



# 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, 20th June, 2019 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** – (Pages 1 - 12)

To confirm the Minutes of the Annual Meeting of the Council held on 21st May 2019 (copy 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. **NOTICES OF MOTION –**

##### (1) **Environment and Sustainability –**

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

“Taking into account the responses from residents to the recent consultation on a long-term vision for the Borough, this Council agrees to develop a plan to enable a green and sustainable Rushmoor and a carbon neutral Council by 2030.”

##### (2) **Climate Emergency –**

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

“This Council will hereby:

1. Declare a ‘Climate Emergency’;
2. Pledge to make the Borough of Rushmoor carbon-neutral by 2030, taking into account production and consumption emissions;
3. Explore ethical procurement, and incentivising electric car usage;
4. Seek to exceed the national average for recycling rates;
5. Eliminate the use of single-use plastics by the council by 2030;
6. Call on Westminster to provide necessary powers and resources to achieve the 2030 targets;
7. Mandate the Portfolio Holder responsible to regularly report back with actions undertaken to address this emergency.”

##### (3) **Rushmoor Community Contribution Scheme –**

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

“That this Council introduce a "Community Contribution Scheme" similar to that run by Westminster Council. Higher value properties, such as band H, would be asked to make a voluntary contribution of double the normal contribution of Rushmoor's share of the council tax.

Funds raised by the scheme would be used in three specific areas:

- Helping young people – investing in youth clubs
- Extra support for people who find themselves sleeping on the streets
- Helping to tackle isolation and loneliness – not just amongst the elderly but across all age groups, including children.”

#### 5. **QUESTIONS FOR THE CABINET –**

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

6. **REPORTS OF CABINET AND COMMITTEES – (Pages 13 - 68)**

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

<b>Cabinet</b>	2nd April, 2019 28th May, 2019
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**Committees**

Development Management	10th April, 2019
Development Management	29th May, 2019
Licensing, Audit and General Purposes	6th June, 2019

7. **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD – (Pages 69 - 86)**

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

Policy and Project Advisory Board	3rd April, 2019
Overview and Scrutiny Committee	30th May, 2019
Policy and Project Advisory Board	5th June, 2019

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

Council Offices  
Farnborough  
Hampshire GU14 7JU

Wednesday 12 June 2019

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## BOROUGH OF RUSHMOOR

**ANNUAL MEETING OF THE COUNCIL** held at the Council Offices,  
Farnborough on Tuesday, 21st May, 2019 at 7.00 p.m.

THE WORSHIPFUL THE MAYOR (CLLR SUE CARTER)  
THE DEPUTY MAYOR (CLLR P.F. RUST A.I.M.E.E., M.I.S.M.)

CLLR GAYNOR AUSTIN  
CLLR MRS. D.B. BEDFORD  
CLLR J.B. CANTY  
CLLR M.S. CHOUDHARY, M.A.  
CLLR A.K. CHOWDHURY  
CLLR D.E. CLIFFORD, M.P.A., M.C.M.I.  
CLLR A.H. CRAWFORD, J.P., B.Sc.,  
A.R.C.S., Dip.Man. (Open).  
CLLR P.I.C. CRERAR, B.A. (Hons.),  
M.Arch., M.A.  
CLLR P.J. CULLUM  
CLLR A.S. DEKKER  
CLLR VERONICA GRAHAM-GREEN  
CLLR CHRISTINE GUINNESS  
CLLR A.J. HALSTEAD  
CLLR L. JEFFERS  
CLLR PRABESH KC

CLLR MARA MAKUNURA  
CLLR J.H. MARSH, C.Eng., M.I.Mech.E.  
CLLR NADIA MARTIN  
CLLR S.J. MASTERSON  
CLLR MARINA MUNRO  
CLLR K.H. MUSCHAMP  
CLLR A.R. NEWELL  
CLLR SOPHIE PORTER  
CLLR M.L. SHEEHAN  
CLLR M.D. SMITH  
CLLR C.J. STEWART  
CLLR P.G. TAYLOR, A.C.I.B.  
CLLR M.J. TENNANT, B.Sc.  
CLLR B.A. THOMAS  
CLLR JACQUI VOSPER  
CLLR J.E. WOOLLEY, B.Sc., L.L.B.,  
M.A.

Honorary Alderman C. Balchin J.P.  
Honorary Alderman R.J. Kimber

Apologies for absence were submitted on behalf of Cllrs T.D. Bridgeman, Sophia Choudhary, R.M. Cooper, K. Dibble, C.P. Grattan and M.J. Roberts

### **THE MAYOR (CLLR S.J. MASTERSON) IN THE CHAIR**

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

The Mayor extended a warm welcome to all those present.

#### **1. ELECTION OF THE MAYOR OF THE BOROUGH -**

Nominations were invited for the election of the Mayor of the Borough for the Municipal Year 2019/20. It was **MOVED** by Cllr D.E. Clifford; **SECONDED** by Cllr M.J. Tennant - That Cllr Sue Carter be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2020.

**RESOLVED unanimously:** That Councillor **SUE CARTER** be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2020.

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

### **THE MAYOR (CLLR SUE CARTER) IN THE CHAIR**

The Mayor expressed her pleasure at the privilege and honour of being elected Mayor of Rushmoor. She thanked her proposer and seconder and the Council for supporting her nomination. She then proceeded to signify the appointment of her husband, Mr. Ian White, as the Mayor's Consort, and the Reverend Steve Stewart, as the Mayor's Chaplain.

The Mayor stated that she could not have achieved the honour of being elected Mayor without the support of her family and friends and thanked them for their support. The Mayor stated that the charities she would be supporting during the year would be Community Matters Partnership Project (CMPP), MIND (for better mental health), Parent Action Group for special play (PAG) and the Ripple Pond.

The Mayor concluded by thanking the Council once again for the honour conferred upon her and expressed her pride at being elected to carry out her new role as First Citizen of the Borough.

### **2. VOTE OF THANKS -**

It was MOVED by Cllr D.E. Clifford; SECONDED by Cllr J.H. Marsh and

**RESOLVED:** That the Council place on record its appreciation of the excellent service rendered by Councillor Steve Masterson as Mayor of the Borough during the Municipal Year 2018/19.

The Mayor then presented an illuminated scroll to Cllr Masterson, together with a Past Mayor's Badge.

In response, Cllr Masterson thanked Cllrs Clifford and Marsh for their kind words and the Council for having elected him Mayor of the Borough. Cllr Masterson spoke of his enjoyable Mayoral Year and paid tribute to his Charity Fundraising Committee and the charities he had supported during the year. Cllr Masterson concluded by wishing the new Mayor and Deputy Mayor well in the year ahead of them.

### **3. ELECTION OF DEPUTY MAYOR –**

The Mayor invited nominations for the election of the Deputy Mayor of the Borough. It was MOVED by Cllr A.H. Crawford; SECONDED by Cllr Nadia Martin – That Cllr P.F. Rust be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2020.

**RESOLVED unanimously:** That Councillor **PETER FRANK RUST** be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2020.

The Mayor congratulated Cllr P.F. Rust and invested him with the Deputy Mayor's Badge. Cllr Rust then made his Declaration of Acceptance of Office.

The Deputy Mayor thanked the Council for the confidence placed in him and then proceeded to signify the appointment of his wife, Mrs Carol Rust, as his Deputy Mayoress. He pledged his support to the Mayor in the coming year.

#### 4. **MINUTES –**

It was **MOVED** by Cllr K.H. Muschamp; **SECONDED** by Cllr P.G. Taylor and

**RESOLVED:** That the Minutes of the Ordinary Meeting of the Council held on 11th April, 2019 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

#### 5. **RETURNING OFFICER'S REPORT –**

The Returning Officer, Mr. P. Shackley, submitted his report on the results of the Borough Council Elections held on Thursday, 2nd May, 2019 (appended to these minutes).

The Mayor congratulated all Members who had been re-elected and extended a warm welcome to the new councillors: Cllrs Gaynor Austin, P.J. Cullum, A.S. Dekker, Christine Guinness, L. Jeffers, Prabesh KC, Sophie Porter and C.J. Stewart.

**RESOLVED:** That the report be noted.

#### 6. **MAYOR'S COMMUNICATIONS –**

The Mayor advised the Council that she proposed to hold a number of events during her Mayoral Year. These would include a Charity Golf Day, two afternoon tea events and a Charity Ball on 6th March, 2020.

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

It was **MOVED** by Cllr K.H. Muschamp; **SECONDED** by Cllr P.G. Taylor - That Cllr D.E. Clifford be appointed Leader of the Council to hold office until the Annual Meeting of the Council in 2020.

There voted **FOR:** 21; **AGAINST:** 0 and the Motion was **DECLARED CARRIED.**

#### 8. **APPOINTMENTS 2019/20 –**

It was **MOVED** by Cllr K.H. Muschamp and **SECONDED** by Cllr P.G. Taylor –

##### **Appointment of Cabinet Members –**

That it be noted that the following appointments of Cabinet Members and the Deputy Leader of the Council for the Municipal Year 2019/20 had been made by the Leader of the Council:

Cllr K.H. Muschamp – Deputy Leader and Customer Experience and Improvement Portfolio  
Cllr Marina Munro – Planning and Economy Portfolio  
Cllr A.R. Newell – Democracy, Strategy and Partnerships Portfolio  
Cllr M.L. Sheehan – Operational Services Portfolio  
Cllr P.G. Taylor – Corporate Services  
Cllr M.J. Tennant – Major Projects and Property Portfolio

**Committees –**

That, subject to a change to the appointment to the Development Management Committee of Cllr Mara Makunura in place of Cllr M.D. Smith, the appointments to Committees for the 2019/20 Municipal Year be approved, in accordance with the allocations to achieve political balance indicated below:

(1) **COMMITTEES –**

**DEVELOPMENT MANAGEMENT**

**Voting Members**

Conservative: 8

Labour: 3

Cllr Mrs. D.B. Bedford  
Cllr R.M. Cooper  
Cllr P.I.C. Crerar  
Cllr P.J. Cullum  
Cllr Mara Makunura  
Cllr J.H. Marsh  
Cllr C.J. Stewart  
Cllr B.A. Thomas

Cllr A.H. Crawford  
Cllr C.P. Grattan  
Cllr P.F. Rust

**Standing Deputies**

Conservative:

Labour:

Cllr Sophia Choudhary

Cllr Gaynor Austin

**NOTE:** The Cabinet Member with responsibility for planning matters is to be an ex officio non-voting member of the Development Management Committee.



## **LICENSING, AUDIT AND GENERAL PURPOSES**

### **Voting Members**

Conservative: 7

Labour: 3

Liberal Democrat: 1

Cllr J.B. Canty

Cllr Veronica Graham-Green

Cllr L. Jeffers

Cllr S.J. Masterson

Cllr Prabesh KC

Cllr Jacqui Vosper

Cllr J.E. Woolley

Cllr Christine Guinness

Cllr A.J. Halstead

Cllr P.F. Rust

Cllr A.K. Chowdhury

## **OVERVIEW AND SCRUTINY –**

### **Voting Members**

Conservative: 7

Labour: 4

Cllr D.B. Bedford

Cllr M.S. Choudhary

Cllr Veronica Graham-Green

Cllr L. Jeffers

Cllr Mara Makunura

Cllr S.J. Masterson

Cllr M.D. Smith

Cllr T.D. Bridgeman

Cllr K. Dibble

Cllr Christine Guinness

Cllr Nadia Martin

## **POLICY AND PROJECT ADVISORY BOARD**

### **Voting Members**

Conservative: 7

Labour: 3

Liberal Democrat: 1

Cllr J.B. Canty

Cllr Sophia Choudhary

Cllr P.I.C. Crerar

Cllr P.J. Cullum

Cllr Prabesh KC

Cllr C.J. Stewart

Cllr J.E. Woolley

Cllr Gaynor Austin

Cllr Sophie Porter

Cllr M.J. Roberts

Cr. A.S. Dekker

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

**Development Management**

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

**Licensing, Audit and General Purposes**

Chairman - Cllr J.E. Woolley  
Vice-Chairman - Cllr S.J. Masterson

- (3) That the appointments to the Management Boards for Council Trusts for the Municipal Year 2019/20 be approved as follows, and that each Management Board be authorised to make decisions on behalf of the Council by majority vote:

**The Aldershot Recreation Ground Trust**

Cllr Mrs. D.B. Bedford      Cllr K. Dibble      Cllr M.S. Choudhary  
Standing Deputy: Cllr T.D. Bridgeman

**King George's Field, Farnborough Trust**

Cllr C.J. Stewart      Cllr A.J. Halstead      Cllr P.G. Taylor  
Standing Deputies: Cllr C.P. Grattan and Cllr Mara Makunura

**The Alfred Henry Goode Will Trust**

Cllr D.E. Clifford      Cllr A.H. Crawford      Cllr K.H. Muschamp  
Standing Deputy: Cllr Nadia Martin

There voted FOR: 29; AGAINST: 0 and the Motion was **DECLARED CARRIED.**

The Meeting closed at 8.05 p.m.

