



# 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, 3rd October, 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 - 6)**

To confirm the Minutes of the Ordinary Meeting of the Council held on 25th July 2019 (copy attached).

2. **MAYOR'S ANNOUNCEMENTS –**

3. **RUSHMOOR COMMUNITY AWARD 2019 –**

The Mayor to present the Rushmoor Community Award 2019 to both Suzanne Skippage and Stella Olivier in recognition of their outstanding contributions to the Borough.

4. **STANDING ORDER 8 - QUESTIONS –**

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

5. **NOTICE OF MOTION - DEBT COLLECTION PRACTICES –**

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

“That this Council engage with the Stop The Knock campaign of the Money Advice Trust to improve its debt-collection practices using the six steps to:

1. Make a clear public commitment to reduce the Council’s use of bailiffs over time.
2. Review the Council’s signposting to free debt advice, including phone/online channels.
3. Adopt the Standard Financial Statement to assess affordability.
4. Have a formal policy covering residents in vulnerable circumstances.
5. Exempt Council Tax Support recipients from bailiff action.
6. Sign the Council Tax Protocol and review current practice against the ‘Supportive Council Tax Recovery’ Toolkit.”

6. **RECOMMENDATIONS FOR DECISION BY THE COUNCIL –**

To consider the recommendations in relation to the following items:

- 1) **Asset Management –** (Pages 7 - 12)

To receive a report from the Cabinet (copy attached – Annex 1), which recommends the approval of the proposed Asset Management Plan. The Major Projects and Property Portfolio Holder (Cllr M.J. Tennant) will introduce this item.

7. **EXCLUSION OF THE PUBLIC –**

To consider resolving:

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

<b>Item No.</b>	<b>Schedule 12A Para. No.</b>	<b>Category</b>
7.1	3	Information relating to financial or business affairs

1) **Rushmoor Development Partnership - Approval of Parsons Barracks Car Park Project Plan – (Pages 13 - 28)**

To consider an exempt report (copy attached – Annex 2), which recommends the approval of the Rushmoor Development Partnership's Project Plan in relation to the redevelopment of Parsons Barracks Car Park, Aldershot. The Deputy Leader of the Council (Cllr K.H. Muschamp) will introduce this item.

8. **QUESTIONS FOR THE CABINET –**

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

9. **REPORTS OF CABINET AND COMMITTEES – (Pages 29 - 74)**

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

**Cabinet**

23rd July, 2019  
20th August, 2019  
17th September, 2019

**Committees**

Development Management	17th July, 2019
Licensing Audit and General Purposes	29th July, 2019
Development Management	14th August, 2019
Development Management	18th September, 2019

10. **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD – (Pages 75 - 90)**

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

Overview and Scrutiny Committee	18th July, 2019
Policy and Project Advisory Board	31st July, 2019
Overview and Scrutiny Committee	11th September, 2019

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

Council Offices  
Farnborough  
Hampshire GU14 7JU

Wednesday 25th September 2019

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# BOROUGH OF RUSHMOOR

**MEETING OF THE BOROUGH COUNCIL** held at the Council Chamber, Council Offices, Farnborough on Thursday, 25th July, 2019 at 7.00 pm.

The Worshipful The Mayor (Cllr Sue Carter (Chairman))  
The Deputy Mayor (Cllr P.F. Rust (Vice-Chairman))

Cllr Gaynor Austin  
Cllr T.D. Bridgeman  
Cllr M.S. Choudhary  
Cllr A.K. Chowdhury  
Cllr R.M. Cooper  
Cllr P.J. Cullum  
Cllr K. Dibble  
Cllr Christine Guinness  
Cllr L. Jeffers  
Cllr Mara Makunura  
Cllr S.J. Masterson  
Cllr K.H. Muschamp  
Cllr Sophie Porter  
Cllr M.L. Sheehan  
Cllr C.J. Stewart  
Cllr B.A. Thomas  
Cllr J.E. Woolley

Cllr Mrs. D.B. Bedford  
Cllr J.B. Canty  
Cllr Sophia Choudhary  
Cllr D.E. Clifford  
Cllr P.I.C. Crerar  
Cllr A.S. Dekker  
Cllr C.P. Grattan  
Cllr A.J. Halstead  
Cllr Prabesh KC  
Cllr J.H. Marsh  
Cllr Marina Munro  
Cllr A.R. Newell  
Cllr M.J. Roberts  
Cllr M.D. Smith  
Cllr M.J. Tennant  
Cllr Jacqui Vosper

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

Apologies for absence were submitted on behalf of Cllr A.H. Crawford, Cllr Veronica Graham-Green, Cllr Nadia Martin and Cllr P.G. Taylor.

Before the meeting was opened, Cllr J.H. Marsh led the meeting in prayers.

## 15. MINUTES

It was MOVED by Cllr K.H. Muschamp; SECONDED by Cllr M.J. Tennant and

**RESOLVED:** That the Minutes of the Ordinary Meeting of the Council held on 20th June, 2019 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

## 16. MAYOR'S ANNOUNCEMENTS

- (1) The Mayor reported that she had attended the Armed Forces Day flag raising ceremony on 24th June, 2019 at Princes Gardens in Aldershot. She had been joined by her Chaplain, civic guests, members of the public, representatives of

the Royal British Legion, Military, Police and Hampshire Fire and Rescue Service.

The Mayor advised Members that, on 29th June, 2019 she had been proud to be part of the Saluting Party with the Deputy Lieutenant of Hampshire (Brigadier David Harrison JP DL), the Deputy Commander Reserve of HQ 11 Brigade and South East, and the Commanding Officer of 1st Battalion Grenadier Guards, when serving soldiers from the Grenadier Guards, the Corps of Drums and veterans took part in a march through the town centre to celebrate Armed Forces Day.

- (2) The Mayor reported that, on 6th July 2019, she had had the pleasure of attending the unveiling ceremony of the Airborne Soldier Statue in Princes Gardens and being in the Saluting Party for the parade through Aldershot town centre by approximately 600 former members of the Parachute Regiment. The Mayor advised that she had subsequently received a letter from the Colonel Commandant of the Parachute Regiment – Lieutenant General Sir John Lorimer KCB DSO MBE – in which he thanked Rushmoor for the support given to the Airborne Soldier Statue unveiling project. Lieutenant General Sir John Lorimer had also commented that the day had been a great success and had demonstrated how much the Regimental and Airborne community appreciated the opportunity to return ‘home’ to Aldershot.
- (3) The Mayor advised Members of the following fundraising events for her charities:
  - Charity Golf Tournament – Friday, 13th September 2019 at the Army Golf Club, Aldershot
  - Charity Race Night – Friday, 25th October 2019 at the Council Offices, Farnborough

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

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

## 18. **NOTICE OF MOTION - FOOD POVERTY**

The Council was asked to consider the following Notice of Motion on food poverty which had been submitted for debate by Cllr Gaynor Austin in accordance with the provisions of Standing Order 9 (1):

“This Council recognises food poverty and food insecurity as issues meriting urgent action within the Borough. Therefore, this Council commits to:

- the development of a Food Poverty Strategy and Action Plan, including the preparation and delivery of a Food Access Plan (identifying the barriers to accessing sufficient affordable and nutritious food, and actions to address them);

- the drawing up of local measures of food poverty and insecurity to provide a baseline by which to monitor interventions and evaluate progress; and
- working with partnership organisations and engaging with external experts in the field where possible, including the facilitation of a Food Insecurity Forum.”

In introducing the Motion, Cllr Austin referred to the issues of food poverty and food insecurity and the stigma still associated with going to a food bank and the lack of dignity felt by those who were in need of charity for even very basic food items. Cllr Austin spoke of the increased usage of food banks within the Borough and also the numbers of school children who received free school meals and the difficulties experienced by many during school holidays, when parents often went without food so that their children were fed. The link between lack of food and poor educational attainment was also stressed by Cllr Austin.

A policy and review panel report from 2015 had examined the use of food banks in the Borough and had recommended that follow-up work should be undertaken on acquiring more data and evidence on the subject. It was noted that, according to the Trussell Trust, there had been a 19% increase in food bank usage in 2018/19 and that there had been a 73% increase over the previous five years. Cllr Austin called for a food strategy action plan to ascertain what the levels of food poverty were in the Borough and how to support the work being done by the local food banks.

During discussion, reference was made to food poverty being a major issue in the Borough. Attention was drawn to the lack of breakfast clubs for school children over the summer holiday period. These clubs were important to families struggling with food poverty. It was noted that about 10% of the Borough’s children were registered for free school meals. It was the opinion of some that the effect of Universal Credit had added to these problems, where people were not receiving the appropriate support they needed.

The view was expressed that the Council’s deprivation strategy needed to be refreshed and that work in partnership with the voluntary sector was required. However, some Members felt that measuring food poverty would be difficult. The view was also expressed that that food poverty and food security was not restricted to the disadvantaged. It was pointed out that there were many issues involved and that simplifying the Motion to food poverty did not adequately reflect the reasons why people attended food banks. There was a need for data to be collected, involving partners in the process, before the issues raised in the Motion could be supported.

