



# 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, 4th October, 2018 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 Ordinary Meeting of the Council held on 26th July, 2018 (copy Minutes attached).

2. **MAYOR'S ANNOUNCEMENTS**

3. **STANDING ORDER 8 - QUESTIONS**

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

#### 4. **NOTICE OF MOTION - GROWTH BOROUGH**

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

“Farnborough, as a “Growth Town”, is currently among the best 100 performing localities in the UK whose continued success is fundamental to the economic growth of the whole Enterprise M3 LEP area. However as a “Step-Up Town”, Aldershot faces significant challenges, including the urgent requirement for regeneration of the town centre. This Council therefore requests that the Enterprise M3 LEP recognizes the need to address the gap in performance between the two towns by designating Rushmoor as a “Growth Borough” so that the whole locality can benefit from the investment required to achieve the best performance”.

#### 5. **RECOMMENDATION OF THE CABINET**

To consider the recommendation of the Cabinet in relation to the following item:

##### **Establishing the Rushmoor Development Partnership (RDP)**

To receive a report from the Cabinet (copy attached – Annex 1), which recommends the creation of the Rushmoor Development Partnership Limited Liability Partnership. The Portfolio Holder for Major Projects and Property (Cllr M.J. Tennant) will introduce this item.

#### 6. **QUESTIONS FOR THE CABINET**

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

#### 7. **REPORTS OF CABINET AND COMMITTEES**

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

<b>Cabinet</b>	24th July, 2018 21st August, 2018 18th September, 2018
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##### **Committees**

Development Management	18th July, 2018
Licensing, Audit and General Purposes	30th July, 2018
Development Management	15th August, 2018

#### 8. **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD**

To note the Reports of the following meetings (copy reports attached):

Policy and Project Advisory Board	12th July, 2018
Overview and Scrutiny Committee	19th July, 2018

Policy and Project Advisory Board (Special meeting)	30th August , 2018
Overview and Scrutiny Committee	13th September, 2018
Policy and Project Advisory Board	19th September, 2018

A.E. COLVER  
Head of Democracy, Strategy and Partnerships

Council Offices  
Farnborough  
Hampshire GU14 7JU

Wednesday 26 September 2018

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# BOROUGH OF RUSHMOOR

**MEETING OF THE BOROUGH COUNCIL** held at the Council Chamber, Council Offices, Farnborough on Thursday, 26th July, 2018 at 7.00 pm.

The Worshipful The Mayor (Cllr S.J. Masterson (Chairman))

Cllr Mrs. D.B. Bedford  
Cllr T.D. Bridgeman  
Cllr M.S. Choudhary  
Cllr R.M. Cooper  
Cllr P.I.C. Crerar  
Cllr Sue Dibble  
Cllr Barbara Hurst  
Cllr G.B. Lyon  
Cllr Marina Munro  
Cllr A.R. Newell  
Cllr P.F. Rust  
Cllr M.D. Smith  
Cllr M.J. Tennant  
Cllr Jacqui Vosper

Cllr D.M.T. Bell  
Cllr J.B. Canty  
Cllr Sophia Choudhary  
Cllr Liz Corps  
Cllr K. Dibble  
Cllr C.P. Grattan  
Cllr B. Jones  
Cllr J.H. Marsh  
Cllr K.H. Muschamp  
Cllr M.J. Roberts  
Cllr M.L. Sheehan  
Cllr P.G. Taylor  
Cllr B.A. Thomas  
Cllr J.E. Woolley

Honorary Alderman C. Balchin

Apologies for absence were submitted on behalf of the Deputy Mayor (Cllr Sue Carter, Cllr D.E. Clifford, Cllr A.H. Crawford, Cllr R.L.G. Dibbs and Cllr Jennifer Evans.

Before the meeting was opened, the Mayor's Chaplain, the Reverend Steve Stewart, led the meeting in prayers.

## 70. **MINUTES**

It was **MOVED** by Cllr K.H. Muschamp; **SECONDED** by Cllr Barbara Hurst and

**RESOLVED:** That the Minutes of the Ordinary Meeting of the Council held on 21st June, 2018 (having been circulated previously) be taken as read, approved and signed as a correct record.

## 71. **MAYOR'S ANNOUNCEMENTS**

- (1) The Mayor reported that the Armed Forces Day flag had been raised in Princes Gardens, Aldershot on 25th June, 2018 and that he had been joined by the Deputy Lieutenant of Hampshire (Lieutenant General Sir Mark Mans KCB CBE DL), Mayor's Chaplain, civic guests, members of the public and representatives of the Royal British Legion, Military, Police and Hampshire Fire and Rescue Service.

The flag had been flown until the end of Armed Forces Day on 30th July, 2018 when the Mayor had been part of the saluting party outside Princes Hall when around 100 serving soldiers, cadets and veterans had taken part in a march through the town centre to celebrate Armed Forces Day.

- (2) The Mayor advised Members that he had attended the 60th Birthday Celebration of 10 The Queen's Own Gurkha Logistic Regiment at Gale Barracks on 1st July, 2018. The event had also been attended by HRH The Princess Royal.
- (3) The Mayor reported that he had had the pleasure of attending the 10 years' anniversary of Mike Jackson House on 6th July, 2018.
- (4) The Mayor referred to the recent Farnborough International Air Show and said that he was proud that Rushmoor had the facilities to hold such a prestigious event, reflecting the strength of the global aerospace industry, within the Borough. He was pleased that, at the Air Show, an announcement had been made that Gulfstream would be relocating to Farnborough and also that Airbus would be opening a new factory in Farnborough. The Mayor congratulated all the Rushmoor staff who had been involved in helping to ensure that the Air Show was a success and that the Borough's environment looked clean and welcoming.
- (5) The Mayor thanked the Executive Head of Finance, Mandy Fahey, for her service to the Council. It was Ms Fahey's last full Council Meeting before taking up her new role at Chelmsford Council as a Director. Ms Fahey had been at Rushmoor for ten years and had overseen the Council's finances during a very challenging period. The Mayor thanked Ms Fahey for her commitment to Rushmoor and for the job she had carried out and wished her well in her new role at Chelmsford.

## **72. STANDING ORDER 8 - QUESTIONS**

The Mayor reported that no questions had been submitted under Standing Order 8 (3).

## **73. NOTICE OF MOTION - VIVID HOUSING ASSOCIATION**

The Council was asked to consider a Motion which had been submitted by Cllr M.J. Roberts in accordance with the provisions of Standing Order 9 (1). It was **MOVED** by Cllr M.J. Roberts; **SECONDED** by Cllr A.J. Halstead – That

“This Council seeks to have a meeting with senior management members of VIVID Housing Association within the next two months to discuss issues in relation to:

- (1) The failure to continue dialogue with Rushmoor Borough Council, its Councillors and seemingly residents;
- (2) To note the level of performance as being less than positive;

- (3) To examine why in a number of instances such as the disposal of garages there was a complete failure of support as to the outcomes that have occurred; and
- (4) To establish a dialogue pattern which is not cancelled.”

Speaking in support of his Motion, Cllr Roberts referred to the views of a cross-section of residents in respect of repairs, specialist works, anti-social behaviour, communication with tenants and morale support. Cllr Roberts was of the opinion that communication by VIVID with Members had been poor and urged the Overview and Scrutiny Committee to summon VIVID to a meeting to discuss these matters.

During discussion, reference was made to the Council’s current positive working relationship with VIVID by phone, email and in person and that this was also available for tenants, including the existence of regular communications and a secure website. It was felt that there were also mechanisms in place to resolve problems. Members were also advised that VIVID would be appearing before the Overview and Scrutiny Committee’s Registered Providers’ Group in the Autumn. It was also pointed out that the process of the sale of garages had been carried out by First Wessex and not VIVID as referred to in the Motion.

In seconding the Motion, Cllr Halstead referred to the large deaf and hearing impaired community in Farnborough, some of whom had been in touch to complain about VIVID not answering emails or letters and making it impossible for them to communicate with their landlord. Cllr Halstead commented that this was indirect discrimination under Section 19 of the Equality Act 2010 and also highlighted that, under Section 149 of the Equality Act, 2010, the Council had to take reasonable actions to eliminate discrimination, both direct and indirect, and urged Members to give their support to the Motion.

In summing up, Cllr Roberts stressed the need for VIVID to think of the needs of the tenants and to follow-up issues raised thoroughly and conscientiously before matters deteriorated.

On a Recorded Vote there voted FOR: Cllrs D.M.T. Bell, T.D. Bridgeman, A.K. Chowdhury, Keith Dibble, Sue Dibble, C.P. Grattan, A.J. Halstead, B. Jones, Nadia Martin, M.J. Roberts, P.F. Rust and M.D. Smith (12); AGAINST: J.B. Canty, M.S. Choudhary, Sophia Choudhary, R.M. Cooper, Liz Corps, P.I.C. Crerar, Veronica Graham-Green, Barbara Hurst, G.B. Lyon, Mara Makunura, J.H. Marsh, Marina Munro, K.H. Muschamp, M.L. Sheehan, P.G. Taylor, M.J. Tennant, B.A. Thomas and Jacqui Vosper (18); and, ABSTAINED: Cllrs Diane Bedford, A.R. Newell, J.E. Woolley and the Mayor (Cllr S.J. Masterson) (4) and the Motion was **DECLARED LOST**.

#### 74. **QUESTIONS FOR THE CABINET**

The Mayor reported that no questions had been submitted for the Cabinet.

#### 75. **REPORTS OF COMMITTEES**

## **Development Management Committee**

It was MOVED by Cllr B.A. Thomas; SECONDED by Cllr J.H. Marsh and

**RESOLVED:** That the Report of the Meeting of the Development Management Committee held on 20th June, 2018 be received.

## 76. **REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE**

**RESOLVED:** That the Report of the Overview and Scrutiny Committee meeting held on 7th June, 2018 be received.

The meeting closed at 7.50 pm.

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## ANNEX 1

## COUNCIL MEETING – 4TH OCTOBER 2018

## AGENDA ITEM NO. 5

## ESTABLISHING THE RUSHMOOR DEVELOPMENT PARTNERSHIP (RDP)

A report from the meeting of the Cabinet held on 18th September, 2018

**1. INTRODUCTION**

- 1.1 In May 2018 Cabinet approved the establishment of the Regenerating Rushmoor programme to drive the regeneration of both Aldershot and Farnborough. That report explained that the Council was also in the process of selecting an Investment Partner (IP) to work alongside the Council to bring forward projects within the programme.
- 1.2 In July 2018 Cabinet considered report CEX1802 and resolved that Hill Investment Partnership Limited (Hill) should be approved as the Council's preferred investment partner to support the delivery of the Regenerating Rushmoor Programme and that due diligence should proceed alongside the establishment of a Shadow Partnership Board and Shadow Investment Team.
- 1.3 That work is now reaching its conclusion, the draft documentation has been prepared and officers and advisers are content that the Council is in a position to formally establish the partnership. The remainder of this report sets out a reminder of the process to date, what will be required to establish the partnership, how it will work and how the Council will ensure good governance.

**2. DELIVERING REGENERATION THROUGH A LIMITED LIABILITY PARTNERSHIP**

- 2.1 During the development of the regeneration programme, the Council identified that it would need to bring in substantial expertise in order for it to deliver a number of schemes within the programme, particularly the more complex town centre sites. In addition, Cabinet identified the potential opportunity to secure revenue income as opposed to a capital receipt from some or all of its development opportunities. In order to do this the Council needed to be prepared to take more of a share of development risk to secure a greater share of financial reward. Following advice, the Council identified that the best way to achieve the balance between delivery of regeneration at pace, achieving a financial return and mitigating risk was to enter into a form of joint venture partnership with an experienced private sector partner, known as an investment partnership, and structured as a Limited Liability Partnership (LLP).

2.2 By adopting this approach, the Council felt it would be able to advance the redevelopment of some of the more challenging sites quickly, and for the purposes of the initial partnership, the following sites were identified and included in the specification for the selection process:

- Union Street East, Aldershot
- Civic Quarter, Farnborough
- Parsons Barracks, Aldershot,
- Union Street West car park, Farnborough

2.3 As the Council was not procuring works and services, the establishment of an Investment Partnership was not deemed to require observance of procurement procedures, but, for the purposes of transparency, a competitive OJEU compliant selection process was undertaken to ensure best value being obtained, the details of this were set out in the July report to Cabinet.

2.4 Following the conclusion of the evaluation & selection process Hill Investment Partnership was identified as the Council's preferred partner.

### **3. ESTABLISHING THE PARTNERSHIP**

3.1 Since July, work has been undertaken to develop the necessary legal agreement and other documentation which will enable and support the operation of the LLP. This work is being undertaken by a range of council officers and the Council's legal advisors, Freeths. The documentation includes:

- LLP Members Agreement
- Power of Attorney
- Loan Note deed(s)
- LLP security agreement (Debenture)
- Loan Note Exchange Agreement

3.2 Details of the purpose of each of these documents is set out in Appendix 1. The draft members agreement is attached separately as Exempt Appendix 2. It is recommended that subject to the Council's decision to enter into the partnership the Legal Services Manager/Corporate Legal Manager be authorised to enter into the formal arrangements in 3.1 on behalf of the Council to enable and support the operation of the partnership.

3.3 The Rushmoor Development Partnership (LLP) will then be established. The LLP will be 50:50 controlled by the Council and Hill, with a nominal £100 investment. It is proposed that the Chief Executive be authorised to act as Shareholder on behalf of the Council. The LLP will not be a public sector body for public procurement or accounting purposes.

### **4. OVERVIEW OF HOW THE RUSHMOOR DEVELOPMENT PARTNERSHIP (RDP) WILL OPERATE**

4.1 The RDP will be overseen by a Board comprising of representation from both the Council and Hill. Each organisation has a single vote. Decision making is by consensus, this means that if there is not agreement between the parties, then no decision is made. All major decisions are to be made

by the Board which will initially consist of 3 Council representatives and 2 Hill representatives.

4.2 It is recommended that the Council's nominations to the Rushmoor Development Partnership (RDP) Board are as follows;

- Leader of the Council
- Major Projects & Property Portfolio Holder
- Executive Director

4.3 The RDP will be managed on a day to day basis by an Investment Team which will deal with more day-to-day matters related to projects and have 3 representatives from the Council. It is recommended that the Council's nominations to the Rushmoor Development Partnership (RDP) Investment Team are as follows;

- Executive Head of Property & Regeneration
- Regeneration Delivery Manager
- Project Accountant, Financial Services

4.4 A breakdown of the proposed different tasks and responsibilities of the Council, RDP Board and Investment team are attached at Appendix 3.

4.5 An initial business plan will be developed which will set out the individual schemes (projects) to be taken forward. This will need to be approved by the Council, Hill and the RDP Board. The business plan will consist of one or more schemes each of which will need to be appraised and agreed. This will include a valuation of any council land going into the scheme. Either party can veto whether a scheme proceeds or not, once it has been appraised. Assuming both parties are in agreement, at the appropriate time the Council will transfer land to the RDP to enable schemes to be taken forward on the basis that the value of that land will be repaid by recovery of sums due under a "loan note" on completion of the scheme. In addition, the Council can choose to invest further into a scheme, but is not obliged to do so and this may be agreed on a project by project basis, the investment being described as either a loan (repayable with an agreed fixed rate of interest) or an equity contribution.

4.6 Schemes would then be developed and the Council and Hill invest funding knowledge, skills and development expertise which are valued and included in the costs of the development. Once a scheme is completed the Council and Hill will share the resulting profits in proportion to the value each has invested (but generally 50/50). This structure allows the sharing of development risks and rewards.

