Preece would attend the mid-cycle meetings in 2017/18 as the representative of his political group, along with the Chairman and Vice-Chairman.

### (2) **Farnborough Town Centre Working Group –**

It was agreed that Crs. J.B. Canty, R.L.G. Dibbs, C.P. Grattan, D.S. Gladstone, A. Jackman, Marina Munro, L.A. Taylor and P.G. Taylor would comprise the Farnborough Town Centre Working Group during 2017/18.

## 8. **WORK PROGRAMME**

The Chairman circulated a report setting out proposed items for the 2017/18 work programme. The issues would be discussed at the mid-cycle meeting which would be arranged for mid-July. Members were invited to submit comments to the Chairman on the proposed work programme prior to the mid-cycle meeting. The Panel **NOTED** the proposed work programme.

The meeting closed at 9.05 pm.

CLLR D.S. GLADSTONE (CHAIRMAN)



# ENVIRONMENT POLICY AND REVIEW PANEL WORK PROGRAMME

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

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

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

## ENVIRONMENT PORTFOLIO ACCOUNTABILITY AND AREAS OF RESPONSIBILITY

### Planning and Building Control

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

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

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

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

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

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

To approve and administer schemes for historic buildings and access grants

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

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

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**Economy and Regeneration**

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

To control and manage markets.

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

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## Street Scene Services

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

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

To deal with the removal and disposal of abandoned vehicles

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

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

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

To deal with discretionary matters relating to land drainage.

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## Environmental Health

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

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

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

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## Other Matters

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

To deal with all matters relating to the administration and enforcement of the Council's byelaws relating to the functions of the portfolio.

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

To develop and monitor initiatives for landscaping and Christmas decorations for shopping areas, etc.