On a recorded vote, there voted: FOR: Cllrs Gaynor Austin, T.D. Bridgeman, A.K. Chowdhury, A.S. Dekker, K. Dibble, C.P. Grattan, Christine Guinness, A.J. Halstead, Sophie Porter and M.J. Roberts (10); AGAINST: Cllrs Diane Bedford, J.B. Canty, M.S. Choudhary, Sophia Choudhary, D.E. Clifford, R.M. Cooper, P.I.C. Crerar, P.J. Cullum, L. Jeffers, Prabesh KC, Mara Makunura, J.H. Marsh, S.J. Masterson, Marina Munro, K.H. Muschamp, A.R. Newell, M.L. Sheehan, M.D. Smith, C.J. Stewart, M.J. Tennant, B.A. Thomas, Jacqui Vosper and J.E. Woolley (23) and ABSTAINED: the Deputy Mayor (Cllr P.F. Rust) and the Mayor (Cllr Sue Carter) (2) and the Motion was **DECLARED LOST**.

## 19. **RECOMMENDATIONS OF THE CABINET AND COMMITTEES**

### (1) **Your Future, Your Place – Vision for Aldershot and Farnborough 2030**

The Leader of the Council (Cllr D.E. Clifford) introduced the report of the Cabinet meeting held on 23rd July, 2019 which recommended the approval of “Your Future, Your Place – A Vision for Aldershot and Farnborough 2030.” It was **MOVED** by Cllr D.E. Clifford and **SECONDED** by Cllr K.H. Muschamp - That “Your Future, Your Place – A Vision for Aldershot and Farnborough 2030” be approved.

On a recorded vote, there voted **FOR**: Cllrs Diane Bedford, J.B. Canty, M.S. Choudhary, Sophia Choudhary, D.E. Clifford, R.M. Cooper, P.I.C. Crerar, P.J. Cullum, L. Jeffers, Prabesh KC, Mara Makunura, J.H. Marsh, S.J. Masterson, Marina Munro, K.H. Muschamp, A.R. Newell, M.L. Sheehan, M.D. Smith, C.J. Stewart, M.J. Tennant, B.A. Thomas, Jacqui Vosper and J.E. Woolley (23); **AGAINST**: Cllrs Gaynor Austin, T.D. Bridgeman, K. Dibble, C.P. Grattan, Christine Guinness, A.J. Halstead, Sophie Porter and M.J. Roberts (8); and, **ABSTAINED**: Cllrs A.K. Choudhury, A.S. Dekker, the Deputy Mayor (Cllr P.F. Rust) and the Mayor (Cllr Sue Carter) (4) and the Recommendation was **DECLARED CARRIED**.

**NOTE:** Cllr A.J. Halstead left the meeting following this item.

### (2) **Rushmoor Council Business Plan – April 2019 to March 2022**

The Leader of the Council (Cllr D.E. Clifford) introduced the report of the Cabinet meeting held on 23rd July, 2019 (copy attached) which recommended the approval of the Council Business Plan from April 2019 to March 2022. It was **MOVED** by Cllr D.E. Clifford and **SECONDED** by Cllr K.H. Muschamp - That approval be given to the three-year Council Business Plan from April 2019 – March 2022.

On a recorded vote, there voted **FOR**: Cllrs Diane Bedford, J.B. Canty, M.S. Choudhary, Sophia Choudhary, A.K. Chowdhury, D.E. Clifford, R.M. Cooper, P.I.C. Crerar, P.J. Cullum, A.S. Dekker, L. Jeffers, Prabesh KC, Mara Makunura, J.H. Marsh, S.J. Masterson, Marina Munro, K.H. Muschamp, A.R. Newell, M.L. Sheehan, M.D. Smith, C.J. Stewart, M.J. Tennant, B.A. Thomas, Jacqui Vosper, J.E. Woolley (25); **AGAINST**: Cllrs Gaynor Austin, T.D. Bridgeman, K. Dibble, C.P. Grattan, Christine Guinness, Sophie Porter and M.J. Roberts (7); and, **ABSTAINED**: The Deputy Mayor (Cllr P.F. Rust) and the Mayor (Cllr Sue Carter) (2) and the Recommendation was **DECLARED CARRIED**.

### (3) **Approval of the Rushmoor Development Partnership Business Plan**

The Deputy Leader of the Council (Cllr K.H. Muschamp) introduced the report of the Cabinet meeting held on 25th June 2019, which recommended that the first Business Plan of the Rushmoor Development Partnership be approved. It was **MOVED** by Cllr K.H. Muschamp and **SECONDED** by Cllr A.R. Newell – That approval be given to the Rushmoor Development Partnership Business Plan.



On a recorded vote, there voted FOR: Cllrs Gaynor Austin, Diane Bedford, T.D. Bridgeman, J.B. Canty, Sophia Choudhary, R.M. Cooper, P.I.C. Crerar, P.J. Cullum, K. Dibble, C.P. Grattan, Christine Guinness, L. Jeffers, Prabesh KC, Mara Makunura, J.H. Marsh, S.J. Masterson, Marina Munro, K.H. Muschamp, A.R. Newell, Sophie Porter, M.J. Roberts, M.L. Sheehan, M.D. Smith, C.J. Stewart, B.A. Thomas, Jacqui Vosper and J.E. Woolley (27) and ABSTAINED: Cllrs A.K. Chowdhury, A.S. Dekker, the Deputy Mayor (Cllr P.F. Rust) and the Mayor (Cllr Sue Carter) (4) and the Recommendation was **DECLARED CARRIED**.

**NOTES:**

- (1) Cllr M.J. Tennant declared a personal and prejudicial interest in this item by virtue of his appointment by the Council to the Partnership Board and, further given his position as Chair of the Board and in accordance with the Members' Code of Conduct, left the meeting during the discussion and voting thereon; and
- (2) Cllr D.E. Clifford declared a person and prejudicial interest in this item by virtue of his appointment by the Council to the Partnership Board and, in accordance to the Members' Code of Conduct, left the meeting during the discussion and voting thereon.

20. **QUESTIONS FOR THE CABINET**

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

21. **REPORT OF CABINET**

It was MOVED by Cllr K.H. Muschamp; SECONDED by Cllr Marina Munro and

**RESOLVED:** That the Report of the meeting of the Cabinet held on 25th June, 2019 be received.

The meeting closed at 8.55 pm.

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## COUNCIL MEETING – 3RD OCTOBER 2019

## AGENDA ITEM NO. 6 (1)

## ASSET MANAGEMENT

A report from the meeting of the Cabinet held on 23rd July 2019

**SUMMARY AND RECOMMENDATIONS:**

One of the actions set out in the Rushmoor 2020 programme agreed in May 2018 was to “Improve arrangements for the management and use of Council owned property including a new asset management plan”

This report sets out an Asset Management Plan and identifies how the priority areas in that plan will be taken forward.

**Recommendation:**

The Council is recommended to approve the Asset Management Plan attached to the Report.

**1. INTRODUCTION**

- 1.1 In May 2019 report CEX 1801 set out a range of actions for improvement and modernisation to be included in the Rushmoor 2020 Modernisation and Improvement Programme. Two of those actions related to the Council’s property and regeneration assets. The first was to improve arrangements for the management and use of Council owned property including a new asset management plan. The second concerned developing an integrated strategy to guide commercial and regeneration property investments, along with proactive performance monitoring of investment returns.
- 1.2 The first stage of these improvements was to establish the Regeneration and Property Service and employ a team with the appropriate skills and experience to support the ongoing delivery of priorities and improvements to the service. The majority of the team is now in place and a high-level plan for Asset Management has been developed and is attached at Appendix 1. It sets out the direction of travel for the future management of the Council’s land and property assets.

- 1.3 This plan was considered by both the Policy & Project Advisory Board (PPAB) on 3 April 2019 and Overview & Scrutiny Committee (OSC) on 30 May 2019.

The following areas of work have, as a result, been highlighted for priority attention:

- a) The Property Acquisition Process
- b) A Review of the Investment Portfolio
- c) A Review of the Rent Arrears Process
- d) An audit of Property Ownership
- e) Procurement of an Asset Management system to digitise records

- 1.4 The remainder of this report sets out the proposed approach for moving each of these areas of work forward.

## **2. PRIORITY AREAS**

### ***(a) - A Review of the Property Acquisition Process***

- 2.1 The acquisition of income generating investment property assets and of properties into the regeneration programme continues in support of the Council's stated aims to be financially sound for the future and to develop the town centres of Aldershot and Farnborough.

- 2.2 A collaborative 'round table' approach is to be adopted, including early input from Estates, Legal, Building Surveyors and the Finance team. This will further inform financial modelling pre-acquisition and include known costs of the asset and holding costs required post-acquisition. As a result, this will improve the understanding of the unique challenges of dealing with each property once in the portfolio.