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## ANNUAL COUNCIL MEETING – 21ST MAY 2019

RUSHMOOR BOROUGH COUNCIL ELECTIONS  
2ND MAY 2019

## REPORT OF THE RETURNING OFFICER

## ALDERSHOT PARK

<b>No. of Electors</b>	<b>No. of Ballots Completed</b>	<b>Percentage</b>
5149	1327	25.8%

## RESULT OF POLL

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b>BOXALL</b>	Jeffery Kenneth	308
<b>MASHOOD</b>	Muhammad	253
<b>PORTER</b>	Sophie Lee'Ann	749

**Candidate Elected**  
SOPHIE LEE'ANN PORTER

## CHERRYWOOD

<b>No. of Electors</b>	<b>No. of Ballots Completed</b>	<b>Percentage</b>
5188	1352	26.06%

## RESULT OF POLL

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b>AMOS</b>	Leonard	334
<b>ATTWOOD</b>	Sam Gwydion	218
<b>GUINNESS</b>	Christine	666
<b>MURPHY</b>	Shaun Patrick Joseph	130

**Candidate Elected**  
CHRISTINE GUINNESS

## COVE AND SOUTHWOOD

<b>No. of Electors</b>	<b>No. of Ballots Completed</b>	<b>Percentage</b>
5357	1641	30.63%

### RESULT OF POLL

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b>JABBI</b>	Madi	251
<b><i>MASTERSON</i></b>	<i>Stephen John</i>	800
<b>PARSONS</b>	Jennifer Claire	242
<b>WHYMAN</b>	Jill	331

**Candidate Elected**  
STEPHEN JOHN MASTERSON

## EMPRESS

<b>No. of Electors</b>	<b>No. of Ballots Completed</b>	<b>Percentage</b>
4376	1574	35.97%

### RESULT OF POLL

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b><i>NEWELL</i></b>	<i>Adrian Robert</i>	592
<b>O'DONOVAN</b>	William David	379
<b>PECKHAM</b>	John Frederick William	108
<b>WALLACE</b>	Donna Maria	486

**Candidate Elected**  
ADRIAN ROBERT NEWELL

## FERNHILL

<b>No. of Electors</b>	<b>No. of Ballots Completed</b>	<b>Percentage</b>
5302	1390	26.22%

### RESULT OF POLL

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b>GUINNESS</b>	David	323
<b><i>MARSH</i></b>	<i>John Henry</i>	865
<b>WALKER</b>	William Anthony	167

**Candidates Elected**  
JOHN HENRY MARSH

## KNELLWOOD

**No. of Electors**  
5536

**No. of Ballots Completed**  
2018

**Percentage**  
36.45%

### RESULT OF POLL

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b>JOYCE</b>	Kevin Robert	261
<b>MARCH</b>	Nicholas Geoffrey	400
<b>STEWART</b>	Calum James	902
<b>WILLIAMS</b>	Gareth Idris	259
<b>WINDER</b>	Lionel Gordon Campbell	183

**Candidate Elected**  
CALUM JAMES STEWART

## MANOR PARK

**No. of Electors**  
5680

**No. of Ballots Completed**  
1949

**Percentage**  
34.31%

### RESULT OF POLL

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b>BAILEY</b>	Gillian Margaret	239
<b>CRERAR</b>	<i>Peter Ian Charles</i>	1022
<b>MAIRS</b>	John David	669

**Candidate Elected**  
PETER IAN CHARLES CRERAR

## NORTH TOWN

**No. of Electors**  
4856

**No. of Ballots Completed**  
1538

**Percentage**  
31.67%

### RESULT OF POLL

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b>AUSTIN</b>	Gaynor Frances	940
<b>TRUSSLER</b>	Stuart	565

**Candidate Elected**  
GAYNOR FRANCES AUSTIN

**N.B.** Candidates shown in italics are councillors who stood for re-election

## ROWHILL

**No. of Electors**  
5095

**No. of Ballots Completed**  
1965

**Percentage**  
38.57%

### RESULT OF POLL

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b>ANDERSON</b>	Tommy James	293
<b>BETSWORTH</b>	Kevin	95
<b>CHOUDHARY</b>	<i>Mohammad Salim</i>	683
<b>EVANS</b>	Jennifer Mary	466
<b>HILLIAR</b>	Alan Richard	421

**Candidate Elected**  
MOHAMMAD SALIM CHOUDHARY

## ST JOHN'S

**No. of Electors**  
5106

**No. of Ballots Completed**  
1271

**Percentage**  
24.89%

### RESULT OF POLL

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b>CULLUM</b>	Peter James	877
<b>SMITH</b>	June	334

**Candidate Elected**  
PETER JAMES CULLUM

## ST MARK'S

**No. of Electors**  
5066

**No. of Ballots Completed**  
1470

**Percentage**  
29.02%

### RESULT OF POLL

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b>CORPS</b>	<i>Elizabeth Anne</i>	491
<b>CULSHAW</b>	Zack Jake	184
<b>DEKKER</b>	Alain Stephen	556
<b>HEWITT</b>	Carl Robert	226

**Candidate Elected**  
ALAIN STEPHEN DEKKER

**WELLINGTON**

**No. of Electors**  
2937

**No. of Ballots Completed**  
710

**Percentage**  
24.17%

**RESULT OF POLL**

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b>DEAN-BUNTING</b>	Yvette Catherine	286
<b>KC</b>	Prabesh	328
<b>MITCHELL</b>	Thomas William	85

**Candidate Elected**  
PRABESH KC

**WEST HEATH**

**No. of Electors**  
5021

**No. of Ballots Completed**  
1682

**Percentage**  
33.5%

**RESULT OF POLL**

<b>Surname</b>	<b>Other Names</b>	<b>Total No. of Votes</b>
<b>BELL</b>	<i>David Martin Thomas</i>	427
<b>CARD</b>	Craig William	239
<b>HARDING</b>	Christopher John	234
<b>JEFFERS</b>	Lee	527
<b>THOMAS</b>	Rebekkah	250

**Candidates Elected**  
LEE JEFFERS

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**REPORTS OF CABINET AND COMMITTEES**

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

**Cabinet**

2nd April, 2019  
28th May, 2019

**Committees**

Development Management  
Development Management  
Licensing, Audit and General Purposes

10th April, 2019  
29th May, 2019  
6th June, 2019

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# CABINET

Meeting held on Tuesday, 2nd April, 2019 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 and Customer Experience and Improvement  
Portfolio Holder

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, Corporate Services Portfolio Holder  
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

Apologies for absence were submitted on behalf of .

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **15<sup>th</sup> April, 2019**.

### 103. **MINUTES –**

Members were informed that, in relation to Minute No. 85, Article 4 Direction for Church Circle, Farnborough, the reference in Resolution (i) should have read the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) and not the Town and Country Planning (General Permitted Development) (England) Order 1995 (as amended), as stated. The amendment was confirmed and signed by the Chairman.

The Minutes of the meeting of the Cabinet held on 5th March, 2019 were confirmed and signed by the Chairman.

### 104. **REVENUE BUDGET MONITORING AND FORECASTING 2018/19 - POSITION AT MARCH, 2019 –**

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

The Cabinet considered Report No. FIN1914, which set out the anticipated financial position for 2018/19, based on the monitoring exercise carried out during February, 2019. Members were informed that saving requirements for the current year had been exceeded, with significant variances reported in the current quarter. It was reported that the General Fund balance was likely to be around the top of the range set in the Medium Term Financial Strategy at the end of 2018/19 and that this would have a positive effect on the savings target. Members were reminded that the scale of the challenge to achieve financial sustainability over the medium-term remained considerable.

**The Cabinet RESOLVED** that

- (i) the latest Revenue Budget monitoring position, as set out in Report No. FIN1914, be noted;

- (ii) the latest forecast for the use of the Service Improvement Fund and the flexible use of capital receipts, as set out in the Report, be noted; and
- (iii) the approach to reserves and balances, as set out in the Report, be approved, subject to the final outturn position.

105. **CAPITAL PROGRAMME MONITORING 2018/19 - POSITION AT MARCH, 2019 –**  
(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

The Cabinet received Report No. FIN1915, which provided the latest forecast regarding the Council's Capital Programme for 2018/19, based on the monitoring exercise carried out during February, 2019. The Report advised that the approved Capital Programme for 2018/19, allowing for slippages and additional approvals, totalled £45,737,000. The Report set out the projects of major financial significance to the Council that had been included in the approved Capital Programme for 2018/19. These included the finalisation of the accounts relating to the construction of the Council's new depot, Aldershot Town Centre Integration and Union Street, the finalisation of a loan to Farnborough International Limited and the further acquisition of investment properties.

**The Cabinet NOTED** the latest Capital Programme monitoring position, as set out in Report No. FIN1915.

106. **BUSINESS RATES - DISCRETIONARY RATE RELIEF –**  
(Cllr Gareth Lyon, Corporate and Democratic Services Portfolio Holder)

The Cabinet considered Report No. FIN1912, which set out details of a proposed extension of the discretionary rate relief awarded to Places Leisure (Farnborough Leisure Centre and Aldershot Pools Complex). Members were informed that the current award had expired in February 2019, when the leisure management contract had been due to end. It was now proposed to extend the rate relief, in line with the extension of the leisure management contract, to 31st March, 2021.

**The Cabinet RESOLVED** that 100% discretionary relief be awarded to Places Leisure from 1st February, 2019 to 31st March, 2021.

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

The Cabinet considered Report No. DSP1903, which sought approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects.

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

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

5th Farnborough Scout Group	£6,350
Cherrywood Primary School	£10,000
Friends of Aldershot Military Museum	£10,000

108. **ROWHILL NATURE RESERVE AND SOUTHWOOD WOODLAND MANAGEMENT PLAN REVIEW –**

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

The Cabinet considered Report No. EPSH1922, which provided updates in relation to Southwood Woodland, Farnborough and the Rowhill Nature Reserve, Aldershot.

Members were reminded that the Council was responsible for both sites, which were areas of Suitable Alternative Natural Greenspace (SANG). Members were informed that both sites were subject to management plans, which were now in need of updating. The Report set out proposals to carry out ecological surveys and updates to the management plans. It was also proposed that volunteers at each site should be provided with appropriate training to allow them to undertake work to improve and maintain the SANGs.

The Cabinet expressed support to the proposed approach and, in particular, the provision of training for volunteers at the sites.

**The Cabinet RESOLVED** that

- (i) the drawdown of £26,150, to undertake surveys and update the management plan in respect of the Southwood Woodlands, Farnborough, as set out in Report No. EPSH1922, be approved;
- (ii) the drawdown of £34,500, to undertake surveys and update the management plan in respect of the Rowhill Nature Reserve, Aldershot, as set out in the Report, be approved; and
- (iii) the Head of Economy, Planning and Strategic Housing, in consultation with the Planning and Economy Portfolio Holder, be authorised to drawdown additional sums, as necessary, to:
  - complete any additional surveys or work necessary to complete the review and updating of the management plans;
  - provide appropriate training for volunteers to enable them to undertake work to improve and maintain the SANGs; and
  - carry out works arising from the revised management plans.

109. **DEPLOYMENT OF RIGHT TO BUY RECEIPTS - PLACE COURT, ALDERSHOT –**

(Cllr Barbara Hurst, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH1921, which sought approval to utilise Right to Buy receipts to a total of £37,214.99 to provide two additional units of accommodation for residents over the age of 55 at Place Court, Aldershot. Members were informed that, being intended for occupation by older people, the accommodation would meet an identified housing need. It was confirmed that the Council would have 100% nomination rights to the properties.

**The Cabinet RESOLVED** that the deployment of Right to Buy Capital of £37,214.99 to Vivid for the delivery of affordable homes at Place Court, Aldershot, as set out in Report No. EPSH1921, be approved.

110. **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>
111	3	Information relating to financial or business affairs

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

111. **PROPERTY INVESTMENT PURCHASE –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Exempt Report No. RP1908, which set out a proposal to purchase 50% of a company and to appoint directors to the Board of that company. It was explained that this was in relation to a roadway into a property that the Cabinet had agreed to purchase at its meeting on 5th February, 2019 (Exempt Report No. RP.1903 refers). Members were informed that, during the due diligence process in connection with the purchase of the property, it had become apparent that the roadway and other parcels of land that were essential for the ongoing efficient management and usage of the site, were owned and managed by a separate company that was owned by the vendor and two other parties. The full details of the proposal were set out in the Exempt Report. Members were informed that, due to timescales requested by the vendor, this was considered to be an urgent decision.

**The Cabinet RESOLVED** that

- (i) the purchase of 50% of the named company, on the terms set out in Exempt Report No. RP1908, be approved; and
- (ii) the Chief Executive, in consultation with the Major Projects and Property Portfolio Holder, be authorised to appoint two directors to the Board of the company.

The Meeting closed at 7.21 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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# CABINET

Meeting held on Tuesday, 28th May, 2019 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr K.H. Muschamp, Deputy Leader and Customer Experience and Improvement Portfolio Holder (in the Chair)

Cllr Marina Munro, Planning and Economy Portfolio Holder  
Cllr A.R. Newell, Democracy, Strategy and Partnerships Portfolio Holder  
Cllr P.G. Taylor, Corporate Services Portfolio Holder  
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

Apologies for absence were submitted on behalf of Cllrs D.E. Clifford and 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 **10<sup>th</sup> June, 2019**.

### 1. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 2nd April, 2019 were confirmed and signed by the Chairman.

### 2. **GENERAL FUND PROVISIONAL OUTTURN 2018/19 –** (Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1920, which set out the provisional outturn position on the General Fund (revenue and capital) for 2018/19, subject to audit. The Report set out the General Fund Revenue Summary and revenue balances, with the principal individual variations between the current approved estimates and actual expenditure.

The Cabinet was advised that, in its original budget for 2018/19, the Council had set a savings figure of £1.550 million, in addition to £325,000 of expected staff turnover savings. It was reported that substantial savings of £867,000 had been achieved during the first half of 2018/19 and this, along with further savings of £158,000 identified in a zero based budgeting exercise, had been incorporated into the Council's revised budget, as set out in Appendix A to the Report.

The provisional outturn showed an improvement in the Council's financial position, with a net underspend of approximately £2,233,065 against non-salary budgets. A summary of the key variances between the provisional outturn position and the current approved budget was set out in Appendix B to the Report. The net effect of the variances was to increase the General Fund revenue balance to approximately £3.251 million, which exceeded the top of the range of balances set out in the Medium Term Financial Strategy (£1 million - £2 million). It was proposed to transfer any amount over the £2 million upper limit for the General Fund to the Stability and

Resilience Reserve, the Service Improvement Fund and the Commercial Reserve, as set out in Table 3 of the Report.

It was reported that the revised Capital Programme of £45.737 million had been approved by the Council on 21st February, 2019. A portfolio summary of all approved projects was set out at Appendix C to the Report.

**The Cabinet RESOLVED** that

- (i) the draft revenue and capital budget outturn position, as set out in Report No. FIN1920, be noted;
- (ii) the carry forward requests from 2018/19 into 2019/20, as set out in Appendix F to the Report, be approved; and
- (iii) subject to the final outturn position, the transfers between the General Fund, the Stability and Resilience Reserve, the Service Improvement Fund and the Commercial Reserve, as set out in the Report, be approved.

3. **COUNCIL PLAN 2018/19 - QUARTERLY UPDATE ON KEY ACTIONS JANUARY - MARCH 2019 –**  
(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet received Report No. ELT1902, which set out the Council's performance management monitoring information for the fourth quarter of the 2018/19 municipal year. The Report indicated that most actions or initiatives were on track. It was reported that the Overview and Scrutiny Committee would be carrying out a comprehensive review of the Council's performance information.

**The Cabinet NOTED** the progress made towards delivering the Council Plan 2018/19, as set out in Report No. ELT1902.

4. **REGENERATING RUSHMOOR - QUARTER 4 PROGRESS REPORT –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet received Report No. RP1911, which set out progress towards the Council's Regenerating Rushmoor Programme for the fourth quarter of 2018/19. The Report indicated that good progress was being made in most areas.

**The Cabinet NOTED** the progress made towards delivering the Regenerating Rushmoor Programme, as set out in Report No. RP1911.

5. **BUSINESS RATES - DISCRETIONARY GROWTH INCENTIVE RELIEF APPLICATION –**  
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1916, which set out details of an application for discretionary rate relief, under the Council's Discretionary Growth Incentive Relief Policy, from Farnborough International Limited (Hall No. 1, Farnborough International Exhibition Centre, ETPS Road, Farnborough).