4.7 Schemes may be taken forward directly by the RDP but are more likely to be through a separate Special Purpose vehicle (SPV) specifically set up to manage the delivery of the scheme. This latter approach will ring fence any development risks relating to the scheme and will also enable transparency in respect of scheme output delivery.

## **5 GOVERNANCE**

- 5.1 It is proposed that the RDP will report on a six monthly basis to the Shareholder (Chief Executive) who will enable consideration of an appropriate report by the Licensing, Audit and General Purposes Committee.
- 5.2 More frequent updates to members will be provided through the Regeneration Steering Group previously established by Cabinet in May 2018 and Cabinet and Overview and Scrutiny Committee through the normal performance monitoring reports.

## **6 RISKS**

- 6.1 There are limited risks arising directly from the recommendations in this report, however staff time and resources have been and will continue to be incurred over the next period.
- 6.2 All development comes with risks, however this report is not seeking project approvals, and the risks associated with such activity will be considered at that time. The risks profile will change once the business plan is approved, and sites transferred into the RDP. These will be monitored and mitigated through the RDP Board and Investment team and the Council's Regeneration Steering Group.
- 6.3 A further risk associated with establishing the Rushmoor Development Partnership could include a relationship breakdown and adverse publicity arising from such event.

## **7 FINANCIAL IMPLICATIONS**

- 7.1 As part of the process identified, Hill Investment Partnership Limited has committed to working at risk and to use its own resources to assist the Council during the due diligence period. The Council are also working at risk, but costs are currently being contained within existing and approved budgets.
- 7.2 Financial implications of projects will be identified as projects are developed.

## **8 LEGAL IMPLICATIONS**

- 8.1 The Localism Act 2011, as recently confirmed by the case of Peters v Haringey describe the broad General Power of Competence which Local Authorities now have to participate and invest in arrangements, including LLPs, which councils regard as appropriate to produce long-term benefits for their communities.
- 8.2 The Council have a general duty, under S123 of the Local Government Act 1972 to realise "best consideration" when disposing of land, although that consideration can be accepted on a deferred basis, ie via accepting the "promise to pay" within a loan note.

- 8.3 Under the EU state aid regime, any monies lent or invested in a commercial venture should be undertaken on the basis of what a “market investor” might do, e.g. seeking to recover interest on loans and investing with a reasonable prospect of profit resulting.

## **9 CONCLUSIONS AND NEXT STEPS**

- 9.1 The establishment of the Rushmoor Development Partnership (LLP) is an essential next step in providing the vehicle and access to expertise and other resources the Council needs to take forward a number of major sites in its regeneration programme. Once the Partnership is created the priority activity will then be to develop the business plan and projects and schemes for each site. This work will be carried out by the Rushmoor Development Partnership with the intention of a detailed business plan report being considered by Cabinet later in 2018. This report will also set out the details and timing of the disposal of the land within the regeneration area to the Rushmoor Development Partnership.
- 9.2 During this period the Council will continue with the agreed acquisition programme for properties within the regeneration areas.

## **10 RECOMMENDATIONS**

- 10.1 The Council is recommended to:
- (i) proceed with the creation of the Rushmoor Development Partnership LLP and to authorise the Legal Services Manager/Corporate Legal Manager to enter into the following documents to enable and support the operation of the partnership
    - LLP Members Agreement
    - Power of Attorney
    - Loan Note deed(s)
    - LLP security agreement (Debenture)
    - Loan Note Exchange Agreement
  - (ii) confirm that the Council’s nominations to the Rushmoor Development Partnership (RDP) Board and Investment Team are as follows:
    - Partnership Board
      - Leader of the Council
      - Major Projects & Property Portfolio Holder
      - Executive Director
    - Investment Team
      - Executive Head of Property & Regeneration
      - Regeneration Delivery Manager
      - Project Accountant, Financial Services
  - (iii) Appoint the Chief Executive to act as the Council’s authorised representative as Shareholder

- (iv) Approve the governance and reporting arrangements as set out in paragraphs 5.1 and 5.2 of the report.

COUNCILLOR MARTIN TENNANT  
PORTFOLIO HOLDER FOR MAJOR PROJECTS AND PROPERTY

**Background documents:**

Cabinet report – Appointment of an investment partner to support the Regenerating Rushmoor Programme 24 July 2018

Cabinet report – Regenerating Rushmoor Programme 29 May 2018

Cabinet report – Regeneration Programme 9 January 2018

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# FREETHS

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## **Rushmoor Development Partnership LLP (“RDP”) Summary of Key Documents**

### **Members Agreement**

This is the principal agreement setting out the relationship between the parties and how RDP will operate (LLPs do not have a set of formal “articles” as a company does).

Key provisions, objectives and powers – primarily to deliver growth and regeneration in the Surrey and Hampshire areas including Aldershot and Farnborough as sub-regional centres, to maximise financial return, to achieve “targeted area development” and procure a return commensurate with investment and risk.

Management and operation of the LLP – all major decisions are to be made by the Investment Partnership Board which can have up to 8 members but initially 3 Council representatives and 2 Hill representatives.

To be quorate, an Investment Partnership Board meeting must have at least 2 Council and 1 Hill representative.

The Investment Team – deals with more day-to-day matters related to projects and have 3 representatives from each party.

General Duties – each party confirms that it will co-operate in the running of the LLP and notify the other of matters as they become aware and take steps to ensure meetings have a quorum (of not less than 2 Council and 1 Hill representatives).

Accounts – annual accounts are provided, including quarterly management accounts to each of Hill and the Council.

Capital Contributions – each party’s initial contribution is limited to £100, additional capital contributions may be made but equality should be protected. Typically, the LLP will obtain its working capital through borrowing, either from shareholders (covered via Loan Notes) or from third parties.

Land Transfer – there is a process for the Investment Partnership Board determining whether a site should be developed. The Council are required to consult the LLP concerning potential sale of sites under its ownership other than disposal to voluntary bodies, following which an exclusivity arrangement may be agreed.

Any site transfers will have to be in accordance with the Council's Section 123 duties to achieve best consideration, but payment will typically be by virtue of the issue of a Loan Note to the assessed value of the property.

Profit Shares – profits after deduction of all LLP costs are dealt with in accordance with the capital contributions, ie 50:50.

### **Investment Plan**

The LLP operates in accordance with an Investment Plan with a 5 year duration, updated annually. Each project will not be signed off until a Project Plan has been adopted for that site, identifying the location of the site, the price, proposed use, budget, programme, anticipated income returns and whether it is proposed to create a specific Special Purpose Vehicle Company to carry out that project.

Disputes – either party can raise a dispute if the other party has either failed to honour the agreement or is insolvent. If a breach cannot be resolved, either the LLP is wound-up or the non-defaulting party can buyout shares at a value to be assessed by an independent valuer.

Assignment – neither party may transfer its interest to another party without the consent of the other LLP party, transfers connected with a reorganisation of local government are excluded from this, eg transfer into the hands of a Combined Authority.

### **Power of Attorney**

In order to ensure that anybody signing documents on behalf of RBC as a member of RDP is properly authorised, it is suggested that a Power of Attorney be entered into naming the chosen individuals.

### **Loan Note**

The Loan Note document is a record of monies loaned by either Hill or RBC into the LLP with a financial sum attached to it and a redemption date (eg 2038) by which the monies must be repaid. This will be used both as a way to recover the value of RBC land transferred to the LLP (as the LLP will have no free monies of its own), or monies which either party decides to invest within the LLP to help it facilitate developments.

Pre-payments – instalments of the Loan Note can be paid down at any time. It is anticipated that, in practice, as developments go forward Loan Notes will be repaid, as the terms of the Members Agreement require loans to be repaid in preference to profits being shared. When monies are paid, a revised Certificate is issued showing how much money is still outstanding.

The loan may attract interest, as agreed.



## **LLP Security Agreement / Debenture**

The Debenture (or “Security Agreement”) provides formal security for the payment of monies due under a Loan Note. The base provision of the Debenture is that the LLP charges as security and is registered at Companies House against RDP. The Charge has the effect of charging sites as if there were a mortgage (against property listed in the Schedule) and all other assets such as rights to equipment, monies and goodwill. The Debenture is described as being a “Floating” Charge, but if the LLP were to be subject to an insolvency situation the Charge can convert to a “Fixed” Charge against the property. Additional security over sites cannot be created without the consent of the Security Trustee, nominated as Hill Investment Partnership Limited.

## **Loan Note Exchange Agreement**

Because of the structure to be followed, for example with individual SPVs (“Special Purpose Vehicle Companies”) potentially being created to deal with the development of an individual site, the Loan Note Exchange Agreement allows loans granted to the SPV to be exchanged so that they are Charges over the assets of the LLP itself.

Stephen Pearson  
Partner, Freeths

6 September 2018

## APPENDIX 3

STRATEGIC TASKS & RESPONSIBILITIES - 2018				
		RBC/HIP	IP BOARD	INVESTMENT TEAM
<b>Financial</b>	Financial strength and solvency of IP		✓	
	Compliance with relevant tax & financial		✓	
	Set Budget		✓	
	Approve Budget		✓	
	Operating Expenditure (budgeted)			✓
	Operating Expenditure (unbudgeted)		✓	
	Capital Expenditure (budgeted)			✓
	Capital Expenditure (unbudgeted)		✓	
	Approve Bank Accounts and Signatories		✓	
	Administer Bank accounts and signatories			✓
	Produce Annual and Management Accounts			✓
	Approve Annual and Management Accounts		✓	
	Sale of land		✓	
	Purchase of land		✓	
<b>Resources</b>	Set up Suppliers Framework			✓
	Appoint consultants			✓
	Set up Work Package Tenders Framework and			✓
	Appoint work packages			✓
<b>Business</b>	Produce Investment Plan			✓
	Approve Investment Plan	✓	✓	
	Produce Project Plan			✓
	Approve Project Plans		✓	
	Material variation to any Project Plan		✓	
	Instruct start on site			✓
	Manage on site construction			✓
	Planning Application			✓
	Compliance with Members Agreement	✓	✓	✓
<b>Shareholder</b>	Receive reports from IP	✓		

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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# CABINET

Meeting held on Tuesday, 24th July, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr D.E. Clifford, Leader of the Council  
Cllr K.H. Muschamp, Deputy Leader

Cllr Barbara Hurst, Planning and Economy Portfolio Holder  
Cllr G.B. Lyon, Corporate and Democratic Services Portfolio Holder  
Cllr M.L. Sheehan, Operational Services Portfolio Holder  
Cllr P.G. Taylor, Customer Experience and Improvement Portfolio Holder  
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

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 **6th August, 2018**.

### 11. MINUTES –

The Minutes of the meeting of the Cabinet held on 29th May, 2018 were confirmed and signed by the Chairman.

### 12. BUSINESS RATES - DISCRETIONARY RATE RELIEF POLICY FOR DISCRETIONARY REVALUATION RELIEF –

(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

The Cabinet considered Report No. FIN1821, which set out a proposed amendment to the Council's Discretionary Rate Relief Policy to reduce business rates liabilities to those businesses that had been worst affected by the 2017 Business Rates national revaluation.

Members were informed that the proposed amendment was in respect of the percentage reduction to be awarded to qualifying businesses for the 2018/19 financial year in line with the reduced funding available from central government for the second year of this four-year scheme.

**The Cabinet RESOLVED** that, for qualifying businesses, where the increase in Business Rates payable between 2016/17 and 2017/18 was greater than 10%, the application of relief at a rate of 17% for 2018/19, as set out in Report No. FIN1821, be approved.

### 13. APPOINTMENT OF AN INVESTMENT PARTNER TO SUPPORT THE REGENERATING RUSHMOOR PROGRAMME –

(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. CEX1802, which provided an update on the process to appoint an Investment Partner to support the 'Regenerating Rushmoor' programme and to set out the proposed next steps.

Members were informed that the selection process had produced a shortlist of three strong applicants. It was confirmed that the two companies that had not been selected at the final evaluation stage would be held as reserves should it prove difficult to secure agreement with the preferred provider on the required business plan and legal agreements. It was confirmed that Hill Investment Partnership Limited had performed strongly during the selection process and was considered to be best placed to provide the expertise and investment required to deliver a joint venture of this type.

**The Cabinet RESOLVED** that

- (i) the appointment of Hill Investment Partnership Limited as the Council's preferred Investment Partner, as set out in Report No. CEX1802, be approved;
- (ii) the commencement of a period of due diligence with the preferred partner be approved, with a further recommendation to be presented to the Cabinet and the Council in due course, with the Chief Executive authorised in the meantime to undertake necessary preliminary actions and to incur expenditure as required, within the budget agreed at (iv) below, to enable the effective establishment of an Investment Partnership;
- (iii) the establishment of a Shadow Partnership Board and Shadow Investment Team to oversee the development of the proposals be approved, the make-up of which in terms of Council representation being delegated to the Chief Executive, in consultation with the Council's Monitoring Officer; and
- (iv) a supplementary estimate of up to £50,000 for the next phase of the process, as set out in Report No. CEX1802, be approved.

14. **SURREY HEATH DRAFT LOCAL PLAN ISSUES AND OPTIONS / PREFERRED OPTIONS CONSULTATION –**  
(Cllr Barbara Hurst, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. PLN1817, which sought agreement to submit comments in response to the Surrey Heath Draft Local Plan Issues and Options/Preferred Options consultation.

The Report set out the context of this consultation in terms of the National Planning Policy Framework and explained how Surrey Heath, Rushmoor and Hart Councils together formed a Housing Market Area. It was predicted in the document that Surrey Heath Borough Council would fall short of its objectively assessed housing need within its administrative area. The Council's proposed response encouraged Surrey Heath to explore further potential opportunities to increase capacity for housing and to continue to work proactively to address this unmet need within its area.

The Cabinet discussed several elements of the consultation, including whether the changes just announced by the Government to the National Planning Policy

Framework would have implications for the proposed response to the consultation. It was agreed that this would be investigated prior to the response being submitted.

**The Cabinet RESOLVED** that the Council makes representations on the Surrey Heath Draft Local Plan Issues and Options/Preferred Options consultation, based on the response set out in Report No. PLN1817 and subject to any alterations as a result of the changes to the National Planning Policy Framework, with any proposed amendments to the response being agreed by the Head of Planning, in consultation with the Planning and Economy Portfolio Holder.

15. **PROPOSED REVISION TO THE COUNCIL'S STATEMENT OF LICENSING POLICY –**

(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. EHH1821, which outlined a number of proposed changes to the Council's Statement of Licensing Policy in relation to the Licensing Act 2003.

Members were informed that there had been some legislative changes and changes to associated guidance issued by the Secretary of State since the Policy had been last reviewed in 2010. The Report set out the proposed changes to the Policy which included the withdrawal of neighbourhood notifications and how the Council's Cumulative Impact Policy in relation to Aldershot town centre had lapsed and was not being proposed to be reinstated. It was confirmed that, following a period of consultation, any material representations would be reported to the Cabinet prior to the Policy being submitted to the Council for approval.

**The Cabinet RESOLVED** that the revised Statement of Licensing Policy be approved for public consultation.

16. **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND –**

(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. COMM1806, which sought approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects.

The Operational Services Portfolio Holder had considered two applications and had recommended that both awards should be made.

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

Rotary Club of Aldershot	£6,000
Friends of Basingbourne Park	£5,000

17. **COUNCIL OFFICES IMPROVEMENT PROGRAMME –**

(Cllr Paul Taylor, Customer Experience and Improvement Portfolio Holder)

The Cabinet considered Report No. IT1801, which set out a summary of the Council's Council Offices Improvement Programme and sought authority to access

the current Capital Programme budget to implement the associated projects. The Report also set out the associated costs of Citizens Advice Rushmoor relocating to the Council Offices.