- 2.3 It is important that criteria, other than the purely financial, are considered to accord with the Council Plan. Through this collaborative approach, such items can more readily be addressed and they include:

- Tenancies and Lease terms
- Condition and costs of repair/maintenance
- Net Initial Yield - which accounts for the immediate income stream to be generated

- 2.4 An improved approach, with rigorous challenges to advisors acting on purchases, should result in the early rejection of potential investment assets that are not suited to the requirements of the Council. It will also enable the identification, more readily, of any additional costs and for improved awareness of workload for Officers in the initial period of management. This applies to assets to be retained for income or capital generation and those potentially bought as a part of the regeneration programme (see Appendix 2).

### ***(b) - A Review of the Investment Portfolio***

- 2.5 A review of the overall portfolio is currently under way. The first stage is a review of the investment portfolio acquired since 2016, already reported on to Overview & Scrutiny.

2.6 LSH Investment Management is undertaking this work in their experienced and dedicated public-sector advisory team. It is expected that as well as individual advice, a more sectoral analysis of the Council's portfolio in line with current market conditions will be forthcoming.

2.7 Subsequently, the 'legacy' investment properties held over many years, still producing consistent income but generally at lower levels will similarly be analysed and reported upon.

**(c) - A Review of the Rent Arrears Process**

2.8 Joint working alongside the Finance Team is currently under way to manage more closely the rent arrears process. This is expected to include:

- improved reporting by streamlining of information
- visibility on (rent roll) invoices to be raised each quarter
- improved event management for changes to billing
- enhanced methods for monitoring rent arrears

2.9 In order to improve reporting in future on rent roll and aged debtors, particularly and for a clearer financial picture of the Councils portfolio, current report formats require updating.

2.10 Even with the majority of the multi-let investments being outsourced to managing agents that provide quarterly accounts and management reports, it is important to have an easily available early indication of all rent arrears internally. Only then can the priorities be set to initiate discussions with tenants regarding arrears and payment plans to ensure the Council receives the full income it is due.

**(d) - An Audit of Property Ownership**

2.11 An Audit of Ownership of the Councils properties will be undertaken as a part of the process of adopting a new Asset Management system that is currently being developed.

**(e) - Procurement of an Asset Management System to Digitise Records**

2.12 Work is currently underway to scope the requirements for a new Asset Management system.

2.13 There is a need for asset management software capable of providing functions such as compatibility with GIS, tenancy management, land management, building maintenance management and statutory compliance management. This should also export to and upload from Excel, enabling improved data management including asset register and valuation. It is unlikely that compatibility with the finance system (Integra) will also be possible, but this is a factor in the selection of a system.

### **3. IMPLICATIONS**

**Risks**

- 3.1 Without addressing issues in the plan, there is the risk that the Council will incur loss of income or costs of repair.

***Legal Implications***

- 3.2 A contract for the appointment of a software provider of systems to support asset management will be required.

- 3.3 Adopting clear systems and procedures will reduce the likelihood of any legal claim.

***Financial and Resource Implications***

- 3.4 The cost of the asset management IT system - currently budgeted at £20,000 will require staff resourcing to input data and manage the project. Effective management of assets will help the council to maximise income generation from our property

***Equalities Impact Implications***

- 3.5 There are no specific impacts.

**4. CONCLUSIONS**

- 4.1 Progress has been made, and the attached Asset Management Plan lays out the Council's direction of travel for its property assets.

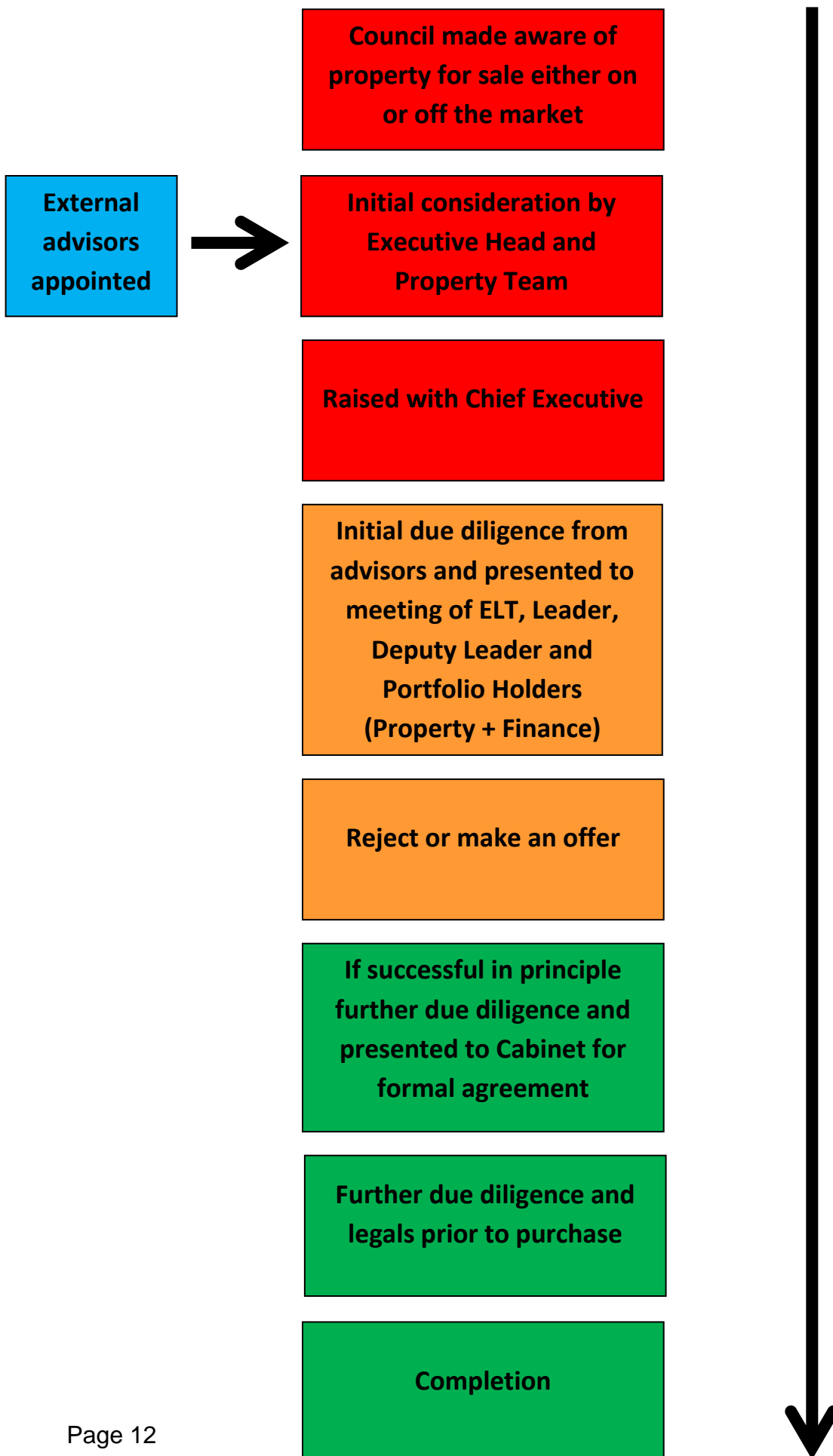
- 4.2 The external review of the Investment portfolio will be followed by analysis of the Council's 'legacy' properties and adopting a modern asset management system will ensure full and proper management of the Council's assets.