**The Cabinet RESOLVED** that discretionary rate relief of £60,000 per year be awarded to Farnborough International Limited in respect of the 2018/19, 2019/20 and 2020/21 financial years.

6. **BUSINESS RATES - DISCRETIONARY RATE RELIEF POLICY FOR DISCRETIONARY REVALUATION RELIEF –**

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1917, which set out proposed amendments 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 amendments were in respect of the percentage reduction to be awarded to qualifying businesses for the 2018/19 and 2019/20 financial years, in line with the tapered funding allocation received from the Government.

**The Cabinet RESOLVED** that

- (i) an increase in the percentage of relief awarded to qualifying ratepayers from 17% to 18.5% of the increase in rates payable for the financial year 2018/19, as set out in Report No. FIN1917, be approved; and
- (ii) the award of relief equating to 7% of the increase in rates payable for the financial year 2019/20, as set out in the Report, be approved.

7. **REVOCAION OF FOUR SUPPLEMENTARY PLANNING DOCUMENTS –**

(Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH1927, which set out a proposal to revoke four supplementary planning documents, following the adoption of the Rushmoor Local Plan in February, 2019.

The Cabinet was informed that the four documents were considered to be out of date and many of the provisions contained within them had been incorporated into the new Rushmoor Local Plan. It was confirmed that eight supplementary planning documents would remain in force following this revocation and the effectiveness of these would be kept under review.

**The Cabinet RESOLVED** that, in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, the revocation of the Aldershot Urban Extension Supplementary Planning Document (SPD), the Housing Density and Design SPD, the Sustainable Design and Construction SPD and the Telecommunications SPD be approved, effective from 10th June, 2019.

8. **CONSULTATION ON DRAFT STATEMENT OF COMMUNITY INVOLVEMENT –**

(Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH1928, which set out a revised Statement of Community Involvement (SCI) and sought agreement for this to be published for consultation.

Members were reminded that the Council's current SCI had been adopted in 2013 and was in need of updating, following the introduction of a number of changes to planning legislation since then. The purpose of the SCI was to set out how people and groups could engage with the planning system and get involved in the creation of local planning policy, neighbourhood planning and the planning application decision-making process.

**The Cabinet RESOLVED** that the draft Statement of Community Involvement (2019) be approved for public consultation for a period of six weeks.

9. **PUBLIC CONSULTATION ON THE DRAFT AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT –**

(Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH1929, which set out the draft Affordable Housing Supplementary Planning Document (SPD) and sought agreement for this to be published for consultation.

Members were informed that the purpose of this SPD was to provide further guidance to support the implementation of the affordable housing policy contained in the recently adopted Rushmoor Local Plan and the housing delivery objectives of the Rushmoor Housing and Homelessness Strategy 2017-2022. It was explained that the Council's current affordable housing guidance was out of date and had less weight in decision making than an SPD, which could constitute a material consideration in planning decisions.

**The Cabinet RESOLVED** that

- (i) the draft Affordable Housing SPD be approved for public consultation for a period of six weeks; and
- (ii) the Head of Economy, Planning and Strategic Housing be authorised to make factual amendments to the SPD prior to the public consultation exercise.

10. **APPOINTMENTS TO CABINET WORKING GROUPS –**

**The Cabinet RESOLVED** that

- (i) appointments be made to Cabinet working groups for the 2019/20 Municipal Year as follows:-

**Budget Strategy**

Corporate Services Portfolio Holder - Cllr P.G. Taylor

Additional Cabinet Member - Cllr A.R. Newell

Conservative Group (3) - Cllrs Mrs. D.B. Bedford,  
J.B. Canty and S.J.  
Masterson

Labour Group (2) - Cllrs Gaynor Austin and A.H. Crawford

Liberal Democrat Group (1) - Vacancy

### **Member Development**

Democracy, Strategy and Partnerships Portfolio Holder - Cllr A.R. Newell

Additional Cabinet Member - Cllr Marina Munro

Conservative Group (2) - Cllrs J.E. Woolley and vacancy

Labour Group (2) - Cllrs Sophie Porter and P.F. Rust

Liberal Democrat Group (1) - Vacancy

- (ii) the Head of Democracy, Strategy and Partnerships, in consultation with the Leader of the Council, be authorised to make appointments to these Groups during the 2019/20 municipal year, in order to fill vacancies.

## **11. KPI LIMITED - ALTERATION TO DEVELOPMENT AGREEMENT –** (Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. RP1913, which provided details of a request by Key Property Investments (KPI) Limited to extend the long-stop dates for the completion of Blocks 3 and 4 in the redevelopment of Farnborough town centre.

Members were reminded that the Council, as freeholder of the sites, retained step-in rights, should completion not be achieved by the target dates. It was reported that KPI Limited had made some progress on Block 3 and had demonstrated good faith by agreeing to pay the sum of £100,000 as a deposit to the Council, which would be returnable once a contract had been let for the construction of Block 3.

The Cabinet expressed its support for this approach and stressed the importance of progressing this part of the development.

**The Cabinet RESOLVED** that the proposed amendment to the development agreement between Rushmoor Borough Council and KPI Limited and St. Modwen, to allow the long-stop date for Block 3 to be extended to 31st October, 2021 and, in relation to Block 4, for work to be commenced within one year of the practical completion of Block 3, with Block 4 to be completed within two years of commencement of work on it, with a long-stop date of 31st October, 2024, be approved.

12. **LEASEHOLD DISPOSAL - ALDERSHOT TOWN FOOTBALL CLUB, HIGH STREET, ALDERSHOT –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. RP1912, which sought authority to grant a new long leasehold interest in the EBB Stadium, High Street, Aldershot to Love of the Game Limited trading as Aldershot Town Football Club (ATFC).

Members were informed that the new lease would assist the club with the redevelopment of the stadium and ancillary uses on the site. The Cabinet was assured that conditions would be in place to safeguard the Council's interests, as freeholders of the site, and these were set out in the Report. It was confirmed that the stadium occupied a prominent position on the High Street and was considered important to the regeneration of Aldershot town centre as a whole.

**The Cabinet RESOLVED** that

- (i) the grant of a new 118 year leasehold interest to Love of the Game Limited, trading as Aldershot Town Football Club, as set out in Report No. RP1912, be approved; and
- (ii) the Executive Head of Regeneration and Property, in consultation with the Major Projects and Property Portfolio Holder, be authorised to conclude negotiations for the grant of the new long lease, the rent reserved under the new lease being £1 per annum, to allow the club to raise funding for the redevelopment of the stadium site, subject to the conditions outlined in the Report.

13. **NO. 168 HIGH STREET, GUILDFORD - ADMINISTRATION OF STEAMER TRADING LIMITED –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. RP1910, which set out information around the administration of the Council's tenant, Steamer Trading Limited and future options for the site in respect of No. 168 High Street, Guildford, which was owned by the Council. The Chairman welcomed Cllr K. Dibble, who had requested to address the Cabinet on this issue.

Members were informed that the Council had accepted the surrender of Steamer Trading Limited's lease in order to be able to market the property again. This exercise had identified a new, potential tenant for the unit and, whilst this would result in a lower income for the Council compared to the previous tenant, it was considered that this represented the best option in the current trading conditions. It was noted that this option would also necessitate further expenditure of £131,000 in respect of securing the lease and improving a vacant office suite at the rear of the building. Cllr Dibble expressed concern over the credentials of the suggested new tenant and requested that further checks should be carried out before the Council committed to the granting of a lease.

The Cabinet was supportive of the suggested approach and agreed that the Council should retain ownership of the property at this stage. In answer to a question, it was confirmed that the shops and individual offices were all subject to separate

agreements with the Council.

**The Cabinet RESOLVED** that

- (i) subject to further reference checks, the letting to the new recommended occupier, as set out in Report No. RP1910, along with the necessary amendments to the budget, be approved; and
- (ii) the Executive Head of Regeneration and Property, in consultation with the Leader and the Major Projects and Property Portfolio Holder, be authorised to deal with the granting, renewing, surrendering and terminating of leases up to the value of £250,000 at this site until 28th November, 2019, as set out in the Report.

14. **THE GALLERIES AND HIGH STREET MULTI-STOREY CAR PARK, ALDERSHOT REDEVELOPMENT –**

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

The Cabinet considered Report No. RP1909, which set out an update on the Galleries and High Street Multi-Storey Car Park scheme.

The Cabinet was reminded that previously it had delegated powers to officers to confirm the final agreement with Shaviram Aldershot Limited but it was considered that, owing to the sensitivity and significance of the development to the regeneration of Aldershot town centre as a whole, it had been considered prudent to bring this matter back to the Cabinet. In response to a question, it was confirmed that the reduction in car parking spaces as a result of the scheme would be covered by spare capacity elsewhere in the town centre.

**The Cabinet RESOLVED** that, subject to confirmation that best consideration, under Section 123 of the Local Government Act 1972, could be achieved or, alternatively, any undervalue would be within the £600,000 limit set out in the General Consent Order

- (i) the disposal of the Council's legal interest in the existing High Street Multi-Storey Car Park, Aldershot and the acquisition of a long lease of a new 250 space car park within the Galleries redevelopment, as set out in Report No. RP1909, be approved; and
- (ii) the Executive Head of Regeneration and Property, in consultation with the Major Projects and Property Portfolio Holder, be authorised to agree the final terms of the transaction, which will include the following documents:
  - Housing Infrastructure Funding (HIF) agreement with Homes England for the Galleries project;
  - Grant funding agreement between the Council and Shaviram Aldershot Limited;
  - Agreement for the surrender of the lease of the High Street Multi-Storey Car Park, in accordance with the Heads of Terms in the Exempt Appendix 2 to the Report; and

- Agreement to lease a new car park of approximately 250 spaces within the Galleries redevelopment, in accordance with the Heads of Terms in the Exempt Appendix 2 to the Report.

**NOTE:** The Cabinet considered that the section of the above resolution that referred to the Housing Infrastructure Funding (HIF) agreement with Homes England for the Galleries project was being made under urgency provisions to allow for the prompt signing of the document.

The Meeting closed at 7.58 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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# DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 10th April, 2019 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 Jennifer Evans  
Cllr C.P. Grattan  
Cllr A.R. Newell

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

Cllr Veronica Graham-Green attended the meeting as a Standing Deputy.

## **Non-Voting Member**

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

## **75. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **76. MINUTES**

The Minutes of the meeting held on 13th March, 2019 were approved and signed by the Chairman.

## **77. PLANNING APPLICATIONS**

**RESOLVED:** That

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

\* 18/00614/FULPP (Randell House, Fernhill Road, Blackwater, Camberley);

- \* 19/00048/FULPP (Proposed Pinehurst 4 Development Site, Pinehurst Road, Farnborough);
- (ii) the applications dealt with by the Head of Economy, Planning and Strategic Housing, 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 Economy, Planning and Strategic Housing’s Report No. PLN1925, be noted; and
- (iii) the following application be determined by the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman:
  - \* 19/00103/FULPP (Block 3, Queensmead, Farnborough);
  - (iv) the current position with regard to the following applications be noted pending consideration at a future meeting:
    - 18/00225/LBCPP (Ramsden Garden Wall Memorial – Montgomery Lines, Aldershot);
    - 18/00367/OUTPP (Former Police Station, Pinehurst Avenue, Farnborough);
    - 19/00028/FULPP (Asda, Westmead, Farnborough);
    - 19/00049/FULPP (Moor Road Playing Fields, Farnborough);
- \* The Head of Economy, Planning and Strategic Housing’s Report No. PLN1925 in respect of these applications was amended at the meeting

**78. REPRESENTATIONS ON APPLICATIONS**

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>
18/00614/FULPP	Randell House, Fernhill Road, Blackwater, Camberley	Mr. M. Johnson	In support



79. **APPLICATION NO. 19/00103/FUL - BLOCK 3, QUEENSMEAD, FARNBOROUGH**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. PLN1925 (as amended at the meeting) regarding the partial demolition of Kingsmead shopping centre (former Debenhams store), erection of an extension (Block 3) comprising retail use on the ground floor (3,108 sq m), 99 apartments over nine floors, private amenity space, 55 car parking spaces, 210 bicycle parking spaces, a bridge link and alterations to the existing car parks serving Block 2 and The Meads, a new entrance to The Meads shopping centre and associated works.

It was noted that the recommendation (as amended at the meeting) was to grant permission subject to amended conditions and the completion of an appropriate legal agreement.

**RESOLVED:** That subject to amended conditions 13, 22 and 28 and new condition 29 and the completion of an appropriate legal agreement in respect of open space, affordable housing, SMM and highway matters, the Head of Planning and Strategic Housing, in consultation with the Chairman, be authorised to grant planning permission subject to the conditions and informatives set out in the Report (as amended at the meeting).

80. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT - NO. 224 PINWOOD PARK, FARNBOROUGH**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. PLN1926 regarding an alleged breach of loss of amenity land due to a camper van being parked on the land.

The Committee was advised that a complaint had been received in respect of a motorhome being parked permanently on a patch of grassed amenity land, with a power cable from the dwelling into the van over the footpath. Members were advised that an officer had visited the site twice, on 12th February and 21st March, 2019 and noted that there had been no apparent evidence of permanent occupation of the motorhome and that the motorhome was not there on the second visit. Taking account of these visits and responses from the owner of the motorhome, it was the officer's view that under section 171B of the Town and Country Planning Act (1990) no enforcement action could be taken as the motorhome had been parked on the site irregularly for a period of at least ten years.

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

The meeting closed at 7.45 pm.