The Report set out proposed expenditure on a number of routine maintenance issues, including the repair of the passenger lift. It was confirmed that most of the cost of repairing the lift would be recoverable through the Council's insurance policy. In considering the proposal for the Council to install an electrical connector to enable connection to an externally provided mobile electricity generator in the event of a major power failure, Members requested that further consideration should be given to the risks associated with this approach compared with the Council purchasing its own generator. In response to a question, it was confirmed that the Council already owned a generator capable of providing emergency power to an Emergency Control Centre and other essential services. The Report also set out further costs associated with various proposed improvements to the Council Offices.

**The Cabinet RESOLVED** that

- (i) the improvement projects, as set out in Report No. IT1801, be approved;
- (ii) the release of £95,000 from the Council's Capital Programme in respect of the projects, as set out in the Report, be approved, subject to the preferred option in respect of the Council's business continuity provision being agreed by the Head of IT and Facilities, in consultation with the Customer Experience and Improvement Portfolio Holder; and
- (iii) variations to the Council's Capital Programme of £10,000 in respect of the relocation of Citizens Advice Rushmoor and £27,000 in respect of repairs to the passenger lift, as set out in the Report, be approved.

**NOTE:** Cllr Barbara Hurst declared a personal but non prejudicial interest in this item in respect of her involvement as a Board member and the Council's representative with Citizens Advice Rushmoor and, in accordance with the Members' Code of Conduct, remained in the meeting during the discussion and voting thereon.

**18. RENDER REPAIR AT NO. 168 HIGH STREET, GUILDFORD –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. LEG1807, which requested funding for urgent repair works at No. 168 High Street, Guildford, which was owned by the Council.

The Report explained that works totalling £65,000 were required to repair the external render to several parts of the property. Members were informed that the cost of the works was fully recoverable, in due course, from the tenants but that the works would need to be funded, initially, by the Council. It was anticipated that the full cost of the works would be recovered from the tenants by 2020.

**The Cabinet RESOLVED** that a supplementary estimate of £65,000 to fund the works, as set out in Report No. LEG1807, be approved.



19. **SALE OF FORMER HIGHWAY LAND AT PEGASUS AVENUE - NORTH TOWN REDEVELOPMENT PHASE 6 –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. LEG1806, which sought approval to sell former highway land at Pegasus Avenue, Aldershot to VIVID, following the redevelopment of North Town – Phase 6.

The Report explained that the redevelopment had involved the redesign of the site and that this had led to areas of former highway and footpath land remaining in the ownership of the Council. Where this was the case, VIVID would require a transfer of ownership to them to enable the letting or sale of the newly constructed properties. Whilst Savills had placed a valuation of nil on the land, the District Valuer had been asked to value the land and VIVID had committed to pay the District Valuer's valuation, along with the cost of the District Valuer's report and any associated legal costs relating to the transfer of the land.

**The Cabinet RESOLVED** that the Executive Director, in consultation with the Major Projects and Property Portfolio Holder, be authorised to sell the former highways land at North Town Phase 6, shown on the plan at Appendix 1 of Report No. LEG1806, to Vivid for a price to be determined, based on advice from the District Valuer.

The Meeting closed at 7.55 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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# CABINET

Meeting held on Tuesday, 21st August, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr D.E. Clifford, Leader of the Council  
Cllr K.H. Muschamp, Deputy Leader

Cllr Barbara Hurst, Planning and Economy Portfolio Holder  
Cllr G.B. Lyon, Corporate and Democratic Services Portfolio Holder  
Cllr P.G. Taylor, Customer Experience and Improvement Portfolio Holder  
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

An apology for absence was submitted on behalf of Cllr M.L. Sheehan.

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 **4th September, 2018**.

## 20. MINUTES –

The Minutes of the meeting of the Cabinet held on 24th July, 2018 were confirmed and signed by the Chairman.

## 21. REVENUE BUDGET MONITORING AND FORECASTING 2018/19 - POSITION AT JULY, 2018 –

(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

The Cabinet considered Report No. FIN1825, which set out the anticipated financial position for 2018/19, based on the monitoring exercise carried out during July, 2018. Members were informed that savings and efficiencies of around £1,550,000 were required for the year, in addition to staff turnover savings of £325,000. Savings of £614,020 had already been delivered and removed from the base budget during Quarter 1. This left a savings target of £935,980 to deliver during the year which, it was expected, would be achieved mainly through further property purchases later in the year and the return on other local investments that were currently nearing completion. It was reported that the projected 2018/19 year-end balance of the General Fund stood at £2 million, which was at the top of the range set out in the Medium Term Financial Strategy. It was noted that the Stability and Resilience Fund could be used to support the General Fund balance, should the predicted reductions in net expenditure not be achieved.

**The Cabinet NOTED** the latest Revenue Budget monitoring position, as set out in Report No. FIN1825.

22. **CAPITAL PROGRAMME MONITORING AND FORECASTING 2018/19 - POSITION AT JULY, 2018 –**  
(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

The Cabinet received Report No. FIN1826, which provided the latest forecast regarding the Council's Capital Programme for 2018/19, based on the monitoring exercise carried out during July, 2018. The Report advised that the Capital Programme for 2018/19, allowing for slippages from the previous financial year and additional approvals, totalled £56,053,000. It was noted that projects of major financial significance to the Council in the Capital Programme for 2018/129 included the Council's new depot, Aldershot Town Centre Integration, Union Street developments, the finalisation of a loan to Farnborough International and the further acquisition of investment properties.

**The Cabinet NOTED** the latest Capital Programme monitoring position, as set out in Report No. FIN1826.

23. **COUNCIL PLAN 2018/19 - QUARTERLY UPDATE ON KEY ACTIONS APRIL - JUNE 2018 –**  
(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

The Cabinet received Report No. ELT1803, which set out the Council's performance management monitoring information for the first quarter of the 2018/19 municipal year. The Cabinet was informed that the exception report had been revised to include some new data and indicators. The Cabinet requested further information regarding the cleanliness of the Council's public toilets, which had attracted a poor customer satisfaction rating.

**The Cabinet NOTED** the progress made towards delivering the Council Plan 2018/19, as set out in Report No. ELT1803.

24. **TREASURY MANAGEMENT OPERATIONS 2017/18 –**  
(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

The Cabinet received Report No. FIN1823, which set out the Council's treasury management activities during 2017/18, provided an update on future changes to treasury management practices and schedules and set out a summary of changes in capital expenditure. It was explained that the Council constantly monitored the performance of its investments and had made some adjustments to its holdings in pooled funds where some funds had not performed as well as expected. In response to a question, it was agreed that consideration would be given as to whether investing using the principle of 'Pound Cost Averaging' would be beneficial to the Council.

**The Cabinet NOTED** the Council's treasury management operations carried out during 2017/18, as set out in Report No. FIN1823.

25. **APPLICATION FOR DISCRETIONARY RATE RELIEF –**  
(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

The Cabinet considered Report No. FIN1828, which set out details of an application for rate relief from the Brain Tumour Charity (Hartshead House, Nos. 61 – 65 Victoria Road, Farnborough).

**The Cabinet RESOLVED** that 5% top-up discretionary relief be awarded to the Brain Tumour Charity from 1st April, 2018 to 31st March, 2021.

26. **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND –**  
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. COMM1808, which sought approval to award a grant from the Farnborough Airport Community Environmental Fund, which had been set up to assist local projects.

The Operational Services Portfolio Holder had considered the application by St. Patrick's Catholic Primary School, Avenue Road, Farnborough for an award of £5,000 towards the cost of developing a multi-use games area on the school's playing field. It was confirmed that this application met all of the agreed criteria.

**The Cabinet RESOLVED** that a grant of £5,000 be awarded from the Farnborough Airport Community Environmental Fund to St. Patrick's Catholic Primary School.

27. **ALDERSHOT DIGITAL-GAMES HUB –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. ED1802, which provided Members with an update on progress to develop a Digital-Games Hub in Aldershot and sought authority to undertake further development work in this respect. Before considering this item, the Chairman welcomed Mr Steve Pearce of East Hampshire District Council to the meeting. Mr Pearce was working with the Council as a consultant on this project.

The Report set out the work carried out to date and details of the current proposal. Members were informed that the Enterprise M3 Local Enterprise Partnership had agreed to provide funding of £867,000, subject to due diligence. It was reported that many partners had assisted in developing this proposal and it was anticipated that the Digital-Games Hub would open for business in April, 2019.

**The Cabinet RESOLVED** that

- (i) the Chief Executive be authorised to approve further project development work (of approximately £40,000 from within the approved regeneration budget and/or Enterprise M3 LEP funds), including the preparation of a specification for external and internal works to the building and the management of these works;
- (ii) the submission of required planning and listed building applications with respect to the modification to the building be agreed; and

- (iii) the principle of the Council underwriting the revenue costs of the facility in Years 1 and 2, as set out in paragraph 3.10 of Report No. ED1802, with formal approval to be considered as part of the annual budget process, be approved.

28. **CORPORATE SANCTIONS AND ENFORCEMENT POLICY –**  
(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

The Cabinet considered Report No. FIN1827, which sought approval for a new Corporate Sanctions and Enforcement Policy.

Members were informed that the policy would replace the Council's existing Corporate Enforcement Policy. The new policy would take account of changes in legislation, the updated Regulators Code 2014, the General Data Protection Regulations 2018 and the Data Protection Act 2018. In response to a question, it was clarified that the level of any penalties imposed was set by Government regulation.

**The Cabinet RESOLVED** that the Corporate Sanctions and Enforcement Policy, as set out at Appendix 1 of Report No. FIN1827, be approved.

29. **ALDERSHOT CREMATORIUM - REPAIRS TO CREMATORS –**  
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. COMM1807, which set out a request for a supplementary estimate to carry out urgent works to reline a cremator and replace venturis and nozzles at Aldershot Crematorium.

Members were informed that the works were required to ensure that the cremator remained operational in the short term. It was further proposed that specialist advice should be sought on the feasibility of replacing the three cremators during 2019/20. This would be subject to consideration by the Cabinet in due course. In response to a question, it was confirmed that there was insufficient time to seek specialist support and install a new cremator in the short term, which would put the service at risk. The Council would also not achieve the economies of scale which would come from replacing the three cremators at one time.

**The Cabinet RESOLVED** that

- (i) a supplementary estimate of £63,000 in 2018/19 to enable the urgent relining of a cremator and the replacement of the venturis and nozzles at the Aldershot Crematorium, as set out in Report No. COMM1807, be approved; and
- (ii) the establishment of a project to explore the feasibility, design and procurement of replacement cremators, with the final proposals being presented to the Cabinet in due course, be approved.

30. **VOYAGER BUILDING - CPO APPROVAL OF ORDER –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. LEG1808, which provided an update on the proposed acquisition of the Voyager Building, Apollo Rise, Southwood Business Park, Farnborough to deliver, in partnership with the North East Hampshire and Farnham Clinical Commissioning Group, an Integrated Care Centre for the Farnborough locality.

Members were informed that the Council and the Clinical Commissioning Group had each sought to acquire the property without the need of a Compulsory Purchase Order but these approaches had not, to date, been successful. Members were assured that attempts to acquire the property would continue after the Order had been made.

**The Cabinet RESOLVED** that

- (i) the updated Statement of Reasons for making the Order, as set out in Appendix 1 to Report No. LEG1808, be approved; and
- (ii) the Compulsory Purchase Order and map, as set out in Appendix 2 to the Report, be approved.

31. **HYDE HOUSING ASSOCIATION STOCK DISPOSALS –**  
(Cllr Barbara Hurst, Planning and Economy Portfolio Holder / Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. LEG1809, which set out details of a request by Hyde Housing Association for the Council to release legal covenants and reinvestment clauses in relation to a number of properties in Hyde's ownership in the Borough.

Members were informed that Hyde Housing Association were seeking to sell their entire housing stock to the Southern Housing Group, who were not, at the present time, a Registered Provider in Rushmoor. The Report set out the background of the properties concerned and the details of the proposal, which would involve the disposal of the Council's interest in the properties at an undervalue. In considering the proposal, Members were assured that the proposal would not affect the level of housing provision. Southern Housing Group had expressed its intention to use the properties concerned for their existing uses. Hyde had made an offer to the Council for the release of the reinvestment clauses to enable the transfer to the Southern Housing Group. In response to a question, it was confirmed that, if accepted, the payment from Hyde Housing Association would not be ring fenced but it was confirmed that the Council intended to use this for future affordable housing provision.

**The Cabinet RESOLVED** that

- (i) subject to new nomination agreement(s) being agreed with Southern Housing Group based on the same or similar terms as the existing agreement with the intention of retaining 1A Elmsleigh Road, 3 Upper Elms Road, Oak House and

Birch House for general needs housing and shared ownership and Aspen House, Mulberry House and Brighstone House as temporary housing, the Chief Executive, in consultation with the Major Projects and Property Portfolio Holder and the Planning and Economy Portfolio Holder, be authorised to release or substitute covenants and release reinvestment clauses related to the title covenants (only where necessary) and vary nomination agreements for the properties listed in paragraph 1.2 of Report No. LEG1809;

- (ii) the disposal of the Council's interest in the properties for the amount outlined in the Exempt Appendix to the Report, at an undervalue for the reasons of economic and social wellbeing of the Borough, with Hyde Housing Association meeting the Council's reasonable legal and valuation costs, be approved; and
- (iii) the use of funds on future affordable housing provision, to be determined by the Chief Executive, in consultation with the Planning and Economy Portfolio Holder, be approved.

**32. 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:

<b>Minute Nos.</b>	<b>Schedule 12A Para. No.</b>	<b>Category</b>
33 and 34	3	Information relating to financial or business affairs

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

**33. PLANNING CONSENT - NEW ACCESS ROAD AT INVINCIBLE ROAD, FARNBOROUGH –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Exempt Report No. COMM1809, which sought approval to submit a planning application for a new access road at Invincible Road, Farnborough.

Members were informed that traffic congestion during peak periods along Invincible Road and Solatron Road had become a significant issue for the retail area of Farnborough over recent years. The Report set out that the new access road would be on land owned by the Council but that the scheme would be fully funded by Hampshire County Council.

**The Cabinet RESOLVED** that the Head of Community and Environmental Services be authorised to seek planning permission for a new access road at Invincible Road, Farnborough, as set out in Exempt Report No. COMM1809.

34. **THE GALLERIES AND THE HIGH STREET MULTI-STOREY CAR PARK, ALDERSHOT –**  
(Cllr Martin Tennant, Major Projects and Property)

The Cabinet considered Exempt Report No. CEX1805, which set out proposed variations to the approach and preparation of legal agreements relating to the redevelopment of the High Street Multi-Storey Car Park, as part of the proposed Galleries redevelopment and the consequential relocation of a Council operated car park within the new development.

The developer would need to carry out a public consultation exercise ahead of seeking planning permission. Members had been advised previously that this would be undertaken after the agreement of Heads of Terms but, to keep the project moving forward in line with the project plan, it was proposed that the public consultation should be carried out as soon as possible. It was confirmed that this was a priority scheme for the Council in terms of the regeneration of Aldershot town centre.

**The Cabinet RESOLVED** that approval be given to the developer carrying out a public consultation exercise on the Galleries Scheme and, subsequently, submitting a planning application, including the site of the Council-owned High Street Multi-Storey Car Park, in advance of the legal agreements being finalised.