COUNCILLOR MARTIN TENNANT  
MAJOR PROJECTS AND PROPERTY  
PORTFOLIO HOLDER

**APPENDIX 1**  
**Asset Management Plan**  
18/3/2019

<b>Rational</b>	An asset management plan recommended in terms of best practice (e.g. RICS guidance) as it ensures that there are processes in place for the asset management of the property portfolio, and that these processes are reviewed regularly to adapt to changes in legal, corporate and market conditions.			
<b>Strategy links</b>	The asset management plan accords with the following: Rushmoor Borough Council's strategies and policies (MTFS, Corporate Strategy); government's strategies and policies (e.g. One Public Estate); legal requirements (Health and Safety and statutory compliance); and best practice requirements (CIPFA, RICS).			
	<b>Current portfolio</b>		<b>Proposed projects</b>	
<b>Category</b>	<b>Operational assets</b>	<b>Investment assets</b>	<b>Purchase/disposal</b>	<b>Capital projects</b>
<b>Target</b>	<ul style="list-style-type: none"> <li>Ensuring service delivery</li> <li>Save costs</li> <li>Delivering existing and future services</li> <li>Reduce environmental impact</li> <li>Joint working with partners</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring income generation</li> <li>Maximise income from existing assets</li> <li>Delivering investment programme</li> <li>Reviewing performance</li> <li>Preparing asset plans for key assets</li> </ul>	<ul style="list-style-type: none"> <li>Income generation opportunities</li> <li>Reducing liabilities</li> <li>Supporting regeneration</li> <li>Supporting economic, social and environmental development</li> </ul>	<ul style="list-style-type: none"> <li>Making assets suitable for purpose</li> <li>Improving environmental impact</li> <li>Improving service delivery quality</li> <li>Reducing costs</li> <li>Improving efficiency</li> <li>Accessing external funds</li> </ul>
<b>Implications</b>	<ul style="list-style-type: none"> <li>Improve energy efficiency (capital projects)</li> <li>Creation and improve suitability of premises (disabled access, purpose-built facilities)</li> <li>Relocating services (transport access, appropriate location, access to users)</li> <li>Shared premises (more efficient use of space, proximity to partners)</li> </ul>	<ul style="list-style-type: none"> <li>Landlord and Tenant (new leases, rent reviews, lease renewals, dilapidations)</li> <li>Access over land (ransom strips, rights of light, licence for access/occupation)</li> <li>Bad debt (processes for alerting, payment plan, recovery, forfeiture)</li> <li>Extensions/improvements (increase floor space, improve standard)</li> </ul>	<ul style="list-style-type: none"> <li>Disposal of unsuitable assets</li> <li>Purchase of suitable assets</li> <li>Identify opportunity sales or purchases – e.g. with adjoining owners</li> <li>Part of regeneration programme</li> </ul>	<ul style="list-style-type: none"> <li>Alteration to existing assets</li> <li>Construction of purpose built assets</li> <li>Income generating assets</li> <li>Strategically important projects</li> <li>Support of regeneration</li> <li>Consistency of project approach</li> </ul>
<b>Delivery</b>	<p>Portfolio review programme</p> <ul style="list-style-type: none"> <li>Identifying whether assets are suitable for purpose</li> <li>Classifying assets (efficiency, condition and priority)</li> <li>Establishing options (change of use, capital expenditures, disposal)</li> <li>Cabinet reports for capital projects, disposals, re-locations and investments</li> </ul> <p>Maintenance programme</p> <ul style="list-style-type: none"> <li>Inspection of assets, condition surveys and related work</li> <li>Statutory compliance and related work</li> <li>Environmental impact and related work</li> <li>Capital expenditures and project management</li> <li>Procurement</li> </ul> <p>Portfolio management:</p> <ul style="list-style-type: none"> <li>Asset register</li> <li>Tenancy schedule</li> <li>Maintenance and statutory compliance schedules</li> <li>Property management system, processes and procedures</li> <li>Capital resources (revenue and capital budgets)</li> <li>Human resources (staff, contractors, joint ventures)</li> <li>Governance (scheme of delegation, line management, procurement)</li> <li>Consistent asset management e.g. community and private disposal policy</li> </ul>		<ul style="list-style-type: none"> <li>Preparing an investment strategy.</li> <li>Agreeing on procedures.</li> <li>Clear scheme of delegation.</li> <li>Identifying opportunities.</li> <li>Employing appropriate internal and external resources.</li> <li>Clear and transparent approach</li> </ul>	<ul style="list-style-type: none"> <li>Preparing a capital strategy.</li> <li>Agreeing procedures and processes</li> <li>Amending the scheme of delegation.</li> <li>Identifying opportunities.</li> <li>Establishing stakeholders.</li> <li>Reviewing potential funding.</li> <li>Working with delivery partners</li> <li>Prioritising projects</li> </ul>
<b>Governance</b>	Performance to be reviewed by an Asset Management Group			

## APPENDIX 2





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

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**REPORTS OF CABINET AND COMMITTEES**

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

**Cabinet**

23rd July, 2019  
20th August, 2019  
17th September, 2019

**Committees**

Development Management	17th July, 2019
Licensing, Audit and General Purposes	29th July, 2019
Development Management	14th August, 2019
Development Management	18th September, 2019

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# CABINET

Meeting held on Tuesday, 23rd July, 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 Marina Munro, Planning and Economy Portfolio Holder  
Cllr A.R. Newell, Democracy, Strategy and Partnerships 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

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 **5th August, 2019**.

## 17. MINUTES –

**The Cabinet RESOLVED** that

- (i) the Minutes of the meeting held on 25th June, 2019 be confirmed and signed by the Chairman; and
- (ii) the correction to Resolution (ii) of Minute No. 13 (Cabinet meeting held on 28th May, 2019) be approved, to read as follows:

‘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’.

## 18. YOUR FUTURE, YOUR PLACE - VISION FOR ALDERSHOT AND FARNBOROUGH 2030 –

(Cllr David Clifford, Leader of the Council)

The Cabinet considered Report No. ELT1903, which introduced the Council’s ‘Your Future, Your Place – Vision for Aldershot and Farnborough 2030’ document.

Members were informed that the proposed vision had been prepared following a series of engagement events that had been carried out by the Council’s Leadership Programme cohort. The Cabinet thanked the members of the Leadership Programme for their contributions towards the production of the document.

**The Cabinet RECOMMENDED TO THE COUNCIL** that the Council’s ‘Your Future, Your Place – Vision for Aldershot and Farnborough 2030’ document, as set out in Report No. ELT1903, be approved.

19. **RUSHMOOR COUNCIL BUSINESS PLAN - APRIL 2019 TO MARCH 2022 –**  
(Cllr David Clifford, Leader of the Council)

The Cabinet considered Report No. ELT1904, which introduced the Rushmoor Council Business Plan – April 2019 to March 2022.

Members were informed that the three year business plan would build on the sixteen priorities that had been identified by the Cabinet. It would also support the Council's 'Your Future, Your Place – Vision for Aldershot and Farnborough 2030' document. Members were informed that the Business Plan that would be presented at the Council Meeting on 25th July, 2019 would contain some minor amendments compared to the version that had been circulated with the Cabinet report.

**The Cabinet RECOMMENDED TO THE COUNCIL** that the Rushmoor Council Business Plan – April 2019 to March 2022, as set out in Report No. ELT1904, be approved.

20. **ADDRESSING CLIMATE CHANGE IN RUSHMOOR - NEXT STEPS –**  
(Cllr Ken Muschamp, Deputy Leader of the Council)

The Cabinet considered Report No. DSP1906, which set out a process for taking forward the contents of the Notice of Motion in relation to addressing climate change that had been agreed at the Council meeting on 20th June, 2019. The Chairman welcomed the Chairman of the Policy and Project Advisory Board, Cllr J.B. Canty, to the meeting.

Members were reminded that the Notice of Motion had received cross party support and that the Council had committed to develop a plan to enable Rushmoor to be green and sustainable and the Council to be carbon neutral by 2030. It was proposed that the scoping and development of a plan should be carried out by a cross party Cabinet working group.

**The Cabinet RESOLVED** that

- (i) the setting up of an all group Cabinet working group, to progress the scoping and development of a plan to enable a green and sustainable Rushmoor and, by 2030, a carbon neutral Council, as set out in Report No. DSP1906, be approved; and
- (ii) the Head of Democracy, Strategy and Partnerships, in consultation with the Group Leaders, be authorised to make appointments to the group, as set out in the Report.

21. **SOUTHWOOD COUNTRY PARK SUITABLE ALTERNATIVE NATURAL GREENSPACE (SANG) –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. EPSH1934, which set out the steps required for Phase 1 of the Southwood Country Park Suitable Alternative Natural Greenspace (SANG) to open formally in late August / early September 2019.



Members were informed that the Country Park was being delivered in two phases. Phase 1 was to initially open the SANG. This was commencing with the side to the west of the Ively Road. It was then intended to open the eastern side prior to Phase 2 of the development of the SANG which would involve remodelling and enhancement of the Park and delivery of complementary facilities. It was explained that, to fund the development of Southwood Country Park and for it to be formalised as SANG, a charge for the developer contribution to secure SANG capacity would need to be set and a management plan agreed. An Interim Management Plan, setting out how Phase 1 would be delivered and managed over the following twelve to eighteen months was set out in the Report.

In response to a question, it was confirmed that it was anticipated that the SANG capacity created by the Southwood Country Park would be fully utilised in between three to five years and that the Council would continue to seek further SANG capacity.

**The Cabinet RESOLVED** that

- (i) a developer contribution of £3,167 per person to secure SANG capacity and fund the delivery and management of the Southwood Country Park, as set out in Report No. EPSH1934, be approved;
- (ii) the Interim (Phase 1) Management Plan for the Southwood Country Park, as set out in the Report, be approved; and
- (iii) the opening of the eastern side of the Country Park before the completion of Phase 2, to create SANG capacity, be approved.

**22. THAMES BASIN HEATHS SPECIAL PROTECTION AREA AVOIDANCE AND MITIGATION STRATEGY 2019 UPDATE –**

(Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH1933, which set out a revised Rushmoor Thames Basin Heaths Avoidance and Mitigation Strategy.