CLLR B.A. THOMAS (CHAIRMAN)

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**Development Management Committee  
10th April 2019**

**Appendix "A"**

**Application No. & Date Valid:**      **18/00614/FULPP**                      **14th August 2018**

**Proposal:**                      Demolition of all buildings at Randell House, including the former All Saints Chapel, and erection of a new building to accommodate specialist nursing facility comprising 58 bedrooms and a 2-bedroom rehabilitation apartment to provide 24-hour care for people with a range of complex care needs (Use Class C2) with associated access, parking, and landscaping at **Randell House Fernhill Road Blackwater Camberley**

**Applicant:**                      Hamberley Development Ltd

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

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

2      The permission hereby granted shall be carried out in accordance with the following approved drawings and documents - Harrison Irwin Architects Drawing Nos.2406-HIA-ZZ-ZZ-DR-A-01001; 2406-HIA-ZZ-ZZ-DR-A-01002; 2406-HIA-01-00-DR-A-02001; 2406-HIA-01-01-DR-A-02002; 2406-HIA-02-01-DR-A-02003; 2406-HIA-01-03-DR-A-02004; 2406-HIA-02-01-DR-A-02006 (GF); 2406-HIA-02-01-DR-A-02006 (FF); 2406-HIA-ZZ-ZZ-DR-A-04001; 2406-HIA-ZZ-ZZ-DR-A-04002; 2406-HIA-ZZ-ZZ-DR-A-04003; 2406-HIA-ZZ-ZZ-DR-A-04004; 2406-HIA-ZZ-ZZ-DR-A-01-003; CGI 01; CGI 02 & CGI 03; Harrison Irwin Architects Design & Access Statement; Dominic Lawson Planning Statement (August 2018) and Planning Statement Addendum (November 2018); WA Engineers Amended Flood Risk Assessment & Surface Water Drainage Strategy received 22 January 2019 and Appendices incorporating Global Surveys annotated Topographic Survey Plan and Drawing Nos.SL(4)400, SL(4)401 & SL(5)500; White Young Green Transport Statement and Interim Travel Plan; Ian Keen Arboricultural Report

(2012), Tree Survey & Impact Assessment Report (April 2019), Tree Constraints Plan (1144-KC-XX-YTREE-TCP01 Rev.0) & Tree Protection Plan (1144-KC-XX-YTREE-TPP01 Rev.0); Harnis Energy Strategy Report; Crestwood Preliminary Bat Roost Assessment and Bat Emergence/Re-Entry Survey Report (25 October 2017), Additional Ecological Information : Preliminary Bat Roost Assessment of Chapel and Continuation of Bat Emergence/Re-Entry Surveys Report (8 August 2018), Bat Mitigation Strategy (10 April 2019) & Badger Monitoring Report (10 April 2019).

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

- 3 Notwithstanding any indication of details which may have been given in the application, or in the absence of such information, construction of the following elements of the development hereby approved [the external walls, roofing materials, window frames/glazing, rainwater goods, and any new external hard-surfacing materials] shall not start until a schedule and/or samples of the materials to be used in them have been submitted to, and approved in writing by, the Local Planning Authority. Those elements of the development shall be carried out using the materials so approved and thereafter retained.

Reason - To ensure satisfactory external appearance. \*

- 4 Prior to occupation or use of the development hereby approved, any new screen and boundary walls, fences, hedges or other means of enclosure shall be installed in accordance with details to be first submitted to and approved in writing by the Local Planning Authority. The new boundary treatment shall be completed and retained in accordance with the details so approved.

Reason - To safeguard the amenities of neighbouring property. \*

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

Reason - In the interests of visual amenity.

- 6 No works of construction of the building hereby approved shall start until plans showing details of the existing and proposed ground levels, proposed finished

floor levels, levels of any paths, drives, garages and parking areas and the height of any retaining walls within the application site have been submitted to and approved in writing by the Local Planning Authority. The development shall be completed and retained in accordance with the details so approved.

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

- 7 Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order 1987 (or any other Order revoking or re-enacting that Order), the land and/or building(s) shall be used only for the purpose of a Use Class C2 care home and be occupied solely by persons whom are mentally and/or physically frail; have mobility problems; suffer from paralysis or partial paralysis; or are in need for assistance with the normal activities of life. The care home hereby permitted shall not be used for any other purposes, including any other purpose within Use Class C2, without the prior permission of the Local Planning Authority.

Reason - For the avoidance of doubt; to ensure no harm arises to the nature conservation interests and objectives of the Thames Basin Heaths Special Protection Area; to protect the amenities of neighbouring residential properties; and to prevent adverse impact on traffic and parking conditions in the vicinity.

- 8 The care home shall provide a maximum of 58 client bed spaces and a single two-bedroom rehabilitation apartment only unless with the prior written permission of the Local Planning Authority.

Reason - For the avoidance of doubt; to ensure no harm arises to the nature conservation interests and objectives of the Thames Basin Heaths Special Protection Area; and in the interests of the safety and convenience of highway users.

- 9 For the avoidance of doubt, there shall be no self-containment or staff accommodation provided within the care home the subject of this permission.

Reason - To ensure that there is no creation of self-contained and/or ancillary staff residential accommodation to ensure that no impact upon the nature conservation interests and objectives of the

Thames Basin Heaths Special Protection Area would arise.

- 10 There shall be no dogs or cats kept at the care home hereby approved at any time (other than assisted living dogs).

Reason - To ensure that no impact upon the nature conservation interests and objectives of the Thames Basin Heaths Special Protection Area would arise.

- 11 The care home the subject of this permission shall not be occupied until the 41 parking spaces shown to be provided and/or made available for care home staff and/or visitors as shown on the approved plans have been constructed and/or made available for such use. Thereafter the parking spaces shall be kept available at all times for such parking purposes and shall not be used at any time for the parking/storage of boats, caravans or trailers.

Reason - For the avoidance of doubt and to ensure the provision and retention of adequate off-street car parking to serve the development at all times.

- 12 The development hereby approved shall be implemented and completed in full incorporating the on-site surface water drainage measures as specified by the revised Drainage Strategy received by the Council on 22 January 2019. The approved surface water drainage system shall subsequently be retained and kept fully operational at all times in accordance with the approved details.

Reason - To ensure adequate surface water drainage having regard to the requirements of adopted New Rushmoor Local Plan (2014-2032) Policy NE8.

- 13 Prior to the first occupation of the care home hereby approved, notwithstanding the indications for landscape planting shown by the Landscape Proposals Plan hereby approved, a fully detailed landscape and planting scheme (to include landscape and boundary screening enhancement) shall be first submitted to and approved in writing by the Local Planning Authority. This shall, in particular, include landscape planting proposals in respect of the visual screening of the neighbouring residential properties adjoining the west boundary of the application site.

Reason - To ensure the development makes an adequate contribution to visual amenity and adequate screening of the site to/from adjoining residential properties to the west of the application site is provided.

\*

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

Reason -To ensure the development makes an adequate contribution to visual amenity and the amenities of occupiers of adjoining residential properties are adequately protected.

- 15 Prior to the first occupation of the care home hereby approved, details of all external lighting to be installed within the site and/or on the exterior of the care home building shall be submitted to and approved by the Local Planning Authority. The submitted details shall indicate the purpose/requirement for the lighting proposed and specify the intensity, spread of illumination and means of controlling the spread of illumination (where appropriate). The external lighting proposals as may subsequently be approved shall be implemented solely in accordance with the approved details and retained thereafter solely as such unless otherwise first agreed in writing by the Local Planning Authority. With the exception of lighting identified and agreed as being necessarily required solely for maintaining the security of the site/building during night-time hours, no other external lighting shall be used/operated during night-time hours (2300 to 0700 hours daily) unless otherwise first agreed in writing by the Local Planning Authority.

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

- 16 Prior to the commencement of development a Construction & Traffic Management Plan to be adopted for the duration of the construction period shall be submitted to and approved in writing by the Local Planning Authority. The details required in this respect shall include:

(a) the provision to be made for the parking and

turning on site of operatives and construction vehicles during construction and fitting out works;

(b) the arrangements to be made for the delivery of all building and other materials to the site, including construction servicing/delivery routes;

c) the provision to be made for any storage of building and other materials on site;

(d) measures to prevent mud from being deposited on the highway;

(e) the programme for construction; and

(f) the protective hoarding/enclosure of the site, including the retention of existing boundary screen planting adjoining neighbouring properties in Randell Close.

Such measures as may subsequently be approved shall be retained at all times as specified until all construction and fitting out works have been completed.

Reason - In the interests of the safety and convenience of adjoining and nearby residential properties and the safety and convenience of highway users. \*

- 17 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.

- 18 The existing trees, hedges and shrubbery on and adjoining the application site which are to be retained shall be adequately protected from damage during site clearance and works in accordance with the following:-
- (a) stout exclusion fencing erected and retained for the duration of the site clearance and construction period located outside the extent of the root protection area(s) of the trees/hedges as identified in the Tree Survey Report submitted with the application hereby approved;
- (b) no building materials, plant or equipment shall be stored during the site clearance and construction period within the rooting zone of any trees or hedges on or adjoining the application site;
- (c) no burning of materials shall take place on site; and
- (d) care should be taken to ensure that any vehicles entering or leaving the site, or deliveries made to the site, do not cause damage (including ground



compression within rooting zones) of any trees on or adjoining the application site.

These measures shall be put in place before any excavation, construction, vehicle parking or storage of building materials commences.

Reason - To preserve the amenity value of the retained tree(s).

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

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

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

- 20 Before any construction works in connection with the development hereby approved commences, a 10-year landscape management plan shall be submitted to, and approved by the Local Planning Authority. Two years after the landscaping has been completed a monitoring visit will be undertaken by a representative of the Local Planning Authority and the site ecologist to monitor management.

Reason - To ensure that the requirements of NPPF para 170-178, and Policies NE2, and NE4 of the adopted New Rushmoor Local Plan (2014-2032) are being delivered throughout the site.

- 21 Before any works commence on site, a full reptile survey will be carried out, with the results submitted to Rushmoor Borough Council. If reptiles are present on site a Translocation, Mitigation, Management and Monitoring Strategy shall be submitted to, and agreed by Rushmoor Borough Council. The Strategy as may

subsequently be approved shall be implemented in full and measures maintained or retained as appropriate thereafter.

Reason:- To ensure that reptiles are protected.

- 22 Before any works commence on site an Invasive Non-Native Species (INNS) Strategy shall be submitted to and agreed by the Local Planning Authority. The Strategy as may subsequently be approved shall be implemented in full and measures maintained or retained as appropriate thereafter.

Reason: To ensure that INNS are eradicated from the site.

- 23 Further to the Bat Mitigation Strategy Report submitted to the Local Planning Authority on 10 April 2019, the following bat avoidance and mitigation measures shall be delivered and retained thereafter at all times on site:
- a six integrated bat boxes to be incorporated within the fabric of the buildings;
  - b one stand-alone bat box to be erected before demolition; and
  - c a brown long eared bat roost measuring a minimum of 20m x 4m.

Furthermore, no works on site pursuant to the development hereby permitted shall be undertaken outside November to February; and monitoring surveys of the bat boxes and roost shall be undertaken in years 1, 3 and 5 following the practical completion of the development hereby approved and shall be submitted to the Local Planning Authority.

Reason: To ensure that bat roosts are protected within the proposed development.

- 24 No construction work shall commence at the site pursuant to this planning permission until a Badger Mitigation Strategy has been submitted to, and approved in writing by the Local Planning Authority. The Strategy shall include, inter alia:-

a A badger walkover survey undertaken immediately prior to works commencing on site.

b Details of safety measures to be undertaken to ensure no harm to foraging badgers occurs during the construction period of the development; and

c Details of mitigation measures such as the provision of hedgerows and foraging habitat.

Those details as may be approved shall be

implemented in full and retained for the duration of the construction period of the development hereby approved.

Reason: To ensure badgers are protected during the implementation period of the approved development.

- 25 Further to the Keen Tree Survey & Impact Assessment Report (April 2019) hereby approved, no development shall commence until a site specific Tree Protection Method Statement incorporating measures for the monitoring and arboricultural supervision of works undertaken in proximity to trees and shrubs to be retained, has been submitted to and approved in writing by the Local Planning Authority. The means and measures so approved shall subsequently be implemented in full and retained as appropriate for the duration of works on site in respect of the development hereby approved.

Reason - In the interests of the amenities of the area and occupiers of adjoining residential properties and to ensure the health and stability of trees and shrubs on and adjoining the site to be retained having regard to the requirements of New Rushmoor Local Plan (2014-2032) Policy NE3.

**Application No.  
& Date Valid:**

**19/00048/FULPP**

**17th January 2019**

Proposal:

Erection of a four storey office building (Use Class B1(a)), a four floor decked car park with associated access and landscaping and alterations to existing site layout at **Proposed Pinehurst 4 Development Site Pinehurst Road Farnborough Hampshire**

Applicant:

Farnborough Business Park Limited

Conditions:

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

Reason - In the interests of the proper planning of the area and to reflect the particular circumstances of this application.

- 2 Construction of the following elements of the development hereby approved shall not start until a schedule and/or samples of the materials to be used in them have been submitted to, and approved in writing by, the Local Planning Authority. Those elements of the development shall be carried out using the materials so approved and thereafter retained:

External walls  
Roofing materials  
Window frames.

Reason - To ensure satisfactory external appearance.\*

- 3 Surfacing of access driveways, forecourts or other paths and hardsurfaces within the development hereby approved shall not start until a schedule and/or samples of the surfacing materials to be used for them have been submitted to, and approved in writing by, the Local Planning Authority. Those elements of the development shall be carried out using the materials so approved and thereafter retained

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

- 4 The development shall be completed in accordance with the site and building levels as shown on the approved plans.

Reason - To ensure a satisfactory form of development in relation to neighbouring property and site drainage.\*

- 5 Prior to occupation or use of the development hereby approved, details of screen and boundary walls, fences, hedges or other means of enclosure shall be installed in accordance with details to be first have been submitted to and approved in writing by the Local Planning Authority. The development boundary treatment shall be completed and retained in accordance with the details so approved.

Reason - To safeguard the amenities of neighbouring property.\*

- 6 Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order, 1987, (or any other Order revoking or re-enacting that Order) the land and/or building shall be used only for the purpose of B1a; and for no other purpose, including any other purpose within Class B1, without the prior permission of the Local Planning Authority.

Reason - To protect the strategic employment area and to prevent adverse impact on traffic and parking conditions in the vicinity.

- 7 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.

- 8 Prior to first occupation or use of the development hereby approved a fully detailed landscape and planting scheme (to include, where appropriate, both landscape planting and ecological enhancement) shall

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

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

- 9 The existing trees and hedges on and adjoining the application site which are to be retained shall be adequately protected from damage during site clearance and works in accordance with the following:-
- (a) stout exclusion fencing erected and retained for the duration of the site clearance and construction period located outside the extent of the root protection areas of the trees/hedges as identified in the tree protection measures as set out in the report prepared by Challice Consulting Ltd dated 17 December 2018 submitted with the application hereby approved;
  - (b) no building materials, plant or equipment shall be stored during the site clearance and construction period within the rooting zone of any trees or hedges on or adjoining the application site;
  - (c) no burning of materials shall take place on site; and
  - (d) care should be taken to ensure that any vehicles entering or leaving the site, or deliveries made to the site, do not cause damage (including ground compression within rooting zones) of any trees on or adjoining the application site.

These measures shall be put in place before any excavation, construction, vehicle parking or storage of building materials commences in the vicinity of the trees or hedges.

Reason - To preserve the amenity value of the retained trees and shrubs.\*

- 10 The development hereby approved shall not be occupied until the car and cycle parking facilities shown on the approved plans have been completed and made ready for use by the occupiers of the development, those at Pinehurst 1 and 2 and future occupiers of

Pinehurst 3. The car and cycle parking facilities shall be thereafter retained solely for parking purposes (to be used by the occupiers of, and visitors to, the development, existing occupiers at Pinehurst 1 and 2 and future occupiers of Pinehurst 3). \*

Reason - To ensure the provision and availability of adequate off-street parking and to promote sustainable transport.