The Meeting closed at 7.57 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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# CABINET

Meeting held on Tuesday, 18th September, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr D.E. Clifford, Leader of the Council  
Cllr K.H. Muschamp, Deputy Leader

Cllr Barbara Hurst, Planning and Economy Portfolio Holder  
Cllr G.B. Lyon, Corporate and Democratic Services Portfolio Holder (from 7.34 pm)  
Cllr M.L. Sheehan, Operational Services Portfolio Holder  
Cllr P.G. Taylor, Customer Experience and Improvement Portfolio Holder  
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

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 **1st October, 2018**.

### 35. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 21st August, 2018 were confirmed and signed by the Chairman.

### 36. **75% BUSINESS RATES PILOT IN HAMPSHIRE BID 2019/20 –** (Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

The Cabinet considered Report No. COMM1830, which set out a proposal to submit a joint bid with other Hampshire local authorities and Hampshire County Council to pilot a 75% Business Rates Retention Pool.

Members were informed that some Solent-based authorities had made a separate bid but all other Hampshire district councils, Hampshire County Council and the Hampshire Fire Authority were all likely to agree submitting this joint bid. It was noted that the bid was not guaranteed to be successful. In response to a question, it was confirmed that participation in the pilot would carry no financial risk to the Council, as it was guaranteed that no authority taking part in the pilot would be worse off than would have been the case had they not joined the scheme.

### **The Cabinet RESOLVED that**

- (i) the principle of the Council's participation in a joint bid, with Hampshire County Council and other Hampshire local authorities, to pilot a 75% Business Rates Retention Pool, as set out in Report No. FIN1830, be approved; and
- (ii) the Executive Director, in consultation with the Corporate and Democratic Services Portfolio Holder and the Executive Head of Financial Services, be authorised to agree the final submission.

37. **RELOCATION OF GULFSTREAM AEROSPACE LIMITED MAINTENANCE, REPAIR AND OVERHAUL FACILITY –**

(Cllr Barbara Hurst, Planning and Economy Portfolio Holder / Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

The Cabinet considered Report No. CEX1805, which provided an update on the process to secure the relocation of the Gulfstream Aerospace Limited Maintenance Repair and Overhaul facility to TAG Farnborough Airport and set out a proposed support package from the Council to Gulfstream.

Members were informed that relocation of this facility to Farnborough would generate up to 400 new jobs and would provide many other benefits to the local economy. The Report set out the details of the support package to Gulfstream and the Cabinet expressed strong commitment to this approach.

**The Cabinet RESOLVED** that

- (i) the provision of business rate relief, up to the state aid maximum of €200,000 (approximately £180,000) over three years once the new facility was developed, in line with the Council's policy for new businesses and an annual rate to be agreed with Gulfstream, be approved;
- (ii) the provision of up to £100,000 of financial support to Gulfstream, matched by the Enterprise M3 Local Enterprise Partnership, Hampshire County Council and Gulfstream itself, for training, development and relocation services, with the details to be agreed as part of the budget setting process, be approved; and
- (iii) the provision of a revised estimate to the budget for 2018/19, allowing the release of £10,000 of the £100,000 set out in (ii) above with immediate effect, be approved.

38. **ESTABLISHMENT OF REGENERATION INVESTMENT PARTNERSHIP –**

(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. CEX1806, which sought the Cabinet's recommendation to the Council that an Investment Partnership should be established in the form of a Limited Liability Partnership (LLP) to be known as the Rushmoor Development Partnership. The Report also set out a number of other issues in relation to the setting up of the Partnership.

At its meeting on 24th July, 2018, the Cabinet had approved that Hill Investment Partnership Limited should be the Council's preferred investment partner to support the delivery of the Regenerating Rushmoor Programme and that a period of due diligence should commence. Members were informed that this period had now expired and that the Council was now keen to proceed with the establishment of the Partnership.

**The Cabinet RECOMMENDED TO THE COUNCIL** that approval be given to:

- (i) the Council proceeding with the creation of the Rushmoor Development Partnership LLP and the authorisation of the Legal Services Manager / Corporate Legal Manager to enter into the following documents to enable and support the operation of the partnership:
- LLP Members Agreement
  - Power of Attorney
  - Loan Note deed(s)
  - LLP security agreement (debenture)
  - Loan Note Exchange Agreement;
- (ii) the confirmation of the Council's nominations to the Rushmoor Development Partnership Board and Investment Team, as follows:
- Partnership Board
- Leader of the Council  
Major Projects and Property Portfolio Holder  
Executive Director
- Investment Team
- Executive Head of Property and Regeneration  
Regeneration Delivery Manager  
Project Accountant, Financial Services;
- (iii) the authorisation of the Chief Executive to act as the Council's representative as Shareholder; and
- (iv) the governance and reporting arrangements, as set out in paragraphs 5.1 and 5.2 of Report No. CEX1806.

39. **DEPLOYMENT OF RIGHT TO BUY RECEIPTS - NORTH TOWN PHASES 5 & 6 –**  
(Cllr Barbara Hurst, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. PLN1820, which sought approval to utilise Right to Buy receipts to a total of £366,722.80 in support of the North Town regeneration scheme. Members were reminded that the regeneration of North Town was a strategic housing priority for the Council. The funding would enable the Council to meet identified specific housing needs over and above the agreed affordable housing allocation at North Town. It was confirmed that the proposed deployment had received the support of the three Ward Councillors.

**The Cabinet RESOLVED** that the deployment of Right to Buy Capital of £366,722.80 to Vivid for the delivery of affordable homes in the final two phases (5 and 6) at North Town, as set out in Report No. PLN1820, be approved.

40. **LEISURE MANAGEMENT CONTRACT - EXTENSION –**  
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. COMM1810, which set out a proposal to extend the current leisure management contract in respect of the Farnborough Leisure Centre and Aldershot Pools

The Cabinet was reminded that the contract for the management of the Aldershot Indoor Pools, Lido and the Farnborough Leisure Centre was due for renewal on 1st February 2019. It was explained that the redevelopment of the Civic Quarter in Farnborough had provided the opportunity to consider a range of options in relation to leisure and this had delayed the commencement of the procurement process for a new contract. It was felt that an extension to the current contract was the best option to allow these opportunities to be fully considered.

**The Cabinet RESOLVED** that an extension to the leisure management contract in respect of the Farnborough Leisure Centre and Aldershot Pools, as set out in Report No. COMM1810, be approved.

41. **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:

<b>Minute No.</b>	<b>Schedule 12A Para. No.</b>	<b>Category</b>
42	3	Information relating to financial or business affairs

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

42. **PURCHASE OF LAND AT NORTH CLOSE, FARNBOROUGH –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Exempt Report No. LEG1811, which set out a proposal for the Council to acquire land at North Close, Farnborough.

Members were informed that the land would improve vehicular access to Council-owned land on Hawley Lane. The terms of the proposed acquisition were set out in the Exempt Report.

**The Cabinet RESOLVED** that

- (i) a variation to the Capital Programme for the acquisition of the land, on the terms set out in Exempt Report No. LEG1811, be approved; and

- (ii) funding from the existing budget in the 2018/19 Capital Programme for remedial works to prepare the site for redevelopment, as set out in the Exempt Report, be approved.

The Meeting closed at 7.37 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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# DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 18th July, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

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

Cllr Mrs. D.B. Bedford  
Cllr D.M.T. Bell  
Cllr R.M. Cooper  
Cllr Jennifer Evans  
Cllr C.P. Grattan  
Cllr Mara Makunura  
Cllr A.R. Newell

Apologies for absence were submitted on behalf of Cllr P.I.C. Crerar and Cllr Sue Dibble.

Cllr Veronica Graham-Green and Cllr P.F. Rust attended the meeting.

## **Non-Voting Members**

Cllr Barbara Hurst (Planning and Economy Portfolio Holder) (ex officio)

## 12. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 13. **MINUTES**

The Minutes of the meeting held on 20th June, 2018 were approved and signed by the Chairman.

## 14. **PLANNING APPLICATIONS**

**RESOLVED:** That

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

18/00454/FULPP

(Land to the south of Templer Avenue,  
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. PLN1818, be noted;
- (iii) the current position with regard to the following applications be noted pending consideration at a future meeting:

16/00981/FULPP	(Aldershot Bus Station, No. 3 Station Road, Aldershot);
18/00140/FULPP	(Meudon House, Meudon Avenue, Farnborough);
18/00225/LBCPP	(Ramsden Garden Wall Memorial – Montgomery Lines, Aldershot);
18/00251/FULLPP	(Willow House, No. 23 Grosvenor Road, Aldershot);
18/00367/OUTPP	(Former Police Station, Pinehurst Avenue, Farnborough);
18/00397/FULPP	(Village Hotel, Pinehurst Road, Farnborough);
18/00416/REVPP	(Nos. 26-28 Grosvenor Road, Aldershot);
18/00466/FULPP	(No. 117 Farnborough Road, Farnborough);
18/00481/FULPP	(Old Warehouse and Star Yard, Aldershot);

**15. SITE VISIT**

**RESOLVED:** that a site visit be undertaken in respect of the following planning application for the reason set out:

<b>Application No.</b>	<b>Address</b>	<b>Reason for Site Visit</b>
18/00466/FULPP	No. 117 Farnborough Road, Farnborough	To assist in consideration of the amenity impact of the proposal – site not fully visible from public viewpoints.

16. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT -  
PRETORIA COTTAGE, NO. 7 CHURCH PATH, FARNBOROUGH**

The Committee considered the Head of Planning's Report No. PLN1819 regarding the building of a single-storey rear extension without planning permission at Pretoria Cottage, No. 7 Church Path, Farnborough. The property owners had been invited to submit a planning application for the retention of the extension. To date, no application had been submitted.

The Committee was advised that, whilst the measurements of the extension fell within permitted development limits, the extension had been built in materials which did not match those of the existing property and therefore required planning permission. Members were advised that, had an application been submitted, there would have been no grounds for a refusal of planning permission and permission would have been granted.

**RESOLVED:** That no further action be taken.

The meeting closed at 7.21 pm.

CLLR B.A. THOMAS (CHAIRMAN)

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**Development Management Committee  
18th July 2018**

**Appendix "A"**

**Application No. & Date Valid:**      **18/00454/FULPP**                                      **12th June 2018**

**Proposal:**                      Change of use of land from business (Use Class B1) to Airport use at **Land to the south of Templer Avenue Farnborough Hampshire**

**Applicant:**                      TAG Farnborough Airport 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              No aircraft maintenance activity shall take place on any open part of the application site other than internal diagnostic and servicing.

Reason - To prevent the transmission of noise to surrounding property.

3              The permission hereby granted shall be carried out in accordance with the following approved drawings - GN TG A OP 2841 A & 2842 A

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

# LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 30th July, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr J.E. Woolley (Chairman)  
Cllr Jacqui Vosper (Vice-Chairman)

Cllr M.S. Choudhary  
Cllr A.K. Chowdhury  
Cllr Liz Corps  
Cllr A.H. Crawford  
Cllr A.J. Halstead  
Cllr B. Jones  
Cllr M.D. Smith

Apologies for absence were submitted on behalf of Cllr Sue Carter and Cllr Marina Munro.

## 9. MINUTES

The Minutes of the Meeting held on 24th May, 2018 were approved and signed by the Chairman.

## 10. CONSULTATION ON PROPOSED VARIATION TO THE SCHEME OF HACKNEY CARRIAGE FARES

The Committee considered the Head of Environmental Health and Housing's Report No. EHH1820, which outlined proposals to vary the current scheme of hackney carriage fares. The proposals had received provisional approval from the Cabinet and had been published for consultation with the last date for representations and comments being 31st July 2018. Given the role and responsibilities of the Committee, its views were being sought on any proposed change to the scheme of fares. It was noted that, should there be no representations or objections to the proposals, the proposed scheme would be introduced from 1st September, 2018. However, if there were significant objections to the proposals, these would have to be taken back to the Cabinet for consideration.

The Report set out the proposed variations, including a direct uplift to the pull-off charges and the consolidation of the night time and Bank Holiday rates, which had been submitted by the taxi trade. The trade was also proposing to present charges at time, time and a half, and double time across meter rates 1, 3 and 4 and sought to apply a £1 flat fee for each of the current extra charges. The trade was also suggesting that there should be a general policy that all hackney carriages must accept credit or debit card payments. However, as the mandatory provision of credit/debit card payment facilities would represent a change to current policy, this

specific matter had been deferred from the public consultation pending a review of the Council's taxi licensing policy.

The Report set out the implications of the proposals, together with a comparison of benchmark taxi journeys and the legal and equality impact implications. It was noted that the Council's taxi licensing policy specified that the Council should undertake an annual review of taxi fares. Whilst subject to an approved methodology, the taxi trade had submitted its own proposals for consideration. The proposals for variation had to be subject to public consultation and, where appropriate, all representations and comments would be taken back to the Cabinet for consideration before determination. By law, any advertised proposal would automatically take effect in the event that it did not attract any significant representations or comments. It was therefore proposed that any revised scheme would take effect from 1st September, 2018.

During discussion, Members raised questions regarding credit card payments and the ability to negotiate fares payable on journeys outside of the Borough.

**RESOLVED:** That the Cabinet be advised of the Committee's support of the proposals set out in the Head of Environmental Health and Housing's Report No. EHH1820.

**NOTE:** Cllr M.S. Choudhary declared a prejudicial interest in this item in respect of his profession and, in accordance with the Members' Code of Conduct, left the meeting during the discussion and voting thereon.

## 11. **PERFORMANCE MONITORING PROCESS**

The Head of Democracy, Strategy and Partnerships gave a presentation on performance management arrangements in Rushmoor. It was noted that the Council Plan was currently prepared on an annual basis, although an assessment was being made whether to move to a 3-5 year timespan with annual updates. The framework of the Council Plan was drafted around the ethos of Listen, Learn, Deliver Better. There were four themes within the current Plan with 32 priorities and a number of specific plans for major programmes (e.g. Rushmoor 2020 and Regenerating Rushmoor). Consultation took place with residents about the Council's actions and priorities and this information was used to inform the work of updating the Plan, the process for which commenced in early Autumn each year.

The Committee was advised of the principles, processes and structure of the performance management framework, which culminated in the production of a quarterly monitoring document, which was reviewed by service managers, Directors, Cabinet Members and the Overview and Scrutiny Committee. It was also noted that, as part of this process, it was important to consider financial and delivery performance as well as the completion of objectives.

Some performance data was focused in particular areas and portfolio dashboards were currently being trialled. In addition, quarterly health and safety reports were being produced around how the Council was performing. Exception reports were produced which were considered by the Cabinet and Corporate Leadership Team in

addition to the Overview and Scrutiny Committee. It was felt that the current process provided more up-to-date and accurate information.

The role of the Committee in the performance monitoring process was to consider the governance issues involved. Namely, that the Council had an effective performance system overall with the necessary controls and checks in place and at the same time monitoring trends. It was the intention to present an annual report to the Committee showing how processes had worked and the overall performance of the Council from the previous year. The Committee's role would be to monitor the delivery of outcomes and whether the system was fit for purpose.

During discussion, a question was raised regarding access by residents to the performance management information.

**RESOLVED:** That the presentation by the Head of Democracy, Strategy and Partnerships be noted.

## 12. **STATEMENT OF ACCOUNTS 2017/18, LETTER OF REPRESENTATION 2017/18 AND AUDIT RESULTS REPORT 2017/18**

The Committee considered the Executive Head of Finance's Report No. FIN1822, which sought approval of the Council's Statement of Accounts for 2017/18 and set out the findings of the Council's auditors, Ernst & Young, in carrying out their audit work in relation to the 2017/18 financial year.