Members were informed that the updated Strategy would incorporate arrangements for securing capacity within the Southwood Country Park Suitable Alternative Natural Greenspace (SANG), provide additional information on the delivery of bespoke SANG and include factual updates to reflect legislative and policy changes.

In response to a question, Members were assured that all schemes requiring SANG capacity would be checked to ensure policy compliance.

**The Cabinet RESOLVED** that

- (i) the revised Rushmoor Thames Basin Heaths Avoidance and Mitigation Strategy, as set out in Appendix 1 to Report No. EPSH1933, be approved; and
- (ii) the Head of Economy, Planning and Strategic Housing, in consultation with the Planning and Economy Portfolio Holder, be authorised to make factual amendments to the Strategy prior to publication.

23. **ALDERSHOT TOWN CENTRE CONSERVATION AREA –**  
(Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH1938, which set out information relating to a review of the Aldershot West Conservation Area.

Members were informed that, in order to qualify for funding through Historic England's High Streets Heritage Action Zones programme, the area in question must form part of an existing or prospective Conservation Area. It was therefore proposed that streets within Aldershot town centre should be considered to be an area of study in relation to the review of the Aldershot West Conservation Area.

**The Cabinet RESOLVED** that the confirmation of the proposed Heritage Action Zone, which would include High Street, Union Street, Nelson Street, Short Street and the Princes Hall, Aldershot, as an area of study for the purposes of the Aldershot West Conservation Area Review, as set out in Report No. EPSH1938, be approved.

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

The Cabinet considered Report No. DSP1905, which sought approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects.

The Operational Services Portfolio Holder had considered two applications and had recommended that both awards should be made. It was noted that, due to the timescales of the project, the award to the Land Trust had already been made and a Record of Executive Decision had been published.

**The Cabinet RESOLVED** that

- (i) the grant of £2,500 awarded from the Farnborough Airport Community Environmental Fund to the Land Trust be endorsed; and
- (ii) a grant of £15,000 be awarded from the Farnborough Airport Community Environmental Fund to the Hampshire Cultural Trust, subject to a successful planning application.

25. **ASSET MANAGEMENT –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. RP1917, which provided an update in relation to the production of a new Asset Management Plan for the Council.

Members were reminded that one of the actions set out in the Rushmoor 2020 programme, agreed in May 2018, was to improve arrangements for the management and use of Council owned property, including the production of a new Asset Management Plan. In this respect, the Council's Regeneration and Property Service had now been established and a high level plan for Asset Management had been developed. The proposed Plan had been considered by both the Policy and Project Advisory Board and the Overview and Scrutiny Committee and several areas of priority work had been established and these were set out in the Report.

**The Cabinet RECOMMENDED TO THE COUNCIL** that the proposed Asset Management Plan, as set out in Report No. RP1917, be approved.

26. **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>
27	3	Information relating to financial or business affairs

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

27. **ADDITIONAL ITEM - REDEVELOPMENT PROPERTY - HIGH STREET / UNION STREET, ALDERSHOT –**  
(Chief Executive)

The Cabinet received a verbal update from the Chief Executive on the condition of one of the properties in Aldershot town centre that had been acquired by the Council for the purposes of regeneration. This item had been added to the agenda as a matter of urgency.

Members were informed that concerns over the stability of a wall within the site had led to action being taken by the Council on health and safety grounds. This had resulted in some neighbouring premises being evacuated and the Council had been involved in rehousing some residents. Further action would be taken over the coming weeks and Members would be kept informed of developments and a retrospective report would be submitted to the Cabinet in due course.

**The Cabinet NOTED** the update from the Chief Executive on the redevelopment property in Aldershot town centre.

The Meeting closed at 8.00 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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# CABINET

Meeting held on Tuesday, 20th August, 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 Marina Munro, Planning and Economy Portfolio Holder  
Cllr A.R. Newell, Democracy, Strategy and Partnerships 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

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 **3rd September, 2019**.

## 28. MINUTES –

The Minutes of the meeting of the Cabinet held on 23rd July, 2019 were confirmed and signed by the Chairman.

## 29. REVENUE BUDGET MONITORING AND FORECASTING 2019/20 - POSITION AT JULY, 2019 –

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1924, which set out the anticipated financial position for 2019/20, based on the monitoring exercise carried out during July, 2019. Members were informed that the need for savings or income generation of around £3,931,000 had been identified for the year. During Quarter 1, net cost reductions of £3,198,000 had been built into the approved budget, leaving a budget savings target of £733,000 and an outturn target of £1 million. It was reported that the projected 2019/20 year-end balance of the General Fund stood at £2 million, which was at the top of the range set out in the Medium Term Financial Strategy. It was noted that the Stability and Resilience Fund could be used to support the General Fund balance, should the predicted reductions in net expenditure not be achieved.

**The Cabinet NOTED** the latest Revenue Budget monitoring position, as set out in Report No. FIN1924.

## 30. CAPITAL PROGRAMME MONITORING AND FORECASTING 2019/20 - POSITION AT JULY, 2019 –

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet received Report No. FIN1925, which provided the latest forecast regarding the Council's Capital Programme for 2019/20, based on the monitoring exercise carried out during June, 2019. The Report advised that the Capital Programme for 2019/20, allowing for slippages from the previous financial year and

additional approvals, totalled £72,381,000. It was noted that projects of major financial significance to the Council in the Capital Programme for 2019/20 included the Aldershot Town Centre Integration and Union Street developments, the Farnborough Civic Quarter development, the finalisation of a loan to Farnborough International and the further acquisition of investment properties. The Report set out a request for additional approvals to facilitate capital projects within 2019/20 in respect of the Games Hub, Aldershot, the implementation of Office 365 for the Council and the Blunden Road Recreation Ground, Farnborough.

**The Cabinet RESOLVED** that

- (i) The latest Capital Programme monitoring position, as set out in Report No. FIN1925, be noted; and
- (ii) the additional capital requests for 2019/20, as set out in the Report, be approved.

**31. REGENERATING RUSHMOOR 2019/20 - QUARTER 1 PROGRESS REPORT –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet received Report No. RP1914, which set out progress towards the Council's Regenerating Rushmoor Programme for the first quarter of 2019/20. In particular, the Report highlighted the current position in relation to the Galleries and High Street Multi-storey Car Park, Aldershot, the Farnborough Civic Quarter and the project to provide a new access road at Invincible Road, Farnborough.

**The Cabinet NOTED** the progress made towards delivering the Regenerating Rushmoor Programme, as set out in Report No. RP1914.

**32. MOOR ROAD RECREATION GROUND - NEW FACILITIES –**  
(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder / Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. DSP1908, which set out a proposal to provide new facilities at Moor Road Recreation Ground, Farnborough.

The Operational Services Portfolio Holder introduced the Report and it was noted that the Development Management Committee had given planning permission at its meeting on 14th August, 2019, subject to conditions. Members heard that the proposed new facilities would be likely to encourage more people to enjoy open spaces and become active. The project would be mainly funded from Section 106 developers contributions but successful funding awards had also been received from Sport England and Prospect Estate Big Local (PEBL). It was also requested that £20,000 should be drawn down from the Car Park Enhancements Earmarked Reserve and the sum of £1,020 should be included in future budgets to allow for the inspection costs of the facilities.

The Cabinet welcomed the proposal and, in response to a question, it was confirmed that the installation of CCTV at the site would be considered as part of a wider review of CCTV provision in the Borough.

**The Cabinet RESOLVED** that

- (i) the provision of new facilities at the Moor Road Recreation Ground be approved, in accordance with the proposals set out in Report No. DSP1908 and the Head of Democracy, Strategy and Partnerships be authorised to proceed with the delivery of the project; and
- (ii) the drawdown of £20,000 from the Car Park Enhancements Earmarked Reserve and the inclusion of annual inspection costs of the facilities of £1,020 per annum from 202/21 onwards, as set out in the Report, be approved.

**33. EXCLUSION OF THE PUBLIC –**

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

<b>Minute Nos.</b>	<b>Schedule 12A Para. No.</b>	<b>Category</b>
34, 35 and 36	3	Information relating to financial or business affairs

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

**34. APPLICATION FOR SECTION 49 REMISSION OF NON-DOMESTIC RATES –**  
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Exempt Report No. FIN1926, which set out an application for the remission of non-domestic rates on the grounds of hardship.

Members assessed the application from Wimpey (Aldershot) Limited, Nos. 29 – 31 Wellington Centre, Aldershot, taking into account the evidence of financial hardship supplied and whether it was in the interests of local taxpayers to subsidise the business. The Cabinet took into account the nature and circumstances of the business and the availability of alternative facilities in the area. The Corporate Services Portfolio Holder and the Council's Principal Revenues and Benefits Officer were due to meet with the proprietor at the premises to discuss the application in detail on 21st August, 2019.

In response to a question, it was agreed that, in future, applicants for hardship relief would be encouraged to seek a rent reduction at the same time, if applicable.