- 11 The electric charging facilities shown on the approved plans shall be completed and made ready for use by the occupiers prior to first occupation of the development . The electric charging facilities shall be thereafter maintained and retained for their designated purpose. \*

Reason - In the interests of sustainable development, energy efficiency and to promote alternative modes of transport.

- 12 No part of the development hereby approved shall be used or occupied until the means of vehicular access onto Pinehurst Road has been completed and made available for use.

Reason - To ensure adequate means of access is available to the development.

- 13 Unless otherwise allowed by this permission no display or storage of goods, materials, plant, or equipment shall take place other than within the buildings.

Reason - To protect the amenities of the area and adjoining occupiers.

- 14 Following completion of the measures identified in the submitted remediation and verification strategy prepared by Delta Simons dated September 2018 a verification report that demonstrates the effectiveness of the remediation shall be submitted for approval in writing by the Local Planning Authority.

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

- 15 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, in the interests of amenity and pollution prevention, that the development does not contribute to, is not put at unacceptable risk from, or adversely affected by, unacceptable levels of water pollution from previously unidentified contamination sources at the development site and to prevent deterioration of water quality in the Windlesham Formation (Secondary A aquifer) that underlies the site

- 16 All plant and machinery shall be enclosed with soundproofing materials and mounted in a way which will minimise transmission of structure-borne sound in accordance with a scheme to be first submitted to and approved in writing by the Local Planning Authority.

Reason - To protect the amenity of neighbouring occupiers.\*

- 17 No works shall start on site until a construction method statement has been submitted to and approved in writing by the Local Planning Authority, which shall include:

- i) programme of construction work;
- ii) the provision of long term facilities for contractor parking;
- iii) the arrangements for deliveries associated with all construction works;
- iv) methods and phasing of construction works;
- v) access and egress for plant and deliveries;
- vi) protection of pedestrian routes during construction;
- vii) location of temporary site buildings, site compounds, construction materials and plant storage areas;
- viii) controls over dust, noise and vibration during the construction period;
- ix) provision for storage, collection and disposal of



rubbish from the development during the construction period

Construction shall only take place in accordance with the approved method statement\*

Reason - In the interests of amenity and highway safety.

- 18 Provision shall be made for services to be placed underground. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development)(England) Order 2015 (or any Order revoking and re-enacting that Order with or without modification) no overhead electricity, telecommunications or service lines shall be erected or placed above the ground of the site without the express written consent of the Local Planning Authority.

Reason - In the interests of the amenities and character of the area.

- 19 All wild birds and their nests are protected under the Wildlife and Countryside Act 1981 (as amended). If any trees are removed during the bird breeding season (March-September inclusive) they should first be inspected by an experienced ecologist to ensure that no active nests are present. If an active nest is discovered it should be left in situ until the young have fledged.

Reason - to prevent harm to breeding birds.

- 20 The development shall be undertaken in accordance with the Flood Risk Assessment and drainage strategy report prepared by Baynham Meikle Partnership Ltd dated December 2018 as supplemented by details submitted on 8 March 2019.

Reason - To reflect the objectives of policy NE8 of the Rushmoor Local Plan

- 21 Notwithstanding any details submitted with the application prior to the occupation of the development details of a lighting strategy for the site shall be submitted to and approved by the Local Planning Authority. Once approved the lighting strategy shall be implemented prior to the first use of any part of the development and thereafter retained unless otherwise agreed in writing.

Reason - In the interests of the visual amenities of the area

- 22 Prior to the removal of any existing parking provision that serves Pinehurst 1 and/or 2, the temporary car parking provision as shown on drawing number SK\_35 shall be provided, made available for use and retained for parking purposes for the duration of the construction period.

Reason - To ensure appropriate parking provision is retained for existing occupiers of Pinehurst 1 and 2 in the interests of amenity and highway safety

- 23 Within 6 months of the first occupation of the development a verification report shall be submitted which demonstrates that the development has achieved a BREEAM Very Good standard overall and BREEAM Excellent standard for water consumption.

Reason - To confirm the target score as indicated in the BREEAM Pre-Assessment Report Issue 1 prepared by Watkins Payne and to meet the objectives of policy DE1 of the Rushmoor Local Plan.

- 24 The permission hereby granted shall be carried out in accordance with the following approved drawings - 050\_00\_PL01, 01\_PL01, 02\_PL02, 03\_Masterplan\_PL01, 10\_PL01, 11\_PL01, 12\_PL01, 13\_PL01, 14\_PL01, 15\_PL01, 20\_PL01, 21\_PL01, 30\_PL01, 31\_PL01, 32\_PL01, 33\_PL02, SK\_35 and 18409\_T rev 0

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

- 25 Prior to occupation of the development hereby approved, a travel plan co-ordinator shall be appointed to monitor travel to and from the facility based on an agreed process and a travel plan, details of which shall be first submitted to, and approved in writing by the Local Planning Authority. The requirements and obligations contained within the Travel Plan shall be implemented and complied with as approved.

Reason - In the interests of preventing undue reliance on the use of the private car.

# DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 29th May, 2019 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 R.M. Cooper  
Cllr P.I.C. Crerar  
Cllr P.J. Cullum  
Cllr C.P. Grattan  
Cllr Mara Makunura  
Cllr P.F. Rust  
Cllr C.J. Stewart

Apologies for absence were submitted on behalf of Cllr A.H. Crawford.

Cllr Gaynor Austin attended the meeting as a Standing Deputy.

## **Non-Voting Member**

Cllr Marina Munro (Planning and Economy Portfolio Holder) (ex officio)

### **1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **2. MINUTES**

The Minutes of the meeting held on 10th April, 2019 were approved and signed by the Chairman

### **3. PLANNING APPLICATIONS**

**RESOLVED:** That

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

19/00028/FULPP (Asda, Westmead, Farnborough);

- 19/00170/FULPP (Nos. 61-62 Wellington Centre, High Walk, Aldershot);
- \* 19/00229/FUL (No. 17 Invincible Road, Farnborough);
- 19/00260/FUL (Proposed car park site, Kennels Lane, Farnborough);
- (ii) the applications dealt with by the Head of Economy, Planning and Strategic Housing, 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 Economy, Planning and Strategic Housing's Report No. PLN1930, be noted; and
- (iii) the current position with regard to the following applications be noted pending consideration at a future meeting:
- 18/00225/LBCPP (Ramsden Garden Wall Memorial – Montgomery Lines, Aldershot);
- 18/00367/OUTPP (Former Police Station, Pinehurst Avenue, Farnborough);
- 19/00213/FULPP (No. 206 Sycamore Road, Farnborough);
- \* The Head of Economy, Planning and Strategic Housing's Report No. PLN1930 in respect of this application was amended at the meeting

#### 4. APPEALS PROGRESS REPORT

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. PLN1931 concerning the following appeal decisions:

<b>Application / Enforcement Case No.</b>	<b>Description</b>	<b>Decision</b>
17/00956/FULLPP	Against the refusal of planning permission for the demolition of Nos. 110-118 Victoria Road, Farnborough and the erection of 42 apartments (27 one-bedroom and 15 two-bedroom) for the elderly (60 years of age and/or partner over 55 years of age), guest apartment, communal facilities, access, car parking and landscaping.	Dismissed

18/00113/FULLPP      Against the refusal of planning permission under delegated powers for the erection of a three-bedroom detached house on land to the rear of No. 152 Sycamore Road, Farnborough, with access to the public highway via King George Close.      Dismissed

18/00621/FULLPP      Against the refusal of planning permission for the erection of a part single and part two-storey rear extension at No. 60 Hazel Avenue, Farnborough.      Dismissed

**RESOLVED:** That the Head of Economy, Planning and Strategic Housing's Report No. PLN1931 be noted.

5.      **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER JANUARY - MARCH 2019 AND FOR THE FINANCIAL YEAR 2018-2019**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. PLN1932 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 January to 31st March, 2019. The Report also provided summary figures for the financial year 2018-2019.

**RESOLVED:** That the Head of Economy, Planning and Strategic Housing's Report No. PLN1932 be noted.

6.      **APPOINTMENTS TO STANDING CONSULTATION GROUP**

**RESOLVED:** That the Chairman and Vice-Chairman and Cllrs D.B. Bedford, C.P. Grattan and P.F. Rust be appointed to the Standing Consultation Group for the 2019/20 Municipal Year.

7.      **APPOINTMENTS TO DEVELOPMENT MONITORING GROUPS**

(1)      **Farnborough Town Centre -**

**RESOLVED:** That the Vice-Chairman and the three Empress Ward Councillors be appointed to the Farnborough Town Centre Development Monitoring Group for the 2019/20 Municipal Year.

(2) **North Town, Aldershot -**

**RESOLVED:** That the Chairman and the three North Town Ward Councillors be appointed to the North Town Development Monitoring Group for the 2019/20 Municipal Year.

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

**RESOLVED:** That the Chairman and the three Wellington Ward Councillors be appointed to the Wellesley Development Monitoring Group for the 2019/20 Municipal Year.

The meeting closed at 7.55 pm.

CLLR B.A. THOMAS (CHAIRMAN)

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**Development Management Committee  
29th May 2019**

**Appendix "A"**

**Application No. & Date Valid:**      **19/00028/FULPP**                      **11th January 2019**

**Proposal:**                      Removal of existing bus stops with shelters and provision of a revised access to car park from Westmead, together with associated alterations to approved site layout at **ASDA Westmead Farnborough Hampshire**

**Applicant:**                      Mr Steven Roberts - Asda Stores Ltd

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

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

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

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

**Application No. & Date Valid:** 19/00170/FULPP

**12th March 2019**

**Proposal:** Change of Use from retail unit (Use Class A1) to children's soft play centre (Use Class D2) at **61 - 62 Wellington Centre Aldershot Hampshire GU11 1DB**

**Applicant:** London And Cambridge Properties Limited

**Conditions:** 1 Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order, 1987, (or any other Order revoking or re-enacting that Order) the unit shall be used only for the purpose of a Children's Soft Play Centre or A1 Retail Use and for no other purpose, including any other purposes within Class D2, without the prior permission of the Local Planning Authority.

Reason - To protect the viability and vitality of the Primary Shopping Frontage and Aldershot Town Centre, the amenities of neighbouring properties and to prevent adverse impact on traffic and parking conditions in the vicinity.

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

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

3 The premises shall not be used outside the following times:  
9.00am to 5.30pm Mondays to Saturdays, and  
10.00am to 4.00pm on Sundays and bank holidays.

Reason - To safeguard the amenities of neighbouring occupiers.



**Application No. & Date Valid:** 19/00229/FUL

**28th March 2019**

**Proposal:** Construction of new access road across part of existing car park area at No.17 Invincible Road to link with Elles Road at a new road junction with highways signage, extension to central reservation and white-lining, re-arrangement of parking layout and vehicular access to the reduced curtilage of No.17 Invincible Road, and creation of additional parking area to south side of No.17 Invincible Road at **17 Invincible Road Farnborough Hampshire GU14 7QU**

**Applicant:** Rushmoor Borough Council

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

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

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

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

3 The proposed works shall be undertaken entirely in accordance with the following tree protection measures :-

(a) No machinery shall be used anywhere within the root protection area of any tree to be retained;

(b) No material shall be piled-up/stored and no building materials, plant or equipment shall be stored within the identified root protection area;

(c) All post holes and/or excavation of ground to be dug within the identified root protection area of any tree to be retained shall be dug with hand tools only;

(d) Should any roots in excess of 25mm in diameter be encountered when a post hole is being dug, the post

hole shall be re-positioned to avoid and retain intact any tree roots of in excess of 25mm in diameter; and  
(e) Concrete contamination of the root protection area shall be avoided by lining all post holes within the root protection area of any tree to be retained with polythene.

Reason - To protect the amenity value of trees to be retained with the development hereby permitted in the interests of the amenities of the area.

- 4 Notwithstanding the indications of replacement planting shown on the plans hereby approved, prior to first use of the development hereby approved a fully detailed landscape and planting scheme (to include, where appropriate, both landscape planting and ecological enhancement) shall be first submitted to and approved in writing by the Local Planning Authority.

Reason - To ensure the development makes an adequate contribution to visual amenity having regard to the 'green corridor' position of the proposed development. \*

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

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

- 6 The development hereby approved shall not brought into use until the modified and additional on-site parking and servicing/turning facilities shown on the approved plans to be provided for use by the occupiers of, and visitors to, the units at No.17 Invincible Road have been marked out and made available in accordance with the approved plans. The parking and servicing facilities shall be retained solely for their intended purposes at all times thereafter. \*

Reason - To ensure the provision and availability of adequate off-street parking and servicing for the premises at No.17 Invincible Road.

**Application No. & Date Valid:** 19/00260/FUL

**10th April 2019**

**Proposal:** Creation of new car park with associated works at **Proposed Car Park Site Kennels Lane Farnborough Hampshire**

**Applicant:** Rushmoor Borough Council

**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 All excavations will be covered overnight or a ramp provided for any period when the site is inactive.

Reason - To ensure no harm to foraging badgers.

3 All lighting installed within the car park shall be switched off between the hours of 7pm and daybreak and incorporate the following features:

- the luminaires on the lighting columns will be downward facing and fitted with cowls;
- the lights shall be fitted with motion sensors which are only operational between the approved hours as set out above;
- levels of illumination shall not be more than 1 lux at the woodland edge; and
- the sources of illumination shall be in the warm white spectrum (ideally <2700 Kelvin)

Reason - To minimise disturbance to foraging bats in the area.

4 The development shall not be occupied until that the vehicular access is constructed and lines of sight of 2.4 metres by 43 metres provided in accordance with the approved plans. The lines of sight splays shown on the approved plans shall be kept free of any obstruction

exceeding 600mm in height above the adjacent carriageway and maintained thereafter.

Reason - To provide satisfactory access and in the interests of highway safety.

- 5 The proposed surfacing shall not be made of migratory materials or provision shall be made to stop any migratory materials overflowing onto Kennels Lane

Reason - To avoid discharge of material onto the highway

- 6 The development shall take place in accordance with the Arboricultural Impact Assessment and Appendix 1 Method statement (for the protection of trees during development) and Tree Protection Plan.

Reason - To minimise the harm to trees to be retained during development

- 7 The bunds hereby approved shall be seeded with grass seed or turfed in the first available seeding/planting season and thereafter maintained as grassed bunds.