The Committee was advised that the Statement of Accounts had been prepared in line with CIPFA's Code of Practice on Local Authority Accounting for 2017/18, under International Financial Reporting Standards and in accordance with the Accounts and Audit (England) Regulations 2015. The Regulations required the Committee to consider and approve the Statement and to ensure that the Chairman signed them off and for the Statement to be published by 31st July 2018. The Committee was also advised that the Council's Annual Governance Statement, which had been approved by the Committee in May 2018, would be published alongside the Statement of Accounts.

The Report then set out the Council's draft letter of representation to the auditors, as part of the annual audit process. The letter was an important factor in enabling the auditors to form an opinion as to whether the Statement of Accounts provided a true and fair view of the financial position of the Council.

The auditors had substantially completed their audit for 2017/18 and their conclusions were set out in the Audit Results Report, attached at Appendix C to the Report. Ernst & Young had reported that it anticipated issuing an unqualified opinion on the financial statements and that the Council had made proper arrangements to secure economy, efficiency and effectiveness in the use of resources.

Members' attention was drawn to the Audit Results Report which outlined a single unadjusted audit difference of £426,487 which related to the Council's share of the variance between the estimated fair value of the £6,582,000 Hampshire Pension

Fund assets and the actual fair value of the fund assets at 31st March 2018, which had been found to be higher at £6,613,000. Details of the unadjusted audit difference was set out in the Management Representation Letter, set out in Appendix B to the Report. The Council had not corrected the difference because it was a timing difference based on information available from the Council's actuaries at the time of compiling the statements and was an estimate of the position at the year end. There was no material effect on the accounts, given that the materiality level had been set at £994,000.

**RESOLVED:** That

- (i) the Auditor's Audit Results Report be noted;
- (ii) the financial statements for 2017/18 be approved;
- (iii) the letter of representation be approved; and
- (iv) the Chairman be authorised to sign the Statement of Accounts 2017/18 to certify the Committee's approval.

#### 13. **ANNUAL AUDIT 2018/19 - FEES**

The Committee received a letter from the Council's auditors, Ernst & Young, regarding the annual audit 2018/19. It was noted that the indicative audit fee for 2018/19 was £38,375 and that this fee did not cover the certification of the 2018/19 housing benefit subsidy claim. The letter also advised that it was expected that the Audit Plan would be issued in December 2018.

**RESOLVED:** That the auditors' annual audit 2018/19 letter, setting out an indicative audit fee for 2018/19, be noted.

#### 14. **INTERNAL AUDIT UPDATE**

The Committee received the Audit Manager's Report No. AUD1804 which provided an overview of the work completed for quarter 1 and an update to the proposed work to be delivered for quarter 2. The expected deliverables for quarters 2 and 3 were as follows:

- Audit Charter (Internal Audit)
- Capital Programme – Depot (Finance)
- Weekly refuse and recycling contract (Community)
- Contaminated water review (Finance)
- GDPR review (Corporate Leadership Team)
- IT access controls (IT)
- Contract management (Finance)
- Corporate governance (Corporate Leadership Team)
- Parking machine income follow up (Community)
- Benefits (Finance)
- Recovery (Finance)

- Sales Ledger (Finance)
- Risk management (Corporate Leadership Team)
- Cyber security follow up (IT)
- Transparency Code follow up (Corporate Leadership Team)
- Car payments follow up (Finance)

**RESOLVED:** That

- (i) the Audit Manager's Report No. AUD1804 in respect of work carried out in quarter 1 and the update to expected deliverables for quarter 2 be noted; and
- (ii) the expected deliverables for quarter 3 be endorsed.

#### 15. **TREASURY MANAGEMENT OPERATIONS 2017/18**

The Committee received the Executive Head of Finance's Report No. FIN1823, which gave details of the treasury management operations for 2017/18, an update on future changes to treasury management principles and schedules and a summary of changes in capital expenditure.

**RESOLVED:** That the Executive Head of Finance's Report No. FIN1823 be noted.

#### 16. **APPOINTMENT OF EXTERNAL AUDITORS - HOUSING BENEFIT SUBSIDY CLAIM**

The Committee considered the Executive Head of Finance's Report No. FIN1824, which provided an update on the process undertaken to procure external audit services for the Council's Housing Benefit Subsidy claim for the year 2018/19.

Following the demise of the Audit Commission, new arrangements had been put in place for the appointment of external auditors. The Council had opted in to the appointing person regime, allowing Public Sector Audit Appointments Limited to carry out a sector-wide procurement exercise. These arrangements, however, only covered the core audit work in relation to the annual statement of accounts and the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources. The Council was required to make its own arrangements for the audit of the Housing Benefit Subsidy Claim in line with the requirements of the Department of Work and Pensions. In the absence of a sector-wide procurement option, Chief Finance Officers across Hampshire and the Isle of Wight had considered a collaborative approach in order to maximise benefit from the procurement process. Following a tendering exercise, KPMG had been identified as the preferred supplier. The Committee was advised that the fixed price for authorities without a Housing Revenue Account, such as Rushmoor, was £7,995 with additional work charged at £71 per hour. A variant bid had also been stated, which allowed authorities to choose to undertake initial sampling in-house. The fixed price for this was £3,995. The planned fee for housing benefit subsidy assurance for Rushmoor for 2017/18 was £8,652 under the existing arrangements with Ernst & Young LLP.

Members were advised that, whilst the exercise had resulted in a marginal saving for Rushmoor, it was important to demonstrate that the Council had followed due

process in the procurement of auditors for the Housing Benefit Subsidy claim, given the significant figures involved in the subsidy (approximately £39 million) and the potential loss of subsidy if the Council was found not to be administering its Housing Benefit claims correctly, including the consequential effect on residents.

**RESOLVED:** That the approach outlined in the Executive Head of Finance's Report No. FIN1824 for the appointment of external auditors for the Housing Benefit Subsidy claim be endorsed.

The meeting closed at 8.25 pm.

CLLR J.E. WOOLLEY (CHAIRMAN)

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# DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 15th August, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

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

Cllr Mrs. D.B. Bedford  
Cllr D.M.T. Bell  
Cllr R.M. Cooper  
Cllr Sue Dibble  
Cllr C.P. Grattan  
Cllr Mara Makunura  
Cllr A.R. Newell

Apologies for absence were submitted on behalf of Cllr P.I.C. Crerar and Cllr Jennifer Evans.

Cllr Veronica Graham-Green and Cllr P.F. Rust attended the meeting as Standing Deputies.

## **Non-Voting Member**

Cllr Barbara Hurst (Planning and Economy Portfolio Holder) (ex officio)

## **17. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **18. MINUTES**

The Minutes of the meeting held on 18th July, 2018 were approved and signed by the Chairman.

## **19. PLANNING APPLICATIONS**

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

\* 18/00416/REVPP and (Nos. 26-28 Grosvenor Road, Aldershot);  
18/00417LBCPP



(ii) planning permission/consent be refused in respect of the following applications as set out in Appendix “B” attached hereto for the reasons mentioned therein:

\* 18/00251/FULPP (Willow House, No. 23 Grosvenor Road, Aldershot);

\* 18/00397/FULPP (Village Hotel, Pinehurst Road, Farnborough);

(iii) 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. PLN1821, be noted;

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

\* 18/00554/FULPP (No. 34 Church Lane, Aldershot);

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

16/00981/FULPP (Aldershot Bus Station, No. 3, Station Road, Aldershot);

18/00140/FULPP (Meudon House, Meudon Avenue, Farnborough);

18/00225/LBCPP (Ramsden Garden Wall Memorial – Montgomery Lines, Aldershot);

18/00367/OUTPP (Former Police Station, Pinehurst Avenue, Farnborough);

18/00466/FULPP (No. 117 Farnborough Road, Farnborough);

18/00489/FULPP (Nos. 68-70 Giffard Drive, Farnborough);

\* The Head of Planning’s Report No. PLN1821 in respect of these applications was amended at the meeting

## 20. **INVALID ITEM**

The Committee noted that the following planning application was now invalid:

<b>Application No.</b>	<b>Address</b>
18/00481/FULPP	(Old Warehouse and Star Yard, Aldershot).

## 21. REPRESENTATIONS BY THE PUBLIC

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

<b>Application No.</b>	<b>Address</b>	<b>Representation</b>	<b>In support of or against the application</b>
18/00397/FULPP	Village Hotel, Pinehurst Road, Farnborough	Mr. J. Jaulim	In support

## 22. APPLICATION NO. 18/00554/FULPP - NO. 34 CHURCH LANE, ALDERSHOT

The Committee considered the Head of Planning's Report No. PLN1821 (as amended at the meeting) regarding the erection of a first floor rear extension.

It was noted that the recommendation was to grant permission subject to no substantial objections being received before the expiry of the neighbour notification period on 21st August, 2018.

**RESOLVED:** That subject to no substantial objections being received before the expiry of the neighbour notification period on 21st August, 2018, 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 Report.

## 23. ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT - FORMER LAFARGE SITE AND ADJOINING LAND AT HOLLYBUSH LANE NORTH, SOUTH OF NORTH CAMP RAILWAY STATION

The Committee received the Head of Planning's Report No. PLN1822, which provided an update with regard to the position of the former Lafarge site and adjoining land at Hollybush Lane North, south of North Camp railway station.

The Committee was informed that an Enforcement Notice was served in September 2015 in respect of unauthorised material change of use of land to: (a) commercial car spares/car sales use; and (b) storage of scrapped cars; both with associated development comprising construction of bunds, hard surfaces, roads, fences and siting of structures on the land. This Enforcement Notice had been subject to an appeal heard at a Public Inquiry in October 2016. This appeal had been dismissed by two subsequent Inspector's decisions dated 30th November, 2016 and 23rd August, 2017 and an amended Enforcement Notice had taken effect from 23rd August, 2017. This Notice required staged compliance within three months (by 23rd November, 2017), within six months (by 23rd February, 2018) and within twelve months (by 23rd August, 2018).

The Committee was advised that the latest inspection of the site had been undertaken on 7th August, 2018 as a check on the landowner's progress towards compliance with the requirements of the principal Enforcement Notice by 23rd August, 2018. This inspection revealed that, whilst the site was now largely empty, a further site inspection would be needed to ensure all breaches of planning control had been rectified. The Committee noted the landowner's request for the Council not to pursue compliance with the terms of the Enforcement Notice in respect of three residual matters.

**RESOLVED:** That

- (i) the Head of Planning's Report No. PLN1822 be noted;
- (ii) the Solicitor to the Council, in consultation with the Head of Planning, be authorised to pursue prosecution for failure to comply with the requirements of the Enforcement Notice, in the event that, after 23rd August, 2018, the kiosk support structure and scaffolding surrounding the old hopper tower has not been removed; and
- (iii) the Solicitor to the Council, in consultation with the Head of Planning, be authorised to pursue prosecution in the event that, after 23rd August, 2018, it is considered expedient to pursue failure to comply with any other requirements of the Enforcement Notice.

24. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER APRIL - JUNE 2018**

The Committee received the Head of Planning's Report No. PLN1823 which provided an update on the position with respect to achieving performance indicators for the Development Management section of Planning and the overall workload of the section for the quarter from 1st April to 30th June, 2018.

**RESOLVED:** That the Head of Planning's Report No. PLN1823 be noted.

The meeting closed at 7.50 pm.

CLLR B.A. THOMAS (CHAIRMAN)

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**Development Management Committee  
15th August 2018**

**Appendix "A"**

**Application No. & Date Valid: 18/00416/REVPP 29th May 2018**

**Proposal:** Variation of conditions 2, 3, 6, 10, 15, 16, 17, 18 and 19 attached to planning permission 11/00558/FUL dated 11 November 2011 to allow for changes to approved details in respect of internal and external materials including new windows and doors, site levels, boundary treatment including the partial demolition and rebuild of existing wall, measures to prevent overlooking, energy efficiency measures to include PV panels, SUDS and approved plans (to include changes to layout and extension to rear staircase) and submission of noise mitigation measures. at **26 - 28 Grosvenor Road Aldershot Hampshire GU11 3DP**

**Applicant:** 26-28 Grosvenor Limited

**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 development shall be completed in external and internal materials in accordance with the external walls repair and replacement statement rev A and the repair and replacement of plaster and retained fabric and justification of materials statement rev A, the planning, heritage and design statement rev A, the submitted windows details including the use of Pilkington Spacia glazing and the submitted plans.

Reason - To safeguard the special architectural and historic character of the buildings and the wider conservation area.

3 The development shall be completed in the surfacing materials as set out in the planning, heritage, design and access statement rev A.

Reason - To ensure a satisfactory external appearance

and in the interest of surface water drainage

- 4 All new works of making good to the retained fabric, whether internal or external, shall be finished to match the adjacent work with regard to methods used and to material, colour, texture and profile.

Reason - To safeguard the special architectural and historic character of the buildings.

- 5 The development shall be undertaken in accordance with the site levels shown on the approved plans.

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

- 6 Prior to occupation of any part of the residential development hereby approved, the refuse storage facilities, including the provision of level access as shown, shall be provided in accordance with the approved plans and thereafter retained in accordance with the details so approved.

Reason - To safeguard the amenities of the area and to meet the functional requirements of the development.

- 7 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development)(England) 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 development hereby permitted without the prior permission of the Local Planning Authority.

Reason - To protect the amenities of neighbouring residential properties and in the interests of safeguarding the listed building

- 8 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.

- 9 The boundary treatment shall be undertaken in

accordance with the external walls repairs and replacement statement rev A and the approved plans.

Reason - To safeguard the amenities of neighbouring properties and future occupiers and the character of the wider conservation area

- 10 No part of the residential development hereby approved shall be occupied until the approved cycle parking is provided as shown on the approved plans and this shall thereafter be retained on site and available for its intended purpose

Reason - To promote sustainable modes of transport

- 11 Notwithstanding the details shown on the submitted plans, the high level windows in the west elevation shall have a minimum cill height of 1.7m above the internal floor level.

Reason - To protect the amenities of neighbouring residential properties.

- 12 The sedum roof area of the development hereby approved shall not be used as a balcony, sitting-out, or amenity area.

Reason - To preserve the privacy and amenities of neighbouring properties and to safeguard the sedum roof.

- 13 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

- 14 The development shall be completed in accordance with the acoustic mitigation statement and the approved plans.

Reason - To safeguard the amenities of future occupiers

- 15 Prior to the occupation of flat 7 the obscure glazing as shown on drawing number PP-03 shall be completed in full and thereafter retained.

Reason - To safeguard the amenities of adjoining occupiers

- 16 Within 6 months of the completion of the last new build residential unit a verification report shall be submitted which confirms that the new built residential development has achieved energy efficiency in accordance with Code Level 3 for Sustainable Homes.

Reason - To reflect the objectives of policy CP3 of the Rushmoor Core Strategy

- 17 The surface water drainage for this site shall be undertaken in accordance with drawing numbers PP-00 rev C, BR-DR-00 rev D, 01 rev A, 02 rev A, 03 rev A, 04, 05 rev A and 06, the planning, heritage, design and access statement and the information contained in the agent's e-mail dated 17 July 2018.