**The Cabinet RESOLVED** that, subject to the outcome of the Corporate Services Portfolio Holder's visit to the premises on 21st August, 2019, 50% hardship relief be granted to Wimpey (Aldershot) Limited for the period from 1st April, 2019 to 31st March, 2020.

35. **ALDERSHOT REGENERATION - SITE ASSEMBLY –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Exempt Report No. RP1918, which set out a proposal for the acquisition of a site that formed part of the Council's Aldershot town centre regeneration proposals.

The Report set out details of the proposed acquisition. Authority to acquire the site had been granted previously by the Cabinet but this Report set out additional associated holding costs that had been identified as part of the due diligence process. It was felt that this site was integral to the regeneration proposals for Aldershot town centre, which would be taken forward by the Rushmoor Development Partnership.

**The Cabinet RESOLVED** that

- (i) the acquisition of the freehold associated with the site identified in paragraph 1.1 of Exempt Report No. RP1918, at the value identified in paragraph 3.5, be approved; and
- (ii) the Executive Head of Finance be authorised to enact the financial arrangements outlined in paragraph 4.5 of the Report.

36. **SURRENDER OF LEASE - UNION STREET, ALDERSHOT –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Exempt Report No. RP1915, which set out a proposal for the surrender of a lease for a premises of which the Council was the freeholder. It was considered that the site was integral to the Council's regeneration proposals for Aldershot town centre.

The Council had been negotiating with the leaseholder for the previous six months and had now reached a provisional agreement for the surrender on the terms that were set out in the Report. It was also proposed to provide a budget for specific costs that were likely to be incurred once vacant possession had been secured.

In discussing this matter, the Cabinet expressed support for the proposed approach and considered this to be a key step in the overall proposals for the town centre regeneration.

**The Cabinet RESOLVED** that

- (i) the acceptance of the lease offer from the leaseholder, as set out in paragraph 3.3 of Exempt Report No. RP1915, be approved;
- (ii) the ringfencing of the final quarter rental income apportionment opportunity of £50,000, to cover revenue implications (holding costs) for the period prior to the property being redeveloped by the Rushmoor Development Partnership, as set out in the Report, be approved, with actual expenditure and variances thereof to be reported through budget monitoring;



- (iii) 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 surrender offer; and
- (iv) the Executive Head of Finance be authorised to utilise the monies to be received in respect of the lease surrender, which might include, but not be limited to, using the monies as a revenue contribution to capital outlay.

The Meeting closed at 7.38 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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# CABINET

Meeting held on Tuesday, 17th September, 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 M.L. Sheehan, Operational Services Portfolio Holder  
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

Apologies for absence were submitted on behalf of the Chairman (Cllr D.E. Clifford) and Cllr P.G. Taylor.

The Chairman (Cllr K.H. Muschamp) confirmed that Agenda Item Nos. 6 (Exclusion of the Public) and 7 (Rushmoor Development Partnership – Approval of Parsons Barracks Car Park Project Plan) had been withdrawn on advice received from the Council's Monitoring Officer. The reason for this was that, due to the nature of Agenda Item No. 7, its consideration would have given rise to a declaration of prejudicial interest from a Member that would have left the Cabinet inquorate and, therefore, unable to approve a recommendation to the full Council.

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 **30th September, 2019**.

### 37. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 20th August, 2019 were confirmed and signed by the Chairman.

### 38. **ADOPTION OF THE DRAFT STATEMENT OF COMMUNITY INVOLVEMENT –** (Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH1945, which set out the Council's Statement of Community Involvement 2019 for approval. Members were informed that a public consultation exercise had taken place between 3rd June, 2019 and 15th July, 2019. This had attracted five representations and these were summarised in the Report. The draft document had been amended to take account of the fact that it no longer needed to contain the information on the consultation on the statement itself. The revised document was set out in Appendix A to the Report.

**The Cabinet RESOLVED** that the adoption of the Statement of Community Involvement 2019, as set out in Appendix A to Report No. EPSH1945, be approved.

39. **ADOPTION OF THE AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT –**  
(Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH1946, which set out the Council's Affordable Housing Supplementary Planning Document for approval. Members were informed that a public consultation exercise had taken place between 3rd June, 2019 and 15th July, 2019. This had attracted five representations and these were summarised in the Consultation Statement at Appendix B to the Report. The draft document had been amended to take account of these representations and legal advice on the viability section. The revised document was set out in Appendix A to the Report.

**The Cabinet RESOLVED** that the adoption of the Affordable Housing Supplementary Planning Document, as set out in Appendix A to Report No. EPSH1946, be approved.

40. **ARTICLE 4 DIRECTIONS AT CHURCH CIRCLE AND PINWOOD PARK, FARNBOROUGH –**  
(Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH1943, which sought confirmation of an Article 4 Direction to withdraw permitted development rights related to the replacement of windows, the alteration or removal of chimneys, the removal of front boundary walls and the laying out of hard surfacing on the front garden areas of identified properties in Church Circle, Farnborough, which formed part of the South Farnborough Conservation Area. The proposed Direction would enable the Council to protect the architectural and historic character of that part of the Conservation Area by requiring property owners to make a planning application to carry out those works. Members were reminded that the Cabinet had, in February, 2019, approved the making of the Direction and that this was now proposed to be confirmed.

The Report also set out a proposal to cancel an Article 4 Direction in respect of the withdrawal of permitted development rights from properties at Pinewood Park, Farnborough. Members were informed that the Direction had been in force since the 1970s when the properties were under the jurisdiction of Hart District Council. The Direction was no longer considered to be serving a useful purpose.

In response to a question, it was confirmed that the residents of all properties affected at Church Circle had been advised of the new provisions. It was explained that, as rights were being restored at Pinewood Park and there was no longer considered to be a justification for the Article 4 Direction, no consultation had been undertaken in that respect.

**The Cabinet RESOLVED** that

- (i) the confirmation of an Article 4 Direction, under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), in respect of properties at Church Circle, Farnborough, as set out in Report No. EPSH1943, be approved; and

- (ii) the cancellation of an Article 4 Direction, under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), in respect of properties at Pinewood Park, Farnborough, as set out in the Report, be approved.

41. **RUSHMOOR'S UPDATED TENANCY STRATEGY –**  
(Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH1947, which sought approval for the Council's updated Tenancy Strategy. Members were informed that the Localism Act 2011 had placed a statutory obligation on local authorities to publish a Tenancy Strategy. It was confirmed that, in preparing the Strategy, consultation had taken place with the Council's Registered Provider partners and neighbouring authorities and further work had been carried out through the Overview and Scrutiny Committee's Registered Provider Review Programme.

In response to a question, it was confirmed that, in preparation of their own tenancy strategies, Registered Providers were required to have regard for the Council's Tenancy Strategy.

**The Cabinet RESOLVED** that the Council's Tenancy Strategy, as set out in Appendix A to Report No. EPSH1947, be approved.

42. **EXCLUSION OF THE PUBLIC –**

This item was withdrawn.

43. **RUSHMOOR DEVELOPMENT PARTNERSHIP - APPROVAL OF PARSONS BARRACKS CAR PARK PROJECT PLAN –**  
(Cllr Ken Muschamp, Deputy Leader of the Council)

This item was withdrawn.

The Meeting closed at 7.16 pm.

CLLR K.H. MUSCHAMP, DEPUTY LEADER OF THE COUNCIL

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# DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 17th July, 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 A.H. Crawford  
Cllr P.I.C. Crerar  
Cllr P.J. Cullum  
Cllr C.P. Grattan  
Cllr Mara Makunura  
Cllr P.F. Rust  
Cllr C.J. Stewart

## Non-Voting Member

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

## 8. DECLARATIONS OF INTEREST

Having regard to the Members' Code of Conduct, the following declaration of interest was made. The Planning Solicitor confirmed that the Member was permitted to remain in the meeting and vote, as the interest was not deemed to be prejudicial:

<b>Member</b>	<b>Application No. and Address</b>	<b>Interest</b>	<b>Reason</b>
Cllr P.J. Cullum	19/00341/FULPP (Giffard Drive Surgery, Nos. 68-70 Giffard Drive, Farnborough)	Personal	Patient at the medical practice

## 9. MINUTES

The Minutes of the meeting held on 29th May, 2019 were approved and signed by the Chairman.

## 10. PLANNING APPLICATIONS

### RESOLVED: That

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

19/00384/FUL (No. 13 The Topiary, 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. PLN1935, be noted;

- (iii) the following application be determined by the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman:

\* 19/00341/FULPP (Giffard Drive Surgery, Nos. 68-70 Giffard Drive, 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);

19/00337/FULPP (Meudon House, Meudon Avenue, Farnborough);

19/00432/PINS (Esso Pipeline)

\* The Head of Economy, Planning and Strategic Housing’s Report No. PLN1935 in respect of this application was amended at the meeting

## 11. REPRESENTATIONS ON APPLICATIONS

In accordance with the guidelines for public participation at meetings, the following representations were made to the Committee and were duly considered before decisions were reached.