Reason - In the interest of the visual amenities of the area

- 8 The permission hereby granted shall be carried out in accordance with the following approved drawing numbers - 001, 002, 003, 004, 005, 006, 007, 008, 009 and HCC10/L/015

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

# LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Thursday, 6th June, 2019 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr J.E. Woolley (Chairman)  
Cllr S.J. Masterson (Vice-Chairman)

Cllr J.B. Canty  
Cllr A.K. Chowdhury  
Cllr Veronica Graham-Green  
Cllr Christine Guinness  
Cllr L. Jeffers  
Cllr Prabesh KC  
Cllr P.F. Rust

Apologies for absence were submitted on behalf of Cllr A.J. Halstead and Cllr Jacqui Vosper.

## 1. MINUTES

The minutes of the meeting held on 25th March, 2019 were approved and signed by the Chairman.

## 2. RUSHMOOR DEVELOPMENT PARTNERSHIP - GOVERNANCE AND OVERSIGHT ARRANGEMENTS

The Committee considered the Chief Executive's Report No. CEX1903, which set out the Council's proposed governance and oversight arrangements for the Rushmoor Development Partnership LLP and the associated decision making activities of the Council. It was also proposed that this model could be used for future joint venture or company arrangements.

The Report advised Members that the Rushmoor Development Partnership Board consisted of three directors from Hill Investments Partnership Limited and three from Rushmoor Borough Council. The Council's directors were currently the Leader of the Council, the Major Projects and Property Portfolio Holder and the Executive Director (Customers, Digital and Rushmoor 2020). Both parties had an equal say in decision making and governance processes, with each partner having one vote each in decision making. If any matters under disagreement were not able to be resolved within a fixed period then this entered a deadlock process where the matter would be escalated to the Council's Chief Executive and the equivalent Hill Investments Partnership Limited Senior Officer for resolution with the support of experts or specialists as appropriate.

It was noted that Members would be engaged and updated on the work of the Rushmoor Development Partnership through regular seminars, the Policy and Project Advisory Board, together with six-monthly reports to the Council's shareholder (the Chief Executive). The Chief Executive would enable consideration by the Overview and Scrutiny Committee of appropriate reports on progress and the Licensing, Audit and General Purposes Committee on any governance matters. The Report set out a flowchart to illustrate the annual cycle of Rushmoor Development Partnership LLP/Rushmoor Borough Council governance and approvals. The Report also advised Members on the Rushmoor Development Partnership's site development process and associated land transfers.

The Report stressed that the Council had to ensure that its business was conducted in accordance with the law and proper standards and that public money was safeguarded, accounted for and spent economically, efficiently and effectively. This applied equally to the Council's partnerships, which had become an increasingly important way of delivering strategic objectives and services but which also produced particular risk and governance issues. The Council had to ensure that partnerships were linked to the Council's democratic processes to give assurance that the Council was not exposed to unacceptable or unforeseen risks. It was noted that, for the majority of matters arising from the establishment of, and proposed site development processes for, the Rushmoor Development Partnership, the Council's established arrangements for decision making, as set out in the Constitution, together with statutory guidance from Ministry of Housing, Communities and Local Government and other guidance from CIPFA were considered sufficient. However, if any changes to the Constitution were required, these would be picked up during the current review.

During discussion, the Chief Executive answered Members' questions regarding the agreement of the value of Council land to be transferred to the Rushmoor Development Partnership, the resolution of deadlock disagreements<sup>1</sup> and the history to the creation of the Partnership.

**RESOLVED:** That

- (i) the proposed governance arrangements, as outlined in the Chief Executive's Report No. CEX1903 be approved; and
- (ii) the governance arrangements be reviewed in twelve months' time.

### 3. **STATEMENT OF ACCOUNTS 2018/19 - DUTIES AND RESPONSIBILITIES**

The Committee received the Executive Head of Finance's Report No. FIN1921, which set out the duties and responsibilities for the Committee to provide effective scrutiny of the Council's financial statements.

A copy of the draft Statement of Accounts for 2018/19 was tabled at the meeting and Members had also been provided with a link to an electronic copy of the document.

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<sup>1</sup> It is advised that there is a section on "Deadlock" in the agreement signed to establish the Rushmoor Development Partnership. The original report to the Cabinet on 18th September 2018 includes a copy of the agreement and the section on deadlock is on page 30, section 15.

That Statement of Accounts was an annual publication of the Council's financial position, containing a record of the assets and liabilities of the Council and the cost of the services that the Council provided. The Statement of Accounts had been prepared in line with the Code of Practice on Local Authority Accounting in the United Kingdom (CIPFA/LASAAC) under International Financial Reporting Standards (IFRS) and in accordance with the Accounts and Audit (England) Regulations 2015. The Accounts and Audit (England) Regulations 2015 provided for the requirement for the Statement of Accounts 2018/19 to be available for public inspection online for a 30 day working period commencing 3rd June to 12th July 2019.

The Committee was reminded that, in providing effective scrutiny of the financial statements, Members should satisfy themselves that appropriate steps had been taken to meet statutory and professional practices, together with having regard to such factors as: materiality; transparency; valuation; consistency; completeness; legality/legislation; classification; economic climate/going concern principle; risk of error; fraud; and, rights and obligations.

The Report advised Members that consideration should also be given to what sources of information that could be used to help them approve the accounts and from whom they might seek assurance regarding the financial performance of the organisation. Such sources included: internal audit; the work of the Committee in considering fraud, risk and internal audit reporting; statements of senior officers; external audit opinion; other external evaluation (e.g. Local Government Peer Review); other inspection regimes (e.g. HMRC – VAT, PAYE); financial and performance reports; Members' own knowledge of the affairs of the Council; the context (i.e. economic climate, interest rates, property prices, inflation); and, expert knowledge (e.g. actuarial reports, property valuations).

It was stressed that Members of the Committee were not required to have a detailed knowledge of every transaction within the accounts or any detailed, technical accounting knowledge. Members should, however, consider the consistency of the information being presented and ask questions to gain reassurance.

**RESOLVED:** That the Executive Head of Finance's Report No. FIN1921 be noted.

#### 4. **ANNUAL GOVERNANCE STATEMENT - 2018/19**

The Committee considered the Audit Manager's Report No. AUD1906, which set out the Annual Governance Statement 2018/19 for publication alongside the Council's Statement of Accounts.

It was noted that the Accounts and Audit Regulations 2015 required councils to prepare and publish an Annual Governance Statement in order to report publicly on the extent to which the Council complied with its Code of Corporate Governance, including how the Council had monitored the effectiveness of arrangements in the year and on any planned changes to governance arrangements in the coming year.

The Committee was advised that assurance statements had been obtained from Heads of Service to demonstrate how governance arrangements within their service

met the CIPFA/SOLACE 'Delivering good governance in Local Government framework – 2016 Edition'. Actions to improve the governance arrangements were set out in the Annual Governance Statement and work undertaken towards implementing these actions would be regularly reviewed by the Internal Corporate Governance Group and the Committee.

During discussion, reference was made to the review and update of the Council's Constitution which was currently taking place, to be overseen by the Corporate Governance Group. Members also raised questions regarding the Procurement Strategy and a target date for the annual renewal of the Capital Strategy.

**RESOLVED:** That approval be given to

- (i) the Council's Annual Governance Statement 2018/19; and
- (ii) the publication of the Governance Statement alongside the Council's Statement of Accounts for 2018/19.

## 5. **LOCAL CODE OF CORPORATE GOVERNANCE 2018/19**

The Committee considered the Audit Manager's Report No. AUD1905, which set out an updated Local Code of Corporate Governance for review and approval.

The Report advised that the updated Code was based on the CIPFA/SOLACE publication 'Delivering good governance in Local Government: Framework 2016 Edition' and was based on seven core principles:

- behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law
- ensuring openness and comprehensive stakeholder engagement
- defining outcomes in terms of sustainable economic, social and environmental benefits
- determining the interventions necessary to optimise the achievement of the intended outcomes
- developing the entity's capacity, including the capability of its leadership and the individuals within it
- managing risks and performance through robust internal control and strong public financial management
- implementing good practices in transparency, reporting and audit, to deliver effective accountability.

The Code also identified the actions and behaviours taken by the Council in relation to each of the core principles and associated sub-principles. These were summarised in Appendix A of the Code with supporting evidence in Appendix B.



During discussion, Members raised questions regarding the principle of social value in contracts and also the need to make the document easily understandable by those not involved in local government.

**RESOLVED:** That the updated Local Code of Corporate Governance 2018/19 be approved, as set out in the Audit Manager's Report No. AUD1905.

## 6. INTERNAL AUDIT - AUDIT OPINION

The Committee considered the Audit Manager's Report No. AUD1904 which set out the Internal Audit coverage, findings and performance for 2018/19 and presented the Audit Manager's overall assurance opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control environment. The Report also covered the self-assessment carried out against the Public Sector Internal Audit Standards (PSIAS) and the progress on the Quality and Assurance Improvement Plan (QAIP) for the year.

It was noted that, in assessing the level of assurance to be given for 2018/19, the opinion had been based on:

- all audits undertaken in 2018/19
- the result of any follow-up action carried out in 2018/19 in respect of previous audit work
- any significant recommendations not accepted by management and the potential consequences
- NFI fair processing checks
- participation on a working group to develop and improve risk management throughout the Council
- participation on a working group to incorporate the requirements of the General Data Protection Regulation (GDPR) across the organisation
- participation on a corporate governance working group.

The Report advised that the Audit Manager had given an overall reasonable assurance opinion on the effectiveness of the Council's risk management, control and governance for 2018/19. However, there were a few areas where action would enhance the adequacy and effectiveness and these included the rolling out of the reconstituted risk management process across the Council and the development of an Asset Management Strategy. These were issues that had already been identified by managers and they were working to address them.

The Report set out a summary of the results of the Public Sector Internal Audit Standards self-assessment. It was noted that there were eleven overall standards, which were broken down into 336 fundamental principles, against which compliance was measured. The Report advised that, in 2018/19, the Council had been 91% compliant, 3% partially compliant, 2% not compliant and 4% not applicable. The Quality Assurance and Improvement Plan would address some of the non-compliance and partial compliance over the following financial year.

Members noted that work carried out in 2018/19 towards the Quality Assurance and Improvement Plan had resulted in the overall non-compliance being reduced by 1.5%. A full copy of the Plan was set out in Appendix C to the Report.

During discussion, Members raised questions regarding the processes in place to make the Council fully compliant, the resources available within Internal Audit, the time allowed to turn around limited assurances on audit areas and contract management.

**RESOLVED:** That

- (i) the contents of the Audit Manager's Report No. AUD1904, including the audit opinion, be noted;
- (ii) the self-assessment exercise against the Public Sector Internal Audit Standards, as set out in the Report, be noted; and
- (iii) the Quality and Assurance Improvement Plan for 2019/20, as set out in Appendix C to the Report, be endorsed.

## 7. **INTERNAL AUDIT - AUDIT PLAN**

The Committee considered the Audit Manager's Report No. AUD1902 which set out the Internal Audit – Audit Plan for 2019/20. The Plan provided a framework for the use of audit resources and ensured that resources were focused on activities that would enable the Audit Manager to provide the organisation with an overall assurance of the internal control environment.

The Report advised Members on the methodology for compiling audit coverage, including the risk universe and risk criteria and full details were set out in the Report. Heads of Service had been consulted on the risk areas which were high risk on the audit universe to ensure that these were appropriate to be reviewed within the financial year and to highlight any areas of concern within their services.

The Audit Plan would include a review of key financial systems on a three-year rolling basis, adjusted for any significant system developments or identified weaknesses. Other areas of coverage were based on various risk factors developed by Internal Audit and input from Heads of Service.

The Committee noted that there was currently a vacant full-time auditor post. Currently, the work of this post was being carried out by contract auditors.

The first six months' work of the 2019/20 Audit Plan was set out in Appendix A to the report and had been selected from the higher risk areas detailed in Appendix B. The list of audits was subject to review due to the changing needs of the organisation or resource availability and an update would be provided at the next meeting.

**RESOLVED:** That the Annual Plan for 2019/20, as set out in the Audit Manager's Report No. AUD1902 and to be monitored and updated on a rolling quarterly basis, be approved.

## 8. APPOINTMENTS 2019/20

### (1) Outside Bodies –

**RESOLVED:** That the appointment of representatives to outside bodies for the 2019/20 Municipal Year, as set out in the Appendix (set out below), be approved.

### (2) Appointments and Appeals Panel –

**RESOLVED:** That the following Members be appointed to serve on the Appointments and Appeals Panel for the 2019/20 Municipal Year (1 Conservative: 1 Labour: 1 Liberal Democrat and a representative of the Cabinet):

Conservative Group	Cllr S.J. Masterson with Cllr J.E. Woolley as Standing Deputy
Labour Group	Cllr P.F. Rust with Cllr Christine Guinness as Standing Deputy
Liberal Democrat Group	A representative from the Liberal Democrats
Cabinet Member	Cllr Adrian Newell

### (3) Licensing Sub-Committee –

**RESOLVED:** That the following Members be appointed to serve on the Licensing Sub-Committee for the 2019/20 Municipal Year (3 Conservative: 2 Labour):

Conservative Group	Cllrs S.J. Masterson, Jacqui Vosper and J.E. Woolley
Labour Group	Cllrs P.F. Rust and Christine Guinness

### (4) Licensing Sub-Committee (Alcohol and Entertainments) –

**RESOLVED:** That the Head of Democracy, Strategy and Partnerships be authorised to make appointments from the membership of the Licensing, Audit and General Purposes Committee to the Licensing Sub-Committee (Alcohol and Entertainments) in accordance with the procedure agreed by the Committee at its meeting on 21st May, 2009.