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

- 18 The permission hereby granted shall be carried out in accordance with the following approved drawings - PP-00 rev C, 01 rev E, 02 rev D, 03 rev B and 04 rev B, PS-00 rev C, 01 rev C, 02 rev C, 03 rev C, 04 rev C, 05 rev D, 06 rev E, 07 rev B, 08 rev A, 09 rev A, PE-00 rev B, 01 rev B, 02 rev D and 03 rev E, BR-DR-00 rev D, 01 rev C, 02 rev A, 03 rev A, 04, 05 rev A and 06, AD-01 rev A, AW01 rev A, EP-00 rev A, 01 rev A, 02 rev A, 03 and 04, EE-00, 01 and 02, BR-ED-00 rev C, 01 rev A, 02 rev A and 09, BR-ED-00 rev C, 01 rev A, 02 rev A and 09 and PW-EX-00

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

**Application No. & Date Valid:** 18/00417/LBCPP

**29th May 2018**

**Proposal:** Listed building consent for changes to listed building consent 11/00559/LBC2 dated 11 November 2011 in relation to external and surfacing materials including new windows and doors, partial demolition and rebuild of existing wall, changes to layout/site level, retention and repair of existing staircases and PV panels and submission of details of electrics, services, acoustic and fire protection measures, extraction vents and soil ventilation pipes. at **26 - 28 Grosvenor Road Aldershot Hampshire GU11 3DP**

**Applicant:** 26-28 Grosvenor Limited

**Conditions:** 1 The works to which this application relates shall be begun before the expiration of 3 years from the date of this permission.

Reason - To comply with the requirements of the Planning (Listed Building and Conservation Areas) Act 1990 as amended.

2 Before any work is undertaken in pursuance of this consent to demolish any part of the buildings/structures such steps shall be taken and such works shall be carried out as shall, during the course of the works permitted by this consent, secure the safety and stability of the remainder of the buildings.

Reason - To safeguard the special architectural and historic character of the building

3 All new works of making good to the retained fabric, whether internal or external, shall be finished to match the adjacent work with regard to methods used and to material, colour, texture and profile unless otherwise agreed in writing.

Reason - To safeguard the special architectural and historic character of the building.

4 No vents or flues, plumbing or pipes, other than



rainwater pipes, shall be fixed on the external faces of the building, unless shown on the approved drawings.

Reason - To safeguard the special architectural and historic character of the buildings

- 5 The development shall be completed in external and internal materials in accordance with the external walls repair and replacement statement rev A and the repair and replacement of plaster and retained fabric and justification of materials statement rev A, the planning, heritage and design statement rev A, the submitted windows details including the use of Pilkington Spacia glazing and the submitted plans.

Reason - To safeguard the special architectural and historic character of the buildings and the wider conservation area.

- 6 Prior to any works starting on the ceilings within the listed buildings, a photo record of existing lath and plaster ceilings to be repaired/retained and those with a suspended ceiling proposed beneath shall be submitted to the Local Planning Authority.

Reason To safeguard the special architectural and historic character of the buildings.

- 7 The consent hereby granted shall be carried out in accordance with the following approved drawings - PP-00 rev C, 01 rev E, 02 rev D, 03 rev B, 04 rev B and 05, PS-00 rev C, 01 rev C, 02 rev C, 03 rev C, 04 rev C, 05 rev D, 06 rev E, 07 rev B, 08 rev A, 09 rev A, BR-DR-00 rev D, 01 rev C, 02 rev A, 03 rev A, 04, 05 rev A and 06, AD-01 rev A, AW01 rev A, EP-00 rev A, 01 rev A, 02 rev A, 03 and 04, BR-SPEC rev F, 07 rev A, 08 rev A, 09 rev A and 10 rev A, DS-00 rev A, EE-00, 01 and 02 and PW-EX-00

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

## Appendix "B"

**Application No. 18/00251/FULPP 28th March 2018**  
**& Date Valid:**

**Proposal:** Demolition of existing building and erection of part 3, part 4 and part 5-storey building containing 23 flats (2 x studios, 13 x one bedroom and 8 x two bedroom) and 2 retail units, with associated bin and cycle storage. at **Willow House 23 Grosvenor Road Aldershot Hampshire**

**Applicant:** ACE Liberty & Stone Plc

- Reasons:**
- 1 By virtue of its height, massing and design the proposed building does not respect the character and appearance of the local area and is also considered to adversely affect the setting of Wesley Chambers, a Grade II \* listed building located within the Aldershot West conservation area. As such the proposal is considered to conflict with policies CP1 and CP2 of the Rushmoor Core Strategy, "saved" local plan policies ENV16, ENV26, ENV34, ENV35 and ENV37 and paragraphs 127, 130, 192, 194, 195, 196 and 200 of the National Planning Policy Framework. Regard has also been had to policies HE1, HE3 and D1 of the Rushmoor Local Plan Draft Submission June 2017 as proposed to be amended.
  - 2 By virtue of the proximity, footprint and height of the building the proposal is considered to result in an unacceptable loss of light and outlook and create an unacceptable sense of enclosure to residents of St Katherine Court. As such the proposal conflicts with policy CP2 of the Rushmoor Core Strategy and "saved" local plan policy ENV16.
  - 3 It has not been satisfactorily demonstrated that the proposed dwellings would provide an acceptable internal residential environment or appropriate external amenity space for future residents. As such the proposal conflicts with policy CP2 of the Rushmoor Core Strategy and "saved" local plan policies ENV16 and H14. Regard has also been had to policies DE2 and DE3 of the Rushmoor Local Plan Draft Submission June 2017.
  - 4 The development is unacceptable in highway terms in

that no car parking has been provided. Moreover it has not been satisfactorily demonstrated that acceptable refuse collection arrangements and cycle storage facilities can be provided. The proposal conflicts with the objectives of policy CP16 of the Rushmoor Core Strategy and the Council's adopted Car and Cycle Parking Standards 2017. Regard has also been had to policy IN2 of the Rushmoor Local Plan Draft Submission June 2017.

- 5 Given the existing hardsurfacing within the site and the proposed footprint of building it has not been satisfactorily demonstrated that the proposal would make acceptable arrangements for the disposal surface water drainage and the provision of SUDs. As such the proposal conflicts with the objectives of policy CP4 of the Rushmoor Core Strategy and paragraph 165 of the National Planning Policy Framework. Regard has also been had to policy NE6 of the Rushmoor Local Plan Draft Submission 2017 as proposed to be amended.
- 6 The proposal fails to address the impact of the development on the Thames Basin Heaths Special Protection Area as required by the habitats Regulations in accordance with the Council's Thames Basin Heaths Special Protection Area Interim Avoidance and Mitigation Strategy and is therefore contrary to Policy CP13 of the Rushmoor Core Strategy, NRM6 of the South East Plan and paragraph 175 of the National Planning Policy Framework. Regard has been had to policies NE1 and NE4 of the Rushmoor Local Plan Draft Submission 2017 as proposed to be amended.
- 7 The proposed development would fail to make provision for open space contrary to the provisions of policy CP12 of the Rushmoor Core Strategy and "saved" policy OR4 of the Rushmoor Local Plan Review 1996-2011. Regard has also been had to policy DE6 of the Rushmoor Local Plan Draft Submission 2017.

**Application No. 18/00397/FULPP  
& Date Valid:**

**17th May 2018**

**Proposal:** Erection of a 48 bedroom extension with link bridge connecting to the existing building including reconfiguration of the existing car park, landscaping and associated works. at **Village Hotel Pinehurst Road Farnborough Hampshire**

**Applicant:** VUR Village Trading No 1 Limited

**Reasons:**

- 1 The development is unacceptable in highway terms in that no car parking has been provided and existing car parking provision is to be removed. As such the proposal conflicts with the objectives of policy CP16 of the Rushmoor Core Strategy and the Council's adopted Car and Cycle Parking Standards 2017. Regard has also been had to policy IN2 of the Rushmoor Local Plan Draft Submission June 2017.

# POLICY AND PROJECT ADVISORY BOARD

Meeting held on Thursday, 12th July, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr A.R. Newell (Chairman)  
Cllr Sophia Choudhary (Vice-Chairman)  
Cllr Marina Munro (Vice-Chairman)

Cllr J.B. Canty  
Cllr A.H. Crawford  
Cllr R.L.G. Dibbs  
Cllr Mara Makunura  
Cllr M.J. Roberts  
Cllr P.F. Rust  
Cllr J.E. Woolley

Apologies for absence were submitted on behalf of Cllr P.I.C. Crerar

## 5. MINUTES

The Minutes of the Meeting held on 5th June, 2018 were approved and signed by the Chairman. It was requested that a Councillor from Aldershot Park Ward be invited to join the Aldershot Regeneration Group.

Action to be taken	By whom	When
Invite a representative from the Aldershot Park ward to join the Aldershot Regeneration Group	Jill Shuttleworth	July 2018

## 6. LEISURE FACILITIES AND ASSOCIATED CONTRACTS

The Board received a presentation from the Council's Head of Community and Environmental Services which set out the current leisure offer and potential options for the future. The Board was advised on the sports and leisure facilities across the Borough and was provided with details on the current contracts for Farnborough Leisure Centre, Aldershot Indoor Pools and Aldershot Lido. The outcomes required for future leisure management contracts were to reduce costs, invest in the facilities, increase participation and reduce the risk to the Council. There were a number of areas highlighted which would need to be considered when the Council looked at future leisure provision. The current activities provided had been reviewed and details were available on the number of visits, space occupied to provide the activity and the income and expenditure which would need to be considered to identify the feasibility of activities. Provision of activities from other providers in the Borough

would also need to be considered to identify the demand from users against the current provision.

The Lido Review Working Group, Friends of Aldershot Lido and the Leisure and Youth Policy and Review Panel had carried out some work to develop a vision for the Aldershot Pools Complex and some soft market testing had been carried out in 2017. A conditions survey had also been undertaken and the results were due at the end of July 2018. A number of options had been discussed for the future leisure management contract for Aldershot Lido which included the addition of adventure golf, reduction in pool size and addition of a splash pad. Options for the Aldershot Indoor Pool would be to either retain the current building with improvements or to build a new facility.

There had been some feasibility work carried out on options for the Farnborough Leisure Centre in 2017 and a conditions survey undertaken which was due to be reported on at the end of July 2018. Options available for Farnborough Leisure Centre could include retaining the current building with improvements, refurbishment or to build a new facility. The Leisure Centre was currently located in the Civic Quarter and, following some research, it was suggested that if a new facility was provided, it should remain within the Civic Quarter. A preferred investment partner had been identified for the Civic Quarter and, if approved, would work with the Council to agree concepts, capacity and site specific objectives. The Civic Quarter timetable would need to work with the leisure procurement timetable.

The Farnborough Leisure Centre and Aldershot Pools Complex contracts were due for renewal on 1st February 2019. The Civic Quarter masterplan timetable had been revised and required an extension of the leisure management contract to 31st March 2021. Negotiations were underway with Places for People to extend the contracts. The Board was asked to consider how it could be involved in working on the future leisure provision and contract agreement.

The Board discussed the presentation and there were a number of questions raised on specific areas relating to both Aldershot Pools Complex and Farnborough Leisure Centre. Areas which were suggested that needed to be looked at included:

- Look at leisure facilities in other areas of the country to learn lessons from their experience
- Consider recent leisure facility rebuilds and refurbishments to see which had worked better
- Look at trends nationally and locally to identify demand for activities
- Consider the population increase over next 10-15 years when assessing demand
- Consider some short-term improvements for Aldershot Lido as part of the contract extension including additional car parking and automated ticketing to speed up the entrance process and avoid long queues

The Board **AGREED** that a task and finish group should be established to consider the future leisure facilities provision and contracts. It was agreed that group membership would not be limited to members of the Board and a call would go out to the political groups to put forward nominations. The group would be made up of six members and would be chaired by either the Chairman or one of the Vice-Chairmen

of the Board. The group would report back to the Board when policy decisions were required. Terms of reference would be established to set out the aim of the group and the timescale for delivery.

<b>Action to be taken</b>	<b>By whom</b>	<b>When</b>
Establish a task and finish group to consider the future leisure facilities provision and contract in the Borough	Peter Amies/ Justine Davie	July 2018
Draft terms of reference for the Leisure Facilities and Contracts Task and Finish Group to be agreed	Peter Amies/ Justine Davie	July 2018
Send a request out to the political groups to nominate members for the Leisure Facilities and Contracts Task and Finish Group	Jill Shuttleworth	July 2018

## 7. **RESPONSE TO THE HAMPSHIRE COUNTY COUNCIL T19 CONSULTATION**

The Board received a copy of Hampshire County Council's (HCC's) T19 consultation on street lighting, supported passenger transport services and concessionary travel to provide feedback to input into a Council response. HCC proposed to initially save £230,000 per annum by switching off street lights on some residential streets for a minimum of two or more hours per night from April 2019. HCC also proposed changes to the supported passenger transport services and concessionary travel scheme to save a total of £2.1m, of which £650,000 had already been secured. The Board considered each of the proposals individually and made comments to be incorporated into a Council response:

### **Proposal 1: To switch off street lights for part of the night (two or more hours) on residential streets**

- Potential issues if the lights were switched off in areas where there was a night time economy.
- A view from the Police should be sought on the potential effect on anti-social behaviour and burglaries.
- Potential to switch off every other light should be considered.
- Request evidence to be provided on the street areas where the lights switch off could work.

### **Proposal 2: To make operational changes to the current public bus and ferry services which Hampshire County Council supports**

- As the questions related to specific bus services it was considered it was difficult for the Council to give a view, however it was acknowledged that those passengers using the buses relied on the services currently provided.

### **Proposal 3: To replace some supported public bus services with alternative forms of community transport, such as Taxishares and Call and Go**

- There were some pilot schemes taking place in other areas and it was suggested that the outcomes from the pilot schemes should be considered before any changes implemented.
- Alternative services away from a scheduled service to meet local conditions should be considered.

**Proposal 4: To reduce the amount of printed material and make better use of electronic information**

- Agreement with the reduction in the amount printed but as long as some printed material was still made available for those without access to online services.

**Proposal 5: To reduce the amount of support available to organisations that provide, promote or support transport services**

- As there was only £30,000 saving to be made across the County it was the view that there would only be a limited affect in Rushmoor.
- A check online was requested to see which services in Rushmoor would be affected and advise Board if necessary.

**Proposal 6: To remove the use of the Older Persons' Bus Pass on Taxishares, Dial-a-Ride and Call and Go services**

- The services should only be removed where there was currently a bus service available.
- Consultation with the users should be carried out to identify why they needed the service.
- A pilot impact assessment should be carried out.

The views of the Board would be compiled into a Council response to the consultation and sent to Hampshire County Council before the deadline of 5th August.

<b>Action to be taken</b>	<b>By whom</b>	<b>When</b>
Check online to identify if any Rushmoor organisations that provided, promoted or supported transport services received support and advise the Board if necessary	Ian Harrison	July 2018
Compile a response on behalf of the Council to the HCC T19 consultation incorporating the view of the Board	Ian Harrison	Before 5 August 2018

**8. HAMPSHIRE 2050 - A VISION FOR THE FUTURE**

The Board received the Executive Director's Report No. ED1801 which set out details on the Hampshire 2050 Commission of Inquiry which would consider evidence and key issues to inform a Vision for Hampshire in 2050. The Commission would engage with a variety of Hampshire stakeholders, consider a range of submitted evidence and develop proposals for the future shape of Hampshire across



a number of strategic themes. The themes and consultation deadlines were: demographic and societal changes - 29th June; economy - 13th July; work skills and lifestyle - 24th August; environmental and quality of place - 12th October; mobile, connectivity and energy - 23rd November; and, rural Hampshire – 21st December. An online questionnaire was available and the survey questions for each theme were

- What do you think might happen in the future?
- How will that affect/impact on what we do?
- How will the County Council and Partners need to react in light of this?