The Committee also considered a request from Cllr Veronica Graham-Green to speak at the meeting in her capacity as a West Heath Ward Councillor. The Committee agreed to this request and Cllr Graham-Green spoke in support of the application.



<b>Application No.</b>	<b>Address</b>	<b>Representation</b>	<b>In support of or against the application</b>
19/00341/FULPP	Giffard Drive Surgery, Nos. 68- 70 Giffard Drive, Farnborough	Mr. P. Boyle  Dr. I. Stuart	Against  In support

**12. APPLICATION NO. 19/00341/FULPP - GIFFARD DRIVE SURGERY, NOS. 68-70 GIFFARD DRIVE, FARNBOROUGH**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. PLN1935 (as amended at the meeting) regarding the demolition of an existing bungalow and the erection of a two-storey extension to the existing doctors' surgery with provision of additional car and cycle parking at Giffard Drive, Farnborough. Before considering the application in detail, the Committee received representations in accordance with the scheme for public representation from Mr Patrick Boyle against the application and Dr Ian Stuart in support of the application. Councillor Veronica Graham-Green also spoke in support of the application.

It was noted that the recommendation was to refuse permission for the following reasons:

1. It was considered that, due to the proximity, footprint, height and massing of the resultant building, the proposal would represent an unneighbourly over-development of the site which would result in an increased sense of enclosure, loss of light and outlook, and an overbearing impact on the neighbouring residential properties at No. 72 Giffard Drive and No. 8 Brabon Road. The proposal therefore conflicts with policies IN1 (Infrastructure and Community Facilities) and DE1 (Design in the Built Environment) of the Rushmoor Local Plan (2019);
2. In the absence of any confirmed arrangement to provide additional off-site car parking facilities in perpetuity, the development was unacceptable in highway terms in that inadequate car parking provision was provided. In addition, the submitted travel plan did not set out adequate targets to reduce the use of the private car. The proposal would therefore be likely to result in conditions prejudicial to highway safety and conflicts with the objectives of policy IN2 of the Rushmoor Local Plan (2019) and the Council's adopted Car and Cycle Parking Standards 2017.

The Committee was advised that, in coming to the recommendation to refuse planning permission, consideration had been given to the evidence of the need for additional health facilities in this location, with written support, including from the North East Hampshire and Farnham Clinical Commissioning Group. However, whilst having regard to these considerations, the recommendation to refuse was reached on balance having regard to the massing and impact of the building on neighbouring properties.

In discussion, Members took account of the changes which had been made to the original planning application following its refusal in January 2019, in particular the reduction in the size, massing and impact of the building. There was general consensus that these changes were a significant improvement. In respect of the additional off-site staff car parking facilities, the Committee was advised that there was a written understanding between the Surgery and the Council to use Blunden Hall car park and that planning permission could be granted subject to a legal agreement to secure these spaces in perpetuity.

Having considered all the issues in detail and, taking into account the community need for additional healthcare facilities, the Committee agreed, on balance, to approve the application for the reason that the revised planning application had reduced the size, massing and impact of the resultant building to such a degree to make it acceptable.

**RESOLVED:** That, subject to the completion of a satisfactory Section 106 legal agreement, the Head of Economy, Planning and Strategic Housing be authorised, in consultation with the Chairman, to grant planning permission.

### 13. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT**

#### (i) **No. 78 Connaught Road, Aldershot –**

The Committee was advised that, had an application been submitted for the erection of a single storey front extension at the above property, it would have been granted.

**RESOLVED:** That the decision taken in accordance with the Council's Scheme of Delegation and outlined in the Head of Planning's Report No. PLN1936 that no further action be taken in respect of this property, be noted.

#### (ii) **No. 47a Boxalls Lane, Aldershot –**

The Committee was advised that, had an application been submitted for the erection of a single storey rear extension at the above property, it would have been granted.

**RESOLVED:** That the decision taken in accordance with the Council's Scheme of Delegation and outlined in the Head of Planning's Report No. PLN1936 that no further action be taken in respect of this property, be noted.

#### (iii) **No. 20 Birchett Road, Farnborough –**

The Committee was advised that, had an application been submitted for the erection of a single storey front extension at the above property, it would have been granted.

**RESOLVED:** That the decision taken in accordance with the Council's Scheme of Delegation and outlined in the Head of Planning's Report No. PLN1936 that no further action be taken in respect of this property, be noted.

**14. APPEALS PROGRESS REPORT**

**(1) New Appeals**

<b>Address</b>	<b>Description</b>
Pinehurst House, No. 117 Farnborough Road, Farnborough	Against the refusal of planning permission for the erection of extensions and alterations to existing office building (Use Class B1) to facilitate conversion and change of use to residential use (Use Class C3) to provide 113 flats (comprising seven studio, 52 one-bedroom, 52 two-bedroom and two three-bedroom units), the retention/provision of 199 on-site parking spaces and use of existing vehicular access to Farnborough Road, and landscaping including the creation of new landscaped podium amenity courtyard. It was noted that this appeal was being dealt with by means of the written procedure.
No. 165 North Lane, Aldershot	Against the refusal of planning permission for the change of use from A1 Retail to A5 Hot Food Takeaway (Rooster Shack). It was noted that this appeal was being dealt with by means of the written procedure.

**(2) Appeal Decisions**

<b>Application / Enforcement Case No.</b>	<b>Description</b>	<b>Decision</b>
18/00580/FULPP	Against the Council's refusal of planning permission for the erection of seven houses (comprising one two-bedroom and six three-bedrooms) divided between two terraced blocks and associated works following demolition of existing buildings on land to the rear of Nos. 26-30 and 42-54 Cove Road, Farnborough.	Dismissed
18/00639/REVPP	Against the Council's refusal of planning permission for the erection of a single storey rear extension and creation of a doorway into the existing garage at No. 38 Southampton Street, Farnborough.	Allowed

**RESOLVED:** That the Head of Planning's Report No. PLN1937 be noted.

The meeting closed at 8.25 pm.

CLLR B.A. THOMAS (CHAIRMAN)

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**Development Management Committee**

**17th July 2019**

**Appendix “A”**

**Application No. & Date Valid:**      **19/00384/FUL**                              **30th May 2019**

**Proposal:**                              **Erection of a single storey rear extension at 13 The Topiary Farnborough Hampshire GU14 0RA**

**Applicant:**                              Ms S Gower

**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

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# LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 29th July, 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 A.J. Halstead  
Cllr L. Jeffers  
Cllr Prabesh KC  
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr P.F. Rust.

## **9. MINUTES**

The minutes of the meeting held on 6th June, 2019 were approved and signed by the Chairman.

## **10. STATEMENT OF ACCOUNTS 2018/19**

The Committee received the Executive Head of Finance's Report No. FIN1923, which informed Members of the audit progress for the Council's Statement of Accounts for 2018/19, the process for approving and publishing the Statement of Accounts and to draw to the Committee's attention the fact that the deadline for issuing a final set of audit statements of accounts and audit opinion would not be met by 31st July, 2019.

The Committee was reminded that the Council was required under regulation to obtain an independent external audit opinion on the true and fair nature of the statement of accounts. Following receipt of this external audit opinion, the Licencing, Audit and General Purposes Committee had delegated powers to approve the accounts and to publish the approved set of accounts and the audit opinion by 31st July, 2019.

The Committee was advised that the external audit opinion would not be available by 31st July, 2019, primarily due to an ongoing property valuation query related to the valuation of a significant asset, where a second independent valuation had been commissioned by the Council. The Committee noted that the valuation of pension fund liabilities was also to be finalised.

The Committee noted that paragraph 10(2) of the Accounts and Audit Regulation 2015 outlined the process for publication and approval when an audit had not been concluded by 31st July, 2019, whereby the Council was required to publish as soon as practically possible the reason for not publishing an audited set of accounts by the above deadline. The wording of this announcement in respect of the unaudited statement of accounts for 2018/19 would be agreed by the Council and external auditors in advance of its publication by 31st July, 2019.

The Committee was advised that the Council and external auditors would work together to achieve an audit opinion on a third and final set of accounts by the next Committee meeting on 23rd September, 2019.

The external auditors had provided an External Audit Progress Report and highlighted that risk management was an issue still to be properly addressed by the Council and that an “except for” value for money conclusion in relation to formal risk management would be given in respect of the Council’s arrangements to secure economy, efficiency and effectiveness in its use of resources.

In discussion, Members raised a number of detailed queries, which would be answered outside of the Committee.