**APPENDIX****LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE  
6TH JUNE 2019****REPRESENTATION ON OUTSIDE BODIES 2019/20**

<b>NAME OF ORGANISATION</b>	<b>REPRESENTATIVE(S) 2019/20</b>
Age Concern, Farnborough	Cllrs C.P. Grattan, Jacqui Vosper and one vacancy
Aldershot & Farnborough Festival of Music & Art	Cllrs Gaynor Austin, A.S. Dekker and K.H. Muschamp
Aldershot Military Museum Strategic Local Agreement Meeting	Cllrs Mrs D.B. Bedford and Sophie Porter
Aldershot Town Centre Business and Retailers Group	Cllrs Gaynor Austin, M.S. Choudhary, Sophia Choudhary, Christine Guinness and Prabesh KC
Basingstoke Canal Joint Management Committee	Cllrs J.H. Marsh and Veronica Graham-Green with Cllrs C.P. Grattan and P.G. Taylor as Standing Deputies
Blackbushe Airport Consultative Committee	Cllr P.J. Cullum with Cllr J.E. Woolley as Standing Deputy
Blackwater Valley Advisory Panel for Public Transport	Cllr M.L. Sheehan and M.J. Roberts with Cllrs T.D. Bridgeman and R.M. Cooper as Standing Deputies
Blackwater Valley Countryside Partnership	Cllrs Mrs D.B. Bedford and P.G. Taylor with and Cllr A.J. Halstead as Standing Deputy
Brickfields Country Park, Friends of	Three Manor Park Ward Members (Cllrs D.E. Clifford, P.I.C. Crerar and B.A. Thomas)

Cove Brook Greenway Group	Cllrs Veronica Graham-Green and L. Jeffers
District Council's Network (DCN)	Leader of the Council (Cllr D.E. Clifford)
Enterprise M3 Joint Leaders Board	Leader of the Council (Cllr D.E. Clifford)
Farnborough Aerodrome Consultative Committee	Cabinet Member (Cllr M.L. Sheehan) and Cllr P.G. Taylor (as a representative of an adjoining ward) with Cllr M.J. Tennant as Standing Deputy
Farnborough and Cove War Memorial Hospital Trust Limited	Cllr C.J. Stewart
457 Farnborough Squadron	Cllr J.H. Marsh
Hampshire and Isle of Wight Local Government Association	Leader of the Council (Cllr D.E. Clifford) and Cllr P.G. Taylor (Cabinet Member)
Hampshire Buildings Preservation Trust AGM	Cllrs Veronica Graham-Green and Marina Munro
Hampshire Districts Health and Wellbeing Forum	Cllr Marina Munro (Cabinet Member)
Hampshire Police and Crime Panel	Cllr K.H. Muschamp (Cabinet Member)
Local Government Association - General Assembly	Leader of the Council (Cllr D.E. Clifford)
North Hampshire Area Road Safety Council	Cllr Mara Makunura with Cllr P.G. Taylor as Standing Deputy
North Hampshire Community Safety Partnership	Cllr M.L. Sheehan (Cabinet Member)

Joint Scrutiny Committee (Hart/Basingstoke/Rushmoor) North Hampshire Community Safety Partnership	Two representatives from Chairman and Vice-Chairmen of the Overview and Scrutiny Committee and Cllr A.H. Crawford with Cllr K. Dibble and remaining Scrutiny Chairman or Vice-Chairman as nominated substitutes
Parity for Disability	Cllr S.J. Masterson with Cllr Sue Carter as Standing Deputy
Project Integra Strategic Board	Cllr M.L. Sheehan (Cabinet Member)
Royal British Legion (Farnborough Branch) Remembrance Day Arrangements	Cllr Mrs. D.B. Bedford
Rushmoor Citizens' Advice Bureaux Trustee Board	Cllrs P.F. Rust and C.J. Stewart
Rushmoor Development Partnership LLP (RDP)	Cllrs D.E. Clifford, M.J. Tennant and Executive Director (Mrs. Karen Edwards)
Rushmoor Local Housing Company – Board Directors	Cllrs. K. Dibble, K.H. Muschamp and J.E. Woolley
Rushmoor in Bloom Forum	Cllrs Mrs. D.B. Bedford, M.S. Choudhary, Mrs Liz Corps, C.P. Grattan and Sophie Porter
Rushmoor Partners Network	Cllrs Marina Munro, K.H. Muschamp and Cllr D.E. Clifford
Rushmoor Voluntary Services Board	Cllr S.J. Masterson
Rushmoor Youth Forum (currently a virtual forum)	Cllrs J.B. Canty, Sue Carter and A.J. Halstead

South East Employers – Full Meeting	Cllr P.G. Taylor (Cabinet Member) and one vacancy as Standing Deputy
South East Employers – The Local Democracy and Accountability Network	Cllrs P.F. Rust and J.E. Woolley
South East England Councils (SEEC) All Member Meeting	Cllr D.E. Clifford (Cabinet Member)
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Marina Munro (Cabinet Member with responsibility for Planning Policy)
West End Centre Management Committee	Cllrs M.S. Choudhary and Sophie Porter

The meeting closed at 8.11 pm.

CLLR J.E. WOOLLEY (CHAIRMAN)

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**REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND  
PROJECT ADVISORY BOARD**

To note the Reports of the following meetings (copies attached):

Policy and Project Advisory Board  
Overview and Scrutiny Committee  
Policy and Project Advisory Board

3rd April, 2019  
30th May, 2019  
5th June, 2016

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# POLICY AND PROJECT ADVISORY BOARD

Meeting held on Wednesday, 3rd April, 2019 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 M.J. Roberts  
Cllr P.F. Rust  
Cllr J.E. Woolley

Apologies for absence were submitted on behalf of Cllr R.L.G. Dibbs and Cllr Mara Makunura.

## 25. MINUTES

The minutes of the meeting held on 23rd January, 2018 were approved and signed by the Chairman. The Chairman reported that in response to the action from the January meeting, relating to the views of the Friends of Aldershot Lido being considered by the Leisure Facilities and Contracts Task and Finish Group, it was agreed that Cllr A.H. Crawford would be invited to attend the Task and Finish Group when the Aldershot Pools Complex was being discussed.

## 26. ALDERSHOT TOWN CENTRE STRATEGY

The Board considered the Head of Economy, Planning & Strategic Housing's Report No. EPSH1923 which provided an update on the developments in Aldershot and identified the key elements that would be addressed in the Aldershot Town Centre Strategy. The Aldershot Town Centre Supplementary Planning Document had been published in early 2016 and identified key sites which were important in the regeneration of Aldershot. The Council had since been proactive in buying a number of key properties to move the regeneration forward. Work had also been carried out to bring forward a number of other sites. Projects were expected to move forward significantly during 2019 with consultation and submission of planning applications expected for the Galleries and Union Street East. The Aldershot Town Hall building works were due to commence shortly with the opening of the Digital Games Development Hub expected in the second half of 2019. A transitional plan had been drafted which would be used to direct the short-medium term activity to sustain the Town Centre during the redevelopment work.

Work had been carried out to identify the key challenges for Aldershot and how best to sustain the town centre. It was identified that there needed to be a strategic approach to diversify uses within the centre beyond the traditional retail base. Opportunities to increase footfall through utilising the Town's heritage and focussed leisure and tourism were also identified. In order to respond to the challenges identified, the Council had submitted an Expression of Interest for Future High Street Funding.

The Report highlighted the governance and engagement issues relating to the development of the Aldershot Town Centre Strategy. An Aldershot Taskforce had been established to shape the Strategy and help enable consultation with the wider Aldershot residents and stakeholders. The types of engagement proposed included regular meetings with existing town centre businesses and views of residents being sought through meetings and social media. A wider programme of engagement would be developed by the Regenerating Rushmoor Team.

The Board discussed the Report and provided their views on the proposed focus of the Aldershot Town Centre Strategy and approach to governance and engagement. The Board agreed that there was a need to diversify uses in the town to make it more viable and attract visitors. It was agreed that residents needed to be kept informed with clear explanations provided on what was being proposed. The Board supported the suggested focus for the Aldershot Town Centre Strategy.

## **27. CONSERVATION AREA REVIEWS**

The Board considered the Head of Economy, Planning & Strategic Housing's Report No. EPSH1924 which set out a proposal for a programme of appraisals for the eight designated Conservation Areas in the Borough. Work on the review and appraisal of six of the Conservation Areas had started in 2005 but the work had not been completed. There was a need to complete the work to assist in the determination of planning applications. Historic England had recently published detailed guidance on carrying out conservation area appraisals which recognised that change was inevitable and set out ways in which it could be managed to conserve and enhance historic areas. The guidance emphasised that the focus should be on buildings that positively enhanced the conservation area and that elements that do not should be removed. This was likely to be applicable to parts of Rushmoor's Conservation Areas and there could well be recommendations to remove parts of the Conservation Areas.

A 'pilot' appraisal had been carried out on Cargate Avenue to establish the level of resourcing required. The options available to carry out the appraisals was to either employ external consultants or take a more bespoke approach. It was proposed that an initial scoping review should be carried out of all the designated Conservation Areas to establish whether certain parts should be added or removed or whether some Conservation Areas should be de-designated. A priority list could then be drawn up to establish which areas should be considered first. Once a priority list had been produced a character appraisal would be carried out. It was suggested that a maximum of two character appraisals could be undertaken per year 'in house'. The scoping exercise would provide further detail on the resources needed to complete

the programme and whether a balance between in-house and external resources was required.

The Strategic Housing and Local Plan Group had discussed the proposal and following discussion with the Board, the proposed approach for a scoping review would be reported to Cabinet in May. The Board discussed the Report and agreed with the proposal to prepare a scoping report as recommended.

## **28. ASSET MANAGEMENT PLAN**

The Board considered the Head of Regeneration and Property's Report No. RP1907 which reported on the high-level Asset Management Plan (AMP) and set out the context and issues to be addressed in order to manage the Council's assets. Cllr M.J. Tennant, Major Projects and Property Portfolio Holder, joined the meeting for the AMP item.

A new Property and Estates Manager had been appointed and would lead on the AMP work. The development of the AMP highlighted that there were a number of areas of work that needed to be addressed. It was proposed that the priority areas of work should include:

- A review of the acquisition process;
- A review of the investment portfolio;
- A review of the rent arrears process;
- An audit of property ownership; and,
- Procurement of an asset management system to digitise records in one place.

The Board was asked to consider any other areas of asset management work that needed to be prioritised. The Board discussed the AMP and agreed it provided a good framework complemented the priorities proposed.

## **29. FARNBOROUGH CIVIC QUARTER**

The Board considered the Executive Director's Report No. ED1905 which presented the draft findings from the public engagement carried out around the Civic Quarter site. The Board also received a copy of the draft Masterplan briefing document. The public engagement exercise had resulted in 600 responses with additional responses received regarding the skate park. There had also been over 70 people that participated in the vision workshops. As part of the engagement, participants had been invited to join a residents group and an initial meeting of a 'Heart of Farnborough' residents group had been held on 6th March with 34 attendees.

The initial observations from the public engagement showed that there was a good alignment between the opportunities for improvement identified at the vision workshop and the public consultation. There was also some alignment with the Regeneration Programme vision for Farnborough. However, there were also a number of competing preferences. The Board would need to consider the wider policy context and balance the public desires against the regeneration aims.

The Board discussed the draft findings from the engagement work. It was suggested that the site should be renamed as Civic Quarter would lead residents to think it related to another local authority building. It was suggested there should be links to aerospace and high-tech business. The need for the site to complement the existing town centre was highlighted with improved access from the business park area to the town centre.

The next stage in the regeneration of the Civic Quarter was the preparation of the Masterplan. The work would commence in April and progress would be reported back to the Board in the Summer.

30. **WORK PROGRAMME**

The Board **NOTED** the Work Programme.

The meeting closed at 9.00 pm.

CLLR A.R. NEWELL (CHAIRMAN)

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# OVERVIEW AND SCRUTINY COMMITTEE

Meeting held on Thursday, 30th May, 2019 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr M.D. Smith (Chairman)  
Cllr Mrs. D.B. Bedford (Vice-Chairman)  
Cllr L. Jeffers (Vice-Chairman)

Cllr T.D. Bridgeman  
Cllr M.S. Choudhary  
Cllr K. Dibble  
Cllr Veronica Graham-Green  
Cllr Christine Guinness  
Cllr Mara Makunura  
Cllr Nadia Martin  
Cllr S.J. Masterson

### 1. APPOINTMENT OF CHAIRMAN

**RESOLVED:** That Cllr. M.D. Smith be appointed as Chairman of the Committee for the 2019/20 Municipal Year.

### 2. APPOINTMENT OF VICE-CHAIRMEN

**RESOLVED:** That Cllrs. Mrs D.B. Bedford and L. Jeffers be appointed as Vice-Chairmen of the Committee for the 2019/20 Municipal Year.

### 3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 31st January, 2019 were agreed as a correct record.

### 4. INTRODUCTION TO THE COMMITTEE

An introduction to the Committee was provided by the Head of Democracy, Strategy and Partnerships, Mr. Andrew Colver.

The role of the Committee had a key place in the overall structure of the Council but held no executive powers. However, the Executive (Cabinet) and the Committee should be working towards the same goals. Members would have the opportunity to set the agenda, determine issues and processes, carry out detailed examination/investigation of issues and report back on their findings. There was little restriction on areas of work, which could include executive and non-executive functions and external services.

The Committee's agenda would contain some regular items, including performance monitoring and work programmes/progress reports. Other items, which may appear on the agenda included, pre-decision scrutiny and call ins.

Task and Finish Groups should be set up to deliver major project areas, normally 4-5 at any one time, success would depend on the clarity of their purpose and process.

The Chairman thanked Mr. Colver for his presentation.

## **5. COMMERCIAL PROPERTY**

The Committee welcomed the Major Projects and Property Portfolio Holder, Cllr. Martin Tennant, and the Executive Head of Regeneration and Property, Mr. Paul Brooks, who attended the meeting to present Report No. RP1906 on the Review of Commercial Property Investments.

The Report explained the processes followed to acquire property, taking into account income and borrowing, risk, location, the need for a balanced portfolio of property and due diligence and negotiations. The investment performance of the property asset investment portfolio was also included in the Report.

It was noted that external management agents were used to manage the properties within the portfolio. These agents acted on behalf of the Council. It was also noted that all the investment properties were on full repairing leases.

It was advised that Lambert Smith Hampton (LSH) had been appointed to carry out an independent external review of the assets within the portfolio, to give the Council a clear understanding of its assets and to identify any issues. Once the work was complete it was requested that a report should be made to the Committee on LSH's findings.

The Chairman thanked Cllr. Tennant and Mr. Brooks for the information and the Committee requested an update later in the year.

## **6. QUARTER 4 PERFORMANCE MONITORING**

The Strategy, Performance and Partnership Manager, Mr. Jon Rundle, attended the meeting to give an update on the 2018/19 Quarter 4 Performance Monitoring data.

It was reported that 77.0% of the actions were "green" for quarter 4, 17.6% "amber" and 5.4% "red". The Committee was given further information on the "amber" and "red" actions. These included:

- "Continue to address the rough sleeping and street drinking issues in our town centres through enforcement, deterrent and prevention" – It was reported two of the three Community Patrol Officers (CPO) had now been accredited and a programme would start on 10th June, 2019 to issue Community Protection Notices and compile evidence to be ready to take individuals to court if necessary. CPO's would be crewed with Police Officers during the summer



months when the activities of these individuals increased. A report would be made to the Committee at a meeting in Autumn, 2019.

- “Generate and support targeted employment and skills opportunities to improve outcomes for residents” – It was noted that the Skilled Up scheme was no longer active. However, the Council had been working closely with Hampshire County Council (HCC) to continue to deliver construction skills training to local people.
- “Agree future shape of the CCTV service and procure new cameras and maintenance and supply contracts” – It was reported that a way forward had been agreed and consultants were currently carrying out further work on requirements and specifications. It was hoped this review work would now be completed in summer, 2019.
- “Build the new pavilions and changing rooms at Ivy Road and Moor Road playing fields” – It was noted that the Moor Road Playing Fields scheme was being revised after a recent resident consultation. A report on the scheme would be made to the Committee at its July, 2019 meeting. It was noted that the Ivy Road project had been put on hold whilst a review was made of options.