A full report on the findings of the Commission would be presented to Hampshire County Council in the Summer of 2019 and made publicly available.

The Board **NOTED** the Report and agreed that Hampshire 2050 should remain on the work programme and monitored.

## 9. **WORK PROGRAMME**

Cllr R.L.G. Dibbs was appointed as a Standing Deputy for the Conservative Group for the Progress Group. The Board **NOTED** the Work Programme.

The meeting closed at 9.35 pm.

CLLR A.R. NEWELL (CHAIRMAN)

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# OVERVIEW AND SCRUTINY COMMITTEE

Meeting held on Thursday, 19th July, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr M.D. Smith (Chairman)  
Cllr Mrs. D.B. Bedford (Vice-Chairman)  
Cllr J.B. Canty (Vice-Chairman)

Cllr T.D. Bridgeman  
Cllr M.S. Choudhary  
Cllr R.M. Cooper  
Cllr K. Dibble  
Cllr Veronica Graham-Green  
Cllr B. Jones  
Cllr Nadia Martin

Apologies for absence were submitted on behalf of Cllr B.A. Thomas

## **5. MINUTES**

The minutes of the meeting held on 7th June, 2018 were agreed as a correct record.

## **6. REVIEW OF REGISTERED PROVIDERS - 2017/18**

The Committee welcomed Sue Thornett, Strategy and Enabling Officer, who attended the meeting to give a report on the 2017/18 Review of Registered Providers.

The purpose of the review was to gain a better understanding, build partnership working, review performance and address any issues/problems that might emerge with the registered providers operating within Rushmoor. Members had met initially to determine which providers would be reviewed; once decided, site visits had been organised and information packs requested. When the information had been reviewed, a set of questions were prepared addressing the key issues and the review meetings with the providers arranged. Registered providers that had been reviewed in 2017/18 had been the Mears Group, Accent South, Stonewater Housing and Grainger Trust.

The Committee was given an update on the findings from the reviews. It was noted that, in general, tenants were happy with their homes and the service provided. Following a staff structure review at Stonewater, improvements had been made to frontline customer services. New maintenance contracts and redecorating to improve the appearance of the Mears and Accent South properties was noted at the site visits.

It was advised that VIVID, as the largest provider of social housing in the Borough, had historically been dealt with separately. However, going forward, VIVID would be incorporated into the registered providers review process, which would help to ensure a fairer and more consistent process for all providers operating in Rushmoor.

In conclusion, the review process allowed Members and Officers to gain a better understanding of the working arrangements of providers and of issues affecting residents, provided a platform for open conversation and allowed for improved accountability and partnership working.

The Committee was then advised of issues at Alexander House, Aldershot, which was operated by Accent South. The Committee agreed a request from Cllr. A.H. Crawford to join the meeting to draw attention to ongoing concerns related service charges to leaseholders to cover major repair costs from 2015/16 when some emergency repair work was required. It was noted that a number of meetings had been arranged between residents and Accent South but no solution had yet been agreed. The Accent finance department continued to request the outstanding amount from residents. Cllr. Crawford felt that a further review should be undertaken with Accent South to address these concerns.

Action to be taken	By whom	When
Organise a meeting of the Registered Providers Task and Finish Group to discuss the issues raised by Members with Accent South.	Sue Thornett, Strategy and Enabling Officer	September, 2018

The Committee discussed the report and concerns raised. In response to a query, it was noted that, at the beginning of the process, a general email outlining the process and providers to be reviewed was circulated to all Members for comment. Full packs were only sent to Members of the Review Group. Ward Members were consulted if a property was situated within their ward.

The Committee **NOTED** the report and **AGREED** the process for the Registered Providers Task and Finish Group going forward. A programme of meetings would be circulated to Members of the Group shortly.

## 7. WASTE CONTRACT UPDATE

The Committee welcomed Mr. James Duggin, Contracts Manager, who attended the meeting to give an update on the Environmental Services Contract. Mr. Duggin outlined the procurement process for letting the contract, which had commenced in 2015 and was awarded to SERCO in 2017.

The Committee was apprised of the different elements of the contract, which included, grounds maintenance, street cleansing and waste management. The street cleansing element had changed most significantly, the service had gone back to a basic approach with manual operatives cleansing the streets. The Borough had been divided into thirteen zones with an operative allocated to each zone. Operatives had

a barrow and tools to carry out the majority of the work and were supported by mobile teams and mechanical sweepers when necessary. The waste management service had been enhanced, with the service also being provided on certain bank holidays, small WEEE (waste electrical and electronic equipment) collections, a bulky waste scheme and on-board technology providing real time information on the vehicles. Other elements included commercial services to help subsidise the cost of the household service and social value through the employment of apprentices, work with voluntary groups and community champions. Added value through the contract was also highlighted, with SERCO offering extra weed control services, edging up on grassed areas, awareness raising on recyclable materials and a commitment to keep costs in the lower quartile.

Through the on-board technology, realtime information could be viewed for each vehicle. Vehicles could be tracked at all times to assess progress of rounds and an electronic tool was available to log exceptions, such as missed bins by address and road blocks. Vehicles were also fitted with cameras to help keep operatives safe. The data collected from this realtime information was used to monitor performance. Key performance indicators were identified within the contract, these included: the number of missed bins; street cleansing inspection targets; grounds maintenance compliance with specification targets; and, public satisfaction targets. Since the contract had begun a number of inspections had been carried out, missed bin data had been collated and customer satisfaction surveys had taken place – all showed that the SERCO contract had been mobilised effectively and overall standards were good.

The Committee discussed the presentation and raised a number of issues around littering, it was noted that SERCO were keen to engage with schools and colleges but to date had been unsuccessful in engaging with the Sixth Form College where there was reported to be a particular issue with littering. It was suggested that contact could be made with fast food outlets to help address the littering issue from waste fast food packaging across the Borough. In response to a query regarding the community champions, it was advised that there was at least one from each ward and in some cases two. A list of champions would be circulated to Members in September. The monitoring of recyclable waste was raised, this was identified as a Hampshire County Council and Rushmoor Borough Council issue and was not compared within environmental services contracts, all benchmarking was carried out against other similar local authorities.

It was suggested that a task and finish group could be established to consider, in more detail, certain elements of the contract. This would be discussed further at the next meeting of the Progress Group.

## **8. ALDERSHOT CENTRE FOR HEALTH CAR PARKING - UPDATE**

Ms. Kirsty Hosey, Parking Manager, attended the meeting to give an update on the current situation with car parking at Aldershot Centre for Health. It was noted that there had been a number of issues with the car park for many patients and the NHS had approached the Council for support in addressing the issues. It had been agreed

that the Council would operate the car park on behalf of the NHS on a temporary basis from August 2018 whilst a new contractor was appointed.

Following consultation, it was agreed that the car park would be incorporated into the Council's current Off Street Parking Order and the Council was currently in the process of implementing a pay and display system on the site. New signage would be installed and existing pay and display machines replaced with five Council owned machines. Payment for tickets would be in coins only and the existing charging structure would remain, with blue badge holders parking for free.

It was noted that there would be no period for vehicles to park for free, although, the free drop off facility would remain in place. The Council's Civil Enforcement Officers would patrol the public and staff car parks to ensure all customers and staff were parking correctly and penalty charge notices would be issued to those not complying with the new parking controls.

The Committee discussed the new arrangements and in response to a query regarding the free 15 minute period of parking, which had been available under the old scheme, it was advised that it had not been possible to retain this option with the pay and display machines that were being used. Members felt it was important to advertise clearly the changes to the free period and the blue badge holders on the notices that would be erected in the car park. It was noted that the scheme would be reviewed in three months' time.

## 9. **WORK PLAN**

The Committee noted the current work plan and a request was made to discuss how the Council deals with the issue of travellers at a meeting of the Progress Group.

The meeting closed at 9.14 pm.

CLLR M.D. SMITH (CHAIRMAN)

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# POLICY AND PROJECT ADVISORY BOARD

Meeting held on Thursday, 30th August, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr A.R. Newell (Chairman)  
Cllr Sophia Choudhary (Vice-Chairman)  
Cllr Marina Munro (Vice-Chairman)

Cllr J.B. Canty  
Cllr A.H. Crawford  
Cllr P.I.C. Crerar  
Cllr R.L.G. Dibbs  
Cllr Mara Makunura  
Cllr M.J. Roberts  
Cllr P.F. Rust  
Cllr J.E. Woolley

## 10. **DEVELOPING THE BUSINESS CASE FOR A LOCAL HOUSING COMPANY - STRATEGIC, ECONOMIC AND COMMERCIAL CASE**

The Board considered the Executive Director (Customers, Digital and Rushmoor 2020) Report No. ED1803 which set out the Strategic Case, Economic Case and Commercial Case for a proposal to set up a local housing company and provided information on the business case process up to the point where a preferred option was chosen and the commercial case was made. If the Board was content with the first three cases, then the Financial Case and Management Case would be considered by the Board at a future meeting. The comments and views of the Board would be presented to the Cabinet when a decision to recommend the Council to set up a housing company would be considered.

The Board was reminded that the Council Plan set out a priority to establish a local housing company as a vehicle to participate directly in the provision of housing. It was envisaged that the proposed housing company would provide homes for private market rent, which would improve the supply and quality of housing in this sector, and also enable other housing tenures either directly or in partnership. A draft business case had been prepared using the HM Treasury Green Book five case model, which evaluated whether a business case could be made for continuing with a project considering five key areas:

- the strategic case - the case for change;
- the economic case – the options for delivery, public value;
- the commercial case – the legal requirements, commercial considerations and risk analysis;
- the financial case – funding and financial viability; and
- the management case – delivering successfully.

Members were advised that the business case had been reviewed by the Council's legal advisors, Freeths, who had confirmed that the Council's proposal to set up a housing company was within its powers and Freeths had also provided tax and VAT advice.

The Strategic Case considered the establishment of a new housing delivery vehicle as a mechanism to help improve quality and choice in the Borough's housing offer. This would link into the Council's regeneration priorities and with the wider priorities of meeting housing need contained in the Housing and Homelessness Strategy and the Council's need to achieve financial sustainability and develop new revenue streams to support its ongoing service delivery (Rushmoor 2020). There was also widespread agreement that the long term undersupply of housing had created unaffordable house prices and rents, with a quarter of young adults still living with their parents and long waiting lists for social housing. It was estimated that the country needed 225,000 to 275,000 or more new homes per year to keep up with population growth and to tackle years of undersupply.

The Report gave details of housing need within Rushmoor and the current situation with regard to the private rented sector, affordable housing and temporary accommodation. It was also noted that the Council had a small portfolio of property assets. The Council wanted to make best use of this portfolio to meet its policy objectives, including its objective to achieve financial sustainability.

The Board Members were asked to give their views on whether there was a strong case for establishing a housing company; whether the housing company should include a mix of types and tenures of housing or, for example, focus predominantly on higher income generating options such as the private rented sector, and finally whether the company should operate predominantly within Rushmoor or across a broader area such as the Council's Strategic Housing Market.

During discussion on these issues, the comment was made that the business case decision had used out of date data on the private market and requested more up-to-date data evidence of demand. There was general agreement that there was a strong strategic case for establishing a housing company. Whilst most Members were content with the proposed approach to mix of tenures, the opinion was also expressed that the housing company should focus on where the market was failing (i.e. social housing) and not the broad mix which was being suggested. It was further suggested that the housing company model in Bournemouth should be investigated, whereby the company was intervening in private sector rented housing and also influencing social rented accommodation, where it was felt there was the greatest need in Rushmoor and would offer more flexibility. A view was expressed that there should be the ability to cross-subsidise in order to make the company viable. In respect of where the housing company should operate, Members were of the opinion that this should predominantly be within Rushmoor, although should be open to operating within economic areas.

The Board then considered the economic case for a housing company. It was noted that the economic case identified and evaluated a long list of options for delivering housing that would contribute to the improvement of the overall quality and choice in

the Borough's housing offer and assessed them against the policy objectives for the project. The following objectives had been identified for setting up a housing company:

- provide a mechanism for holding existing residential properties
- provide a mechanism for creating a future residential property portfolio by development/acquisition
- provide a mechanism that allowed income generation and trading
- make the best use of the Council's existing property assets to meet housing needs and create an income stream
- initially to provide quality homes for market rent, and contribute to improvements in the condition in the sector of the stock
- address difficulties in affordable housing delivery through registered providers of social housing
- help address the need for temporary accommodation and the Council's desire to deliver differently
- give the Council control over types of housing, rents, tenures and returns to the Council.

It was felt that a housing company could support and assist with meeting these aspirations.

The following options had been identified as potentially enabling the Council to meet the objectives and the benefits, burdens and risks for each option were examined in the Report:

- do nothing
- hold and develop a limited portfolio in the General Fund
- re-open the Housing Revenue Account
- site by site disposal with development agreements
- wholly owned company
- other corporate structures
- investment partner/joint venture with the private sector, other public sector or registered providers of social housing

The Board was advised that an officer project team had assessed the long-list options to meet the critical success factors for the housing company and a table summarising this was set out in the Report. The analysis had identified that a wholly owned company provided the best fit against policy objectives. The remainder of the business case therefore focused on the housing company being established as a wholly owned company.

During discussion on whether Members were satisfied that a wide enough range of options had been considered and whether they were comfortable with the business case conclusion that a wholly owned company would be the best option, one Member expressed the view that his preference was for a community interest company in order that the company could feed back into more community schemes. This view aside, Members broadly welcomed the view that a wholly owned company would be the best option to provide the opportunity for other options, such as a joint



venture, to be used too. Members were also generally of the opinion that a wide enough range of options had been considered. However, one Member did mention that co-operatives and community land trusts had not been looked at. It was also suggested that the Sustainable Communities Act should be investigated for what this might enable the Council to do.

The Board then considered the commercial case for the preferred option of a wholly owned company. It was noted that the Council had the powers to:

- set up a wholly owned company under the Localism Act 2011
- fund a wholly owned company under the Local Government Act 1988; and
- transfer land and property to a wholly owned company under the Local Government Act 1972.

The commercial case outlined the procurement and commercial aspects of the preferred option, together with a risk analysis. A company limited by shares was the most common corporate vehicle used in England for profit distributing bodies. The Council would be able to participate in the company by way of share equity as well as loan debt, subject to entering into formal lending documentation. The company would be set up under the Companies Act 2006. The Council would hold 100% of shares in the company and would have full ownership allowing the Council to retain control of the selection of properties, standards of properties, allocations and rents. It was noted that a clear governance structure would be required to enable the Council to have control of the strategic direction of the company while allowing the directors of the company discretion to carry out effective operational management. A shareholder agreement would be needed to set out the parameters within which the company must operate and to clarify the extent of control by the Council. This would include such things as what powers were reserved to the Council as shareholder, the business planning process and board meeting requirements.

To meet the needs identified in the strategic case and the economic case, the key objectives of the company would be:

- to take a transfer of existing residential properties owned and let by the Council
- to develop/acquire property to assemble a residential property portfolio that might contain a range of tenures
- to provide quality homes for rent in the private rented market to meet housing need, and create a revenue stream
- to remain financially viable
- to assist the Council in meeting requirements for affordable housing and temporary accommodation where a company was the best means of achieving the required outcomes
- to provide an efficient landlord service including housing management and maintenance
- to maintain its properties to a standard that met tenants' reasonable expectations and protects the Council's investment in the company.