**RESOLVED:** That the Executive Head of Finance’s Report No. FIN1923 be noted.

#### 11. **INTERNAL AUDIT UPDATE**

The Committee received the Audit Manager’s Report No. AUD1907 which provided an overview of the work completed for quarter 1 and an update to the proposed work to be delivered for quarters 2 and 3. The expected deliverables for quarters 2 and 3 were as follows:

- Purchase of property follow up
- Capital Programme Management
- Estates Management and Commercial Letting
- Community Safety Partnership
- Financial borrowing
- Building Control Partnership
- Taxi licensing
- Contaminated water and soil review
- Procurement
- Risk Management consultancy
- Suitable Alternative Natural Green Space consultancy
- Car park income reconciliation consultancy
- Follow up on high risk recommendations from previous audits
- Penalty Charge Notices
- Payment Card Industry Data Security Standard
- Treasury Management
- Cash receipting
- Council tax billing and collection
- Ethical governance
- Housing Allocation list



**RESOLVED:** That

- (1) the Audit Manager's Report No. AUD1907 in respect of work carried out in quarter 1 and the expected deliverables for quarter 2 be noted; and
- (2) the expected deliverables for quarter 3 be endorsed.

12. **TREASURY MANAGEMENT OPERATIONS 2018/19**

The Committee received the Executive Head of Finance's Report No. FIN1922, which gave details of the treasury management operations carried out during 2018/19, in accordance with the Annual Treasury Management Strategy and its compliance with treasury and prudential indicators, and with the Treasury Management Code of Practice.

**RESOLVED:** That the Executive Head of Finance's Report No. FIN1922 be noted.

The meeting closed at 8.15 pm.

CLLR J.E. WOOLLEY (CHAIRMAN)

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# DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 14th August, 2019 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

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

Cllr R.M. Cooper  
Cllr A.H. Crawford  
Cllr P.I.C. Crerar  
Cllr Mara Makunura  
Cllr P.F. Rust  
Cllr C.J. Stewart

Apologies for absence were submitted on behalf of Cllr Mrs. D.B. Bedford, Cllr P.J. Cullum and Cllr C.P. Grattan.

Cllr Gaynor Austin attended the meeting as a Standing Deputy.

Cllr R.M. Cooper, Cllr P.I.C. Crerar and Cllr Gaynor Austin arrived after the start of the consideration of Planning Application No. 19/00466/FUL (Moor Road Playing Fields, Moor Road, Farnborough) and did not vote on this item.

## **Non-Voting Member**

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

### **15. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **16. MINUTES**

The Minutes of the meeting held on 17th July, 2019 were approved and signed by the Chairman.

### **17. PLANNING APPLICATIONS**

**RESOLVED:** That

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

- \* 19/00466/FUL (Moor Road Playing Fields, Moor 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. PLN1939, 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);
  - 19/00337/FULPP (Meudon House, Meudon Avenue, Farnborough);
  - 19/00409/FULPP (Pinehurst House, No. 117 Farnborough Road, Farnborough);
  - 19/00432/PINS (Esso Pipeline);
- \* The Head of Economy, Planning and Strategic Housing’s Report No. PLN1939 in respect of this application was amended at the meeting

**18. 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>
19/00466/FUL	Moor Road Playing Fields, Moor Road, Farnborough	Ms. S. Moyler	Against

**19. ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT - NO. 85 NORTH LANE, ALDERSHOT**

The Committee considered the Head of Economy, Planning and Strategic Housing’s Report No. PLN1940 relating to No. 85 North Lane, Aldershot. The Committee was advised that a fully enclosed garage with doors, which was deemed sub-standard in

size and unusable to accommodate a parked vehicle, had been constructed instead of the approved open car port to provide a third off-street parking space.

**RESOLVED:** That the action taken by the Corporate Manager, Legal Services, to issue a Breach of Condition Notice requiring the development to be carried out in accordance with the approved drawings be noted and endorsed.

20. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER APRIL - JUNE 2019, AND WELLESLEY UPDATE**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. PLN1942 (as amended at the meeting) which provided an update on the position with respect to achieving performance indicators for the Development Management Section and the overall workload of the Section for the quarter from 1st April to 30th June, 2019. The Report also provided an update on the Wellesley development.

**RESOLVED:** That the Head of Economy, Planning and Strategic Housing's Report No. PLN1942 (as amended at the meeting) be noted.

21. **APPEALS PROGRESS REPORT**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. PLN1941 concerning the following new appeals:

<b>Address</b>	<b>Description</b>
No. 6 Church Avenue, Farnborough	Against the refusal of planning permission for the demolition of side extension and outbuilding and the erection of one detached three-bedroom house with attached garage and new access to highway for existing property. It was noted that this appeal was being dealt with by means of the written procedure.
No. 206 Sycamore Road, Farnborough	Against the refusal of planning permission for the demolition of existing buildings and the erection of a new building, part three-storey and part four-storey, with a mix of 11 dwellings with associated parking, access, cycle and bin provision. It was noted that this appeal was being dealt with by means of the written procedure.

**RESOLVED:** That the Head of Economy, Planning and Strategic Housing's Report No. PLN1941 be noted.

The meeting closed at 7.35 pm.

CLLR B.A. THOMAS (CHAIRMAN)

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**Development Management Committee  
14th August 2019**

**Appendix "A"**

**Application No. & Date Valid: 19/00466/FUL 28th June 2019**

**Proposal: Provision of a Multi Use Games Area with 4 floodlights on 8m columns, a bmx pump track with 10 floodlights on 5m columns, two outdoor gymnasiums and footpaths, a youth shelter, formation of bunds and extension to existing car park. at Moor Road Playing Fields Moor Road Farnborough Hampshire**

**Applicant: Rushmoor Borough Council**

**Conditions: 1 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

**2 Prior to commencement of the development hereby approved fully detailed plans and cross sections of the pump track and outdoor gym equipment (to include where appropriate landscape planting) 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.\*

**3 Prior to commencement of the development hereby approved a Construction Environment Management Plan (CEMP) will be submitted to and approved by the Local Planning Authority. The CEMP should include:**  
- details of material and fuel storage  
-details of a temporary Sustainable Urban Drainage System to ensure good water quality on discharge to Cove Brook  
-Safeguards to ensure no dust enters the riparian corridor

Reason - To ensure the water quality within Cove Brook is maintained during construction phase.

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

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

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

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

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

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

5 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

- 6 The development hereby approved shall be carried out in accordance with Dwg. FR/1 Rev 1 'Flood Resilience of Pump Track' dated February 2019. The pump track shall be designed to allow flood water entry and drainage and those measures shall be implemented prior to the first use of the development and shall be thereafter retained and maintained throughout the life of the development.

Reason - In the interests of managing flood risk and to prevent flooding elsewhere.

- 7 The floodlights must not operate outside the hours of dusk to 21:00 hrs 01 October to 31 March and time switches must be employed to ensure the floodlights switch off automatically at this time. Floodlighting shall not operate from 01 April to 30 September. The time switches and lights must be maintained properly throughout their operational life.

Reason - To safeguard the amenities of neighbouring occupiers.

- 8 No building materials shall be stored or concrete mixed during the construction period within the rooting zone of any trees in the proximity of the application site or within Moor Playing Fields and/or the surrounding areas

Reason - To ensure that existing trees are adequately protected and to preserve their amenity value.

- 9 Before the use of the development is commenced provision for car/cycle parking shall have been made within the site in accordance with the approved plans and shall be retained thereafter.

Reason - To ensure the adequate on-site car / cycle parking provision for the approved development

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# DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 18th September, 2019 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

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

Cllr R.M. Cooper  
Cllr A.H. Crawford  
Cllr P.J. Cullum  
Cllr C.P. Grattan  
Cllr Mara Makunura  
Cllr C.J. Stewart

Apologies for absence were submitted on behalf of Cllr Mrs. D.B. Bedford, Cllr P.I.C. Crerar and Cllr P.F. Rust.

Cllr Gaynor Austin attended the meeting as a Standing Deputy.

## **Non-Voting Member**

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

## **22. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **23. MINUTES**

The Minutes of the meeting held on 14th August, 2019 were approved and signed by the Chairman.

## **24. PLANNING APPLICATIONS**

**RESOLVED:** That

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

\* 19/00469/FULPP & (Units 6 and 7 Westgate, Aldershot);  
19/00470/REVPP

- (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. PLN1948, be noted; and
- (iii) the following application be determined by the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman:

- \* 19/00337/FULPP (Meudon House, Meudon Avenue, 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);

19/00409/FULPP (No. 117 Farnborough Road, Farnborough);

19/00432/PINS (Esso Pipeline);

19/00517/FULPP (Units 2A and 3, Blackwater Shopping Park, Farnborough Gate, Farnborough);

- \* The Head of Economy, Planning and Strategic Housing's Report No. PLN1948 in respect of these applications was amended at the meeting

## 25. REPRESENTATIONS ON APPLICATIONS

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

Application No.	Address	Representation	In support of or against the application
19/00337/FULPP	Meudon House, Meudon Avenue, Farnborough	Mr. C. Halliday	Against
		Ms. C. Textor	In support

## 26. APPLICATION