**WORK PROGRAMME - ON-GOING ITEMS**

<b>DATE RAISED (LAST UPDATED)</b>	<b>ISSUE AND DESCRIPTION OF TOPIC</b>	<b>PROCESS AND TIMETABLE</b>	<b>CURRENT POSITION</b>	<b>CONTACT (SERVICE MANAGER)</b>
<p>29.05.01 (06.06.17)</p>	<p><b>Parking Management</b></p> <p>To review the objectives of the Parking Management section, monitor their achievement and make recommendations.</p> <p>The Panel was involved with developing and updating the Parking Policy and Parking Management Strategy.</p>	<p>The Panel receives an annual report from the Parking Service on arising issues such as dealing with persistent offenders, blue badge misuse, signage, abandoned vehicles and verge parking.</p> <p>A Working Group had been established in November 2016 to develop the car parking strategy and would report to the Panel on progress.</p>	<p>The Panel received an update at <b>6 June 2017</b> meeting on the progress of the development of a Car Parking Strategy. A progress report from the working group would be brought to a future meeting.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>
<p>28.06.05 (11.04.17)</p>	<p><b>Farnborough Town Centre</b></p> <p>To receive updates on the Farnborough Town Centre Development.</p>	<p>The Panel receives regular updates on the redevelopment of Farnborough Town Centre.</p> <p>A Farnborough Town Centre Working Group was set up to focus on the development and marketing of the town centre. Members of the Group are Crs. R.L.G. Dibbs, C.P. Grattan, D.S. Gladstone, P.J. Moyle, Marina Munro, L.A. Taylor, and P.G. Taylor.</p>	<p>The Panel received a progress update from the Working Group at the <b>11 April 2017</b> Panel meeting.</p>	<p>Andrew Lloyd, Chief Executive Tel: (01252) 398397 <a href="mailto:andrew.lloyd@rushmoor.gov.uk">andrew.lloyd@rushmoor.gov.uk</a></p>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
<p>19.07.05 (06.06.17)</p>	<p><b>Aldershot Town Centre</b>  To receive updates on the Aldershot Town Centre Development.</p>	<p>The Panel receives regular updates on the redevelopment of Aldershot Town Centre.</p> <p>An Aldershot Town Centre Task and Finish Group was replaced by the Aldershot Regeneration Group for the 2016/17 municipal year to focus on the regeneration of the town centre.</p>	<p>An update was received on Aldershot Town Centre on <b>6 June 2017</b>. The Aldershot Regeneration Group was a Cabinet Group and updates would be provided to the Cabinet in future.</p>	<p>Andrew Lloyd, Chief Executive Tel: (01252) 398397 <a href="mailto:andrew.lloyd@rushmoor.gov.uk">andrew.lloyd@rushmoor.gov.uk</a></p>
<p>10.11.15</p>	<p><b>Markets</b>  To review the progress with the Aldershot and Farnborough markets/ car boot sales.</p>	<p>In January, 2015 Cabinet had agreed to bring the operation of the markets and car boot sales 'in-house'.</p> <p>The Farnborough Tuesday market had opened in March, 2015 followed by the Sunday market in May, 2015.</p> <p>The Aldershot Saturday market had opened in June, 2015.</p>	<p>An update on the performance of the markets and car boot sales and details on the impact of recent changes was provided at the Farnborough Town Centre Working Group on 15 February 2017.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
09.06.15 (05.04.16)	<p><b>Recycling, waste collection and environmental crime and grime</b></p> <p>To review the progress of recycling, monitor implementation, performance and make recommendations on future developments.</p>	<p>A presentation was received by Serco, the new waste and recycling contractor at the Panel meeting on 11 April 2017.</p>	<p>Serco would be invited to a future Panel meeting to provide feedback on performance once the contract was being delivered.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>
19.02.13 (06.06.17)	<p><b>Hampshire Highways - Panel Monitoring</b></p>	<p>The Panel would be monitoring the Council's highways improvement in the future.</p> <p>The Panel considered the schemes to be included in the 2015/16 Rushmoor Programme at the September 2014 meeting.</p>	<p>The Panel received details on the changes to the Highway Agency agreements at the 6 June 2017 meeting.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>
18.11.14 (08.11.16)	<p><b>Aldershot Crematorium and Cemeteries</b></p>	<p>The Panel received a presentation in November, 2014 on the work of the Bereavement Service and received details about a new scheme to recycle metal parts.</p>	<p>The Panel to received and update on sustainability and maintenance of Rushmoor's cemeteries at November 2016 meeting.</p>	<p>Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a></p>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
29.05.12 (26.01.16)	<b>Outside bodies contribution</b>	The Council's Conservation Team, Rowhill Nature Reserve, Blackwater Valley Countryside Partnership and Basingstoke Canal Authority, Friends of Brickfields Country Park and Cove Brook Greenway Group attended the 26 January 2016 meeting.	A further update would be presented to the Panel in due course.	Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a>
20.01.15 (06.09.16)	<b>Overnight Toilets in Aldershot Town Centre</b>	Following a proposal by Cr. Jeremy Preece, and consideration of the various options, the Panel recommended that a scheme for additional toilet provision in Aldershot Town Centre be evaluated prior to consideration by Cabinet.	A further proposal from Cr. Jeremy Preece was made at the 6 September 2017 Panel meeting. It was referred to the Aldershot Regeneration Group.	Peter Amies, Head of Community Tel. (01252) 398750 Email. <a href="mailto:peter.amies@rushmoor.gov.uk">peter.amies@rushmoor.gov.uk</a>
31.01.17	<b>Demolition of Buildings and Dangerous Structures</b>	Details received from Building Control and Environmental Health on the procedure for dealing with demolition and dangerous structures at the 31 January 2017 meeting.	The Panel noted the position and requested additional monitoring on individuals that had not followed correct procedures in the past.	Martin Hobley, Building Control Partnership Manager Tel. (01252) 398723 Email. <a href="mailto:martin.hobley@rushmoor.gov.uk">martin.hobley@rushmoor.gov.uk</a>

DATE RAISED (LAST UPDATED)	ISSUE AND DESCRIPTION OF TOPIC	PROCESS AND TIMETABLE	CURRENT POSITION	CONTACT (SERVICE MANAGER)
31.01.17	<b>Aldershot Catchment Study and Lead Local Flood Authority</b>	Eight20 informed the Panel on the Aldershot Catchment Study and the proposed scheme to address the flooding issues. HCC as the Lead Local Flood Authority attended to advise on the Local Flood Risk Management Strategy.	The Panel requested regular updates on the progress of the work to address the flooding issues in Aldershot.	Helen Lolley, Environmental Health Manager Tel. 01252 398170 Email. <a href="mailto:helen.lolley@rushmoor.gov.uk">helen.lolley@rushmoor.gov.uk</a>

Chairman – Councillor David Gladstone

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

Last Updated: 08 August, 2017

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

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