The Report set out the requirements for establishing a housing company, including company documentation and operational documents. The housing company would

also need to provide housing management and property maintenance services to its tenants. Initially it was likely that this would be undertaken through agents (some registered providers would undertake this role on a commercial basis) and through the use of some Council staff. Costs for Council staff would need to be recharged in a transparent way having regard to state aid rules. It was noted that tenants of the housing company would be granted Assured Shorthold Tenancies, except in the case of any supported housing schemes that would be let on licences. In some circumstances, it might be appropriate to offer homes on a shared ownership basis.

The Report also advised regarding Stamp Duty Land Tax, Corporation Tax, VAT and Council Tax. It was also noted that the housing company would be required to follow the Public Contracts Regulations 2015. However, as a wholly owned subsidiary of the Council, the housing company would not be subject to the EU procurement regime. Issues for decision in these circumstances would include lettings, management and maintenance, administrative, legal and accounting services. It was further noted that appropriate adaptation and revision might be required when the UK achieved Brexit on 29th March 2019.

During discussion, Members were broadly supportive of the objectives for the housing company. The view was expressed that the purpose for the company should be to enable housing need to be addressed and that the company could restrict or prioritise dwellings to local people or people with a local connection. Members were content to move on to the consideration of the financial and management cases for a housing company at a future meeting.

The views and recommendations of the Board would be reported to the Cabinet for consideration on either 16th October or 13th November and for recommendation to the Council on 6th December 2018 for the setting up of the housing company.

The meeting closed at 8.55 pm.

CLLR A.R. NEWELL (CHAIRMAN)

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# OVERVIEW AND SCRUTINY COMMITTEE

Meeting held on Thursday, 13th September, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr M.D. Smith (Chairman)  
Cllr J.B. Canty (Vice-Chairman)

Cllr T.D. Bridgeman  
Cllr M.S. Choudhary  
Cllr R.M. Cooper  
Cllr K. Dibble  
Cllr Veronica Graham-Green  
Cllr B. Jones  
Cllr Nadia Martin  
Cllr B.A. Thomas

Apologies for absence were submitted on behalf of Cllr Mrs. D.B. Bedford

## 10. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 19th July, 2018 were agreed as a correct record.

## 11. PERFORMANCE MONITORING QUARTER 1 2018/19

The Committee received a presentation from Mr. Jon Rundle, Strategy, Performance and Partnership Manager, on the Quarter 1 Performance Monitoring.

The Quarterly Monitoring Report provided information on how well the Council was performing, and allowed Members and Officers to identify issues on an ongoing basis. It was reported that at the end of Quarter 1, 85.2% of the actions were “green”, 14.8% “amber” and 0% were “red”. The Committee was apprised of the actions being taken on those that were “amber” and noted the reasons why certain projects were not on track to be achieved within the timescales set.

A project relating to the CCTV service and how it would be shaped going forward was raised as “amber”. The current service was provided in partnership with Hart District Council and was due to undergo a review of the current systems capabilities and likely needs for future proofing as part of the procurement process for a new maintenance contract. The Committee was advised that Hart had updated their cameras during the current contract but Rushmoor had taken the decision to continue with the existing cameras. This situation had made the procurement process for a new maintenance contract more complex and there was a slight delay. A meeting was scheduled for the following week to consider this matter. The Committee was concerned that the Council had taken the decision not to

upgrade the cameras at the same time as Hart and requested that an update be given to explain the reasons behind the decision.

<b>Action to be taken</b>	<b>By Whom</b>	<b>When</b>
To provide an update on the reasons behind the decision to not upgrade the CCTV cameras within Rushmoor at the same time as the ones in Hart.	Carrie Ryan, Community Safety Manager	October, 2018

Since the last meeting, when the Committee had considered Quarterly Performance Monitoring, it was noted that a number of new measures had been added to the report. These related mainly to the SERCO contract and included data on service satisfaction, street cleansing, in particular missed bin collections and fixed penalty notices. Homelessness, walk in customers and staff absence data was also being included. The Committee also noted that data on the Council's savings requirements had been recorded as part of the information provided. The Committee discussed the savings requirement data and requested that more information on income generation, in particular that generated from property investment, should be added to the work plan.

The Chairman thanked Mr. Rundle for his presentation and welcomed Carrie Ryan, Community Safety Manager and Inspector Phil Mayne of Hampshire Police who were in attendance to provide a background to the crime and disorder figures held within the Quarterly Performance Monitoring Report.

The Committee was advised that there had been a continual decrease in crime rates over the past two years of about 1% despite all the "red" categories shown on the data provided within the report. Figures were skewed as crimes, such as burglaries, could take place over one to two nights; then the offenders would move to a different location or be caught, causing a peak in the figures in a short space of time. Historic crimes such as rapes and domestic abuse could also disrupt the figures as they were logged on the day they were reported and not backdated to the event itself. The Committee discussed rape crimes and noted that teens/young people were more inclined to report rapes than they had in the past. The rapes being reported were not stranger rapes, but often related to young people being too drunk or under the influence and not in the right mind to consent to acts of a sexual nature.

The Committee discussed drug crimes and the actions the Police were taking to address these issues. Operation Fortress was a dedicated team of police officers in Rushmoor working with the Thames Valley and Guildford Police to target known people and vehicles associated with drugs. The aims of the operation were to make Rushmoor a hostile place for dealers and to work with users to deter them from housing transient drug dealers to try to eradicate the problem as a whole. The main drugs being dealt in Rushmoor were cannabis, spice, heroine and cocaine.

A discussion was held around the reluctance of people to call 101, the non-emergency Police phone number. It was noted that it took a considerable length of time to report a problem via 101, which put people off. Inspector Mayne responded by stressing the importance of using the 101 number, as this helped build a picture of crimes and can help identify hotspots and gain intelligence to tackle issues effectively.

In response to queries regarding the issues in the town centres around street drinking and antisocial behaviour, it was noted that the majority of the street drinkers were currently in prison. It was also advised that most of the street drinkers weren't homeless and chose to drink on the streets due to the fear of losing their accommodation. In respect of begging, the individuals operating in the town centres were passive and could not be prosecuted under the Public Spaces Protection Order (PSPO). The Police used allegations of fraud (a crime with a higher punishment than a PSPO) as a way of targeting these individuals who were giving the impression that they were homeless.

A request was made for statistics on first time offenders, and measures taken to prevent them from re-offending. It was noted that there were courses available including victim awareness to help change mind sets. The Integrated Offender Management (IOM) Team dealt with regular offenders.

It was agreed that Ms Ryan would look at different ways to display the information in the Performance Monitoring Report, these would be shared at a future meeting of the Progress Group. It was also agreed that the Committee would consider the Crime and Disorder data again when reviewing the Quarter 3 Report.

The Chairman thanked Ms Ryan and Inspector Mayne and then welcomed Cllr Paul Taylor, Customer Experience and Improvement Portfolio Holder and Phillip Roberts, IT Systems Administrator who were in attendance to address the status of the Digital Strategy which appeared as amber in some areas in the Quarter 1 Report.

The Digital Strategy had been adopted on 20th April, 2017 and set out how the Council would seize opportunities to do things better by increasing the digital offer to customers, ensuring that the Council was fit and streamlined for the future. It was noted that the Council had established a group to look in more detail at the Digital Strategy and a work programme was in place. Currently a number of areas were being addressed, these included a web portal for business rates, new ways of working were being scoped as a result of Citizens' Advice Rushmoor co-locating in the building and the development of a cloud strategy.

An area that was showing "amber" was General Data Protection Regulation (GDPR); it was noted that to meet the Regulations' criteria, all elected members had to switch to using a Rushmoor email account and this was to be completed by Monday 17th September, 2018. Two training sessions for Members on GDPR were scheduled for 21st November, 2018 and 14th January, 2019. All Members were being asked to attend a session.

In response to a query regarding Windows 10 and the migration from Windows 7, it was noted that Windows 7 would no longer be supported from 14th January, 2020. A subscription model was available to upgrade as you go although there were cost implications of taking this offer up. It was felt a good option to consider going forward. In the meantime, the IT Service needed to ensure the domain was up to date to allow for migration to Windows 10 when necessary.

With regard to the modern.gov committee administration application, it was noted that a further roll out of the system with support for Members would take place in October.

## **12. APPOINTMENTS TO TASK AND FINISH GROUPS**

- (1) The appointments to the Welfare Reform Task and Finish Group for the 2018/19 Municipal Year were agreed as Cllrs M.D. Smith, Mrs D.B. Bedford, J.B. Canty, Veronica Graham-Green, Jennifer Evans and M.J. Roberts.
- (2) The appointments to the SERCO Task and Finish Group for the 2018/19 Municipal Year were agreed as Cllrs M.D, Smith, Mrs D.B. Bedford, J.B. Canty, Veronica Graham-Green, K. Dibble and C.P. Grattan.

It was noted that a briefing paper on Universal Credit would be circulated to Members. Universal Credit was a significant and complex issue which could generate an increase in case work for local elected Members.

## **13. WORK PLAN**

The current work plan was noted.

Parking at the Aldershot Centre for Health and Property Investment would be considered at the next meeting of the Progress Group.

The meeting closed at 8.59 pm.

CLLR M.D. SMITH (CHAIRMAN)

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# POLICY AND PROJECT ADVISORY BOARD

Meeting held on Wednesday, 19th September, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr Sophia Choudhary (Vice-Chairman) (In the Chair)  
Cllr Marina Munro (Vice-Chairman)

Cllr J.B. Canty  
Cllr A.H. Crawford  
Cllr P.I.C. Crerar  
Cllr R.L.G. Dibbs  
Cllr Mara Makunura  
Cllr M.J. Roberts  
Cllr P.F. Rust

Apologies for absence were submitted on behalf of Cllr A.R. Newell and Cllr J.E. Woolley.

## 11. MINUTES

The Minutes of the meetings held on 12th July and 30th August, 2018 were approved and signed by the Vice-Chairman. There was a request that the data on the national trends for leisure use, discussed at the 12th July meeting, be circulated to Board members.

Action to be taken	By whom	When
Circulate information on national leisure trends to Board members	Justine Davie	October 2018

## 12. DEVELOPMENT OF THE ALDERSHOT TOWN CENTRE STRATEGY

The Board considered the Executive Director (Customers, Digital and Rushmoor 2020) Report No. ED1805 which set out a number of options for the Board to consider regarding the development of a town centre strategy. It was proposed that the strategy should aim to maintain the vibrancy of the town centre during the period of regeneration works and ensure the sustained health of the town centre in the longer term.

The production of a retail plan for Aldershot Town Centre had been identified as a Council priority as part of the 2018/19 Council Plan. Informal advice had been sought from external consultants, Cushman & Wakefield and CBRE, and the key themes from the discussions included:

- To consider other uses for the town centre as well as retail;
- To contract the town centre and diversify use; and,
- To agree Aldershot's unique selling point.

There was a clear consensus that any plan developed would need to look beyond a retail plan to a wider town centre strategy. The Board was advised on two documents which provided guidance on reshaping town centres, the Local Government Association handbook entitled 'Revitalising town centres' and 'The Grimsey Review 2'. Suggested potential activities that could be focussed on included parking incentives, access, cleanliness, anti-social behaviour, retail offer, markets and events.

The Board discussed the development of a town centre strategy and put forward some recommendations to be considered. It was the general view that it was important to maintain a vibrant events programme to encourage footfall. There was also strong support to build on the town's heritage and cultural offer. The success of the Aldershot Games Hub was also seen to be important to draw in new talent and new residents to the town. It was proposed that the provision of free WiFi in the town centre should also be considered. Other proposals included proactive community engagement, food stalls, a soft play area and events for visitors to watch/take part. It was suggested that lessons should be learned from other town centres which had been transformed including Preston, Rotherham and Altrincham. The retailers and businesses in the town centre would be contacted to obtain their views on the issue.

It was recognised that some of the large units which were currently empty were not attractive to many retailers. It was suggested that a model similar to the Aldershot Enterprise Centre could be operated in the town centre to provide an opportunity for smaller businesses to occupy part of a larger unit. Discussions could be held with Enterprise First to identify the demand from businesses.

The Board commented on the high rent and high rates which were a deterrent to smaller independent businesses. During the transition period it was suggested that rents should be reduced and rates should be subsidised. The cost of parking and whether there would be sufficient parking with the loss of the High Street Multi-Storey car park was also highlighted. A parking capacity survey was suggested.

There was some concern expressed regarding the roles of the various groups relating to the regeneration work including the Aldershot/Farnborough Regeneration Groups which had not yet met, Local Plan Group, Regeneration Steering Group and Rushmoor Development Partnership. It was requested that the areas of responsibility be made clearer to ensure there was no overlap and duplication or work.

The comments from the Board would be incorporated into the development of the draft Aldershot Town Centre Strategy to be submitted to the Cabinet for approval and budget allocation.



### 13. FIRE AND RESCUE COMBINED AUTHORITY CONSULTATION

The Board discussed the Hampshire Fire and Rescue Authority and Isle of Wight Council's consultation on the proposed creation of a new Combined Fire Authority for Hampshire, Isle of Wight, Portsmouth and Southampton. The purpose of the proposal was to enable:

- simpler governance arrangements;
- financial efficiency;
- greater operational efficiency, effectiveness and public safety;
- greater pooling of skills and knowledge; and,
- greater contribution towards national scale incidents.

The Board discussed the consultation and was broadly supportive of the proposal as long as there would be no detriment to the local fire service provision. It was recognised that the benefits would mainly be achieved in the changes to the governance and administration arrangements. A response to the consultation would be prepared from the Council, from the Operational Services Portfolio Holder.

Action to be taken	By whom	When
Prepare a response to the consultation on the proposed creation of a new Combined Fire Authority for Hampshire, Isle of Wight, Portsmouth and Southampton to include the comments from the Board.	Ian Harrison/ Justine Davie	19 October 2018

### 14. RUSHMOOR 2020 MODERNISATION AND IMPROVEMENT PROGRAMME - APPOINTMENT OF TASK AND FINISH GROUP

The Board received the Executive Director's (Customers, Digital and Rushmoor 2020) Report No. ED1804 which set out the terms of reference for the Rushmoor 2020 Modernisation and Improvement Task and Finish Group and the proposed membership. The role of the Task and Finish Group would be to help shape projects and policies associated with the Rushmoor 2020 Modernisation and Improvement Programme. The proposed key areas for the Task and Finish Group to develop were the vision and priorities, customer experience, digital council and communications. There was an IESE workshop scheduled for the 10th October and the members of the Task and Finish Group would be invited to attend.

The Members nominated to join the Task and Finish Group were Cllrs A.R. Newell, A.H. Crawford, K. Dibble, J.B. Canty and Veronica Graham-Green. There was one further vacancy for a Conservative Group Member. The Board discussed whether the core membership should include the Portfolio Holder or whether they should attend as an observer, by invitation only, this matter would need to be agreed. The same issue was raised regarding the Aldershot Regeneration Group and the Farnborough Regeneration Group, it was questioned whether the Portfolio holder should be included in the membership or whether they should attend as an observer, by invitation only.

**RESOLVED:** That the following members be appointed to serve on the Rushmoor 2020 Modernisation and Improvement Programme Task and Finish Group for the 2018/19 Municipal Year.

Chairman	Cllr A.R. Newell
Conservative Group	Cllr J.B. Canty Cllr Veronica Graham-Green Cllr J.H. Marsh
Labour Group	Cllr A.H. Crawford Cllr K. Dibble

15. **WORK PROGRAMME**

The Board **NOTED** the Work Programme.

The meeting closed at 8.40 pm.

CLLR SOPHIA CHOUDHARY (VICE-CHAIRMAN)

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