Requests were made for further information on the following items:

- Moor Road Playing Fields Scheme – July, 2019
- Hampshire County Council project to replace Skilled Up – Q1 Monitoring
- North Hants Community Safety Partnership – Autumn, 2019

The Committee had requested further information on Crime and Disorder and Web Data during a discussion on the Quarter 2 Performance Monitoring and updates were provided.

The Community Safety Manager, Caroline Ryan attended to give an update of the crime and disorder data and explained the background to the data sets and the interpretation of the information. She identified that there were different ways of visualising the data and stated that there were reasons why there were sometimes significant changes in the categories.

Web Data – Corporate Communications Manager, Ms Gill Chisnall and Web Manager, Mr. Paul Cowell, attended the meeting to give a presentation on the website and social media activities. It was noted that the website was information focussed and attracted around 65,000 visits per year - 2,100 visits per day. Trends showed that visits were seasonal, spiking in May during elections and the summer when events/activities were more frequent, especially during the Farnborough International Airshow and the opening of the Aldershot Lido.

Online transactions equated to about a quarter of all transactions, these were for a number of different payments, including parking fines, garden waste renewals/sign ups, littering fixed penalty notices and council tax. Other data on usage showed the

devices used to access the website, times when people visited and how they accessed the site.

It was noted that the website still attracted significant numbers of visitors, but increasingly people wanted to access information via other channels such as social media. It was reported that 77% of the UK's internet users had a social media account. The Council had a number of different social media accounts including, Facebook, Twitter, Instagram, LinkedIn and YouTube. The social media accounts were used by the Council to drive traffic to the website, communicate events and news and engage with wider demographics. Customers increasingly used social media to raise queries which could be responded to quickly.

## 7. **STREET LIGHTING - IMPACT ON CRIME**

At the request of Cllr Nadia Martin, the Committee considered reviewing the fear and risk of the increase in crime in the Borough following the decision by Hampshire County Council to switch off street lighting during the night in some residential roads.

It was noted that the decision made by the County Council to switch off some street lights had been made to reduce expenditure. It was suggested that savings of £1.62 million could be made by the initiative. It was also noted that sixteen complaints had been received to date.

It was considered still early days and it was requested that the situation should be monitored for a further six month period, when a report could be made to the Committee.

## 8. **REGISTERED PROVIDERS TASK AND FINISH GROUP**

Cllr. Mrs D.B. Bedford who had Chaired the Group during the 2018/19 Municipal Year presented Report No. PLN1920 to the Committee. It was noted that the Group had reviewed five Registered Providers during the year, which involved carrying out site visits and meetings. The Committee were asked to endorse the programme of work in 2018/19 and it was recommended that a further programme of review be arranged for 2019/20.

Report No. PLN 1920 was **ENDORSED** and the Group were authorised to prepare a programme of work for the 2019/20 Municipal Year.

## 9. **APPOINTMENTS TO GROUPS**

**RESOLVED:** That the following Members be appointed to serve on the following Groups for the 2019/20 Municipal Year:

### **Review of Registered Providers Task and Finish Group**

Chairman	Cllr. M.D. Smith
Vice-Chairman	Cllr. Mrs D.B. Bedford
Conservative Group	Cllr. M.S. Choudhary One vacancy

Labour Group	Cllr. T.D. Bridgeman Cllr. K. Dibble
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It was agreed that the Head of Democracy, Strategy and Partnerships, in consultation with the Chairman, appoint a further representative from the Conservative Group.

### **Environmental Services Contract Task and Finish Group**

It was suggested that the Membership of the Group should remain the same as in the 2018/19 Municipal Year to finalise the work of the Group. A report would be made to the Committee at its meeting in July, 2019.

Chairman	Cllr. M.D. Smith
Vice-Chairman	Cllr. Mrs D.B. Bedford
Conservative Group	Cllr. J.B. Canty Cllr. Veronica Graham-Green
Labour Group	Cllr. C.P. Grattan Cllr. Nadia Martin (replacing Cllr. K. Dibble)

### **Council Tax Support Task and Finish Group**

It was noted that the proposed date for the first meeting of this Group was 18th June, 2019 at 7.0p.m.

Chairman	Cllr. M.D. Smith
Vice Chairman	Cllr. Mrs D.B. Bedford
Conservative Group	Cllr. Veronica Graham-Green Cllr. Mara Makunura
Labour Group	Cllr. A.H. Crawford Cllr. M.J. Roberts

### **Overview and Scrutiny Committee Progress Group**

Chairman	Cllr. M.D. Smith
Vice-Chairmen	Cllr. Mrs D.B. Bedford Cllr. L. Jeffers
Conservative Group	Cllr. S.J. Masterson
Labour Group	Cllr. T.D. Bridgeman Cllr. K.Dibble

### **Educational Attainment Task and Finish Group**

Chairman	Cllr. M.D. Smith
Vice-Chairman	Cllr. L. Jeffers
Conservative Group	Cllr. Mara Makunura One vacancy
Labour Group	Cllr. Gaynor Austin

It was agreed that the Head of Democracy, Strategy and Partnerships, in consultation with the Chairman, appoint a further representative from the Conservative Group Cllr P.J. Cullum (Education Cabinet Champion) would also be invited to attend appropriate meetings of the Task and Finish Group.

10. **WORK PLAN**

The Committee noted the current work plan and agreed that the plan would be considered in further detail at the first meeting of the Progress Group.

The meeting closed at 9.29 pm.

CLLR M.D. SMITH (CHAIRMAN)

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# POLICY AND PROJECT ADVISORY BOARD

Meeting held on Wednesday, 5th June, 2019 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr J.B. Canty (Chairman)  
Cllr Sophia Choudhary (Vice-Chairman)  
Cllr P.I.C. Crerar (Vice-Chairman)

Cllr Gaynor Austin  
Cllr P.J. Cullum  
Cllr A.S. Dekker  
Cllr Prabesh KC  
Cllr Ms S. Porter  
Cllr M.J. Roberts  
Cllr C.J. Stewart  
Cllr J.E. Woolley

### 1. APPOINTMENT OF CHAIRMAN

**RESOLVED:** That Cllr J.B. Canty be appointed Chairman for the 2019/20 Municipal Year.

### 2. APPOINTMENT OF VICE-CHAIRMAN

**RESOLVED:** That Cllrs Sophia Choudhary and P.I.C. Crerar be appointed Vice-Chairmen for the 2019/20 Municipal Year.

### 3. MINUTES

The minutes of the meeting held on 3rd April, 2019 were approved and signed by the Chairman.

### 4. ROLE OF THE POLICY AND PROJECT ADVISORY BOARD

Ian Harrison, Executive Director (Operations), provided a brief overview on the role of the Policy and Project Advisory Board. The main purpose of the Board was to assist and advise the Cabinet in the development of policies and strategies. The Board would undertake research, consultation and review and make recommendations to the Cabinet. The Cabinet would consider the information when making decisions.

The Advisory Board would meet six times per year, however additional meetings could be arranged if the volume of work required. Items for the agenda would be considered by the Progress Group. Any member of the Board could put forward

items for the agenda which could be considered by the Progress Group. The Board **NOTED** the information.

## 5. **ALDERSHOT AND FARNBOROUGH 2030 CONSULTATION ANALYSIS**

The Board considered the Head of Strategy, Democracy and Partnership's Report No. DSP1903 which set out the approach to the consultation carried out to help shape the development of a long-term vision for the Borough. The Report set out the key findings and outcomes from the survey and engagement activity.

Six themes were identified at a network meeting of Rushmoor's key partners which took place in November 2018. The six themes, which reflected the issues that were thought to be the most important to residents and businesses, were developed for the public consultation. The consultation on the long-term vision and three-year business plan for the Borough was carried out during February and March 2019. There were three key strands to the consultation which comprised an online survey, public drop-in consultation stands and discussions with community groups and an Instagram poll.

There were 1,101 responses received to the full survey, short survey and Instagram poll. Around 2,000 separate comments were received in response to the consultation questionnaire and consultation discussions at drop-in sessions. The Board was advised on the outcomes of the full survey which placed opportunities for everyone (quality education and a skilled workforce) as the most important theme and vibrant and distinctive town centres in second place. The short survey placed vibrant and distinctive town centres and housing for every stage of life as the most important two themes with opportunities for everyone as the third most important. Vibrant and distinctive town centres also received the highest average score through the Instagram poll.

The Board received details on the key messages in each of the six theme areas. There were a number of key messages highlighted from the consultation exercise which would need to be taken into account in the development of the long-term vision. Overall there was strong support for the themes and aspirations within the draft vision. There were three additional issues which it was recommended should be incorporated in the long-term vision which were community safety, stronger communications with the community and green and environmentally-friendly living.

The Board discussed the consultation work that had been carried out and commented on how thorough the engagement process had been, and in particular the additional work to consult with hard to reach audiences. There was some discussion regarding the connected communities theme and how well the audience understood the meaning of the theme. It was agreed that consideration should be given to renaming the connected communities theme. Board members were invited to send any additional comments to Jill Shuttleworth and the comments would be considered when developing the vision.

The Board **RECOMMENDED to Cabinet** that the key messages, subject to the Board's comments, as set out in the Head of Strategy, Democracy and Partnership's

Report No. DSP1903, be incorporated in the development of a new long-term vision for Rushmoor.

## 6. **STRATEGY FOR FUTURE INVESTMENT IN RELATION TO PLAYGROUNDS WITHIN THE BOROUGH**

The Board received a presentation from Andy Ford, Parks Manager, setting out the current provision of playgrounds in the Borough. Cllr M.L. Sheehan, the Operational Services Portfolio Holder, joined the meeting for the item.

The Board was advised that there were 69 equipped playgrounds in the Borough and, of those, 39 were owned by the Council. Since 2005, 14 sites had been refurbished, the remaining 25 were older and in need of investment. There were a variety of types of play areas in the Borough categorised as: Local Areas for Play (LAP) 100m distance or a minute walk; Local Equipped Areas for Play (LEAP) 400m distance or a 5 minute walk; and, Neighbourhood Equipped Area for Play (NEAP) 1km distance or a 12 minute walk. There were also two destination play areas, one in Farnborough and one in Aldershot, where residents were prepared to travel greater distances to visit.

The Board was shown a number of maps which set out where the LAPs, LEAPs and NEAPs were located in the Borough. Figures were also provided setting out the usage of the various playgrounds during August 2017 which showed that both the destination playgrounds, King George V Playing Fields in Farnborough and Aldershot Park in Aldershot, had the highest usage. Details were provided on the cost of the maintenance of the playgrounds. The cost of the maintenance of the sites was split into the very high value sites which had the highest usage down to the lower value sites which were a much smaller provision with limited use. The equipment in some of the smaller sites was reaching the end of its life and items would need to be either repaired, replaced or removed in the near future. The total cost commitment over a 15-year cycle for investment in the current playground provision was £3.28m with annual inspection, repair and maintenance costs of £66k.

The Board was asked to consider the best way to develop the strategy to ensure that the provision of playgrounds was appropriate for current and projected communities. The Board discussed the current provision and the best way to progress the development of a strategy. Details on the time and date of when the playground usage was monitored was requested. The Board was asked to request any additional data before the next meeting through the Board Administrator. A site visit for Board Members would try to be arranged before the following meeting. Board Members were also encouraged to make their own visits to a selection of the playgrounds.

The Board **AGREED** that the strategy development would be discussed further at the following Advisory Board meeting.

## 7. APPOINTMENTS TO GROUPS FOR 2019/20

### (1) Progress Group

**RESOLVED:** That the following members be appointed to serve on the Policy and Project Advisory Board Progress Group for the 2019/20 Municipal Year.

PPAB Chairman	Cllr J.B. Canty
PPAB Vice Chairmen	Cllr Sophia Choudhary Cllr P.I.C. Crerar
Conservative Group	Cllr C.J. Stewart
Labour Group	Cllr Gaynor Austin Cllr M.J. Roberts
Liberal Democrat Group	Cllr A.S. Dekker

### (2) Strategic Housing and Local Plan Group

**RESOLVED:** That the following members be appointed to serve on the Strategic Housing and Local Plan Group for the 2019/20 Municipal Year.

PPAB Vice-Chairman	Cllr P.I.C. Crerar
Leader of the Council	Cllr D.E. Clifford
Cabinet Member with responsibility for the Local Plan	Cllr Marina Munro
Chairman of Development Management Committee	Cllr B.A. Thomas
Conservative Group	Cllr C.J. Stewart Cllr M.J. Tennant
Labour Group	Cllr C.P. Grattan Cllr M.J. Roberts
Liberal Democrat Group	Cllr A.S. Dekker

### (3) Leisure Facilities and Contracts Task and Finish Group

**RESOLVED:** That the following members be appointed to serve on the Leisure Facilities and Contracts Task and Finish Group for the 2019/20 Municipal Year.

PPAB Chairman	Cllr J.B. Canty
Conservative Group	Cllr Prabesh KC Cllr Mara Makunura Cllr C.J. Stewart
Labour Group	Cllr T.D. Bridgeman Cllr C.P. Grattan
Liberal Democrat Group	Cllr A.S. Dekker

### (4) Rushmoor 2020 Modernisation and Improvement Task and Finish Group

**RESOLVED:** That the following members be appointed to serve on the Rushmoor 2020 Modernisation and Improvement Task and Finish Group for the 2019/20 Municipal Year.



PPAB Chairman	Cllr J.B. Canty
Cabinet Member with responsibility for Customer Experience and Improvement	Cllr K.H. Muschamp
Conservative Group	Cllr Sophia Choudhary Cllr P.J. Cullum Cllr J.H. Marsh
Labour Group	Cllr Gaynor Austin Cllr Nadia Martin
Liberal Democrat Group	One vacancy

**(5) Elections Group**

**RESOLVED:** That the following members be appointed to serve on the Elections Group for the 2019/20 Municipal Year.

PPAB Vice-Chairman	Cllr Sophia Choudhary
Cabinet Member with responsibility for Electoral Issues	Cllr A.R. Newell
Chairman of Licensing, Audit and General Purposes Committee	Cllr J.E. Woolley
Conservative Group	Cllr S.J. Masterson
Labour Group	Cllr T.D. Bridgeman Cllr K. Dibble
Liberal Democrat Group	One vacancy

**8. WORK PROGRAMME**

The Board **NOTED** the Work Programme and that it would be developed through the Progress Group

The meeting closed at 9.50 pm.

CLLR J.B. CANTY (CHAIRMAN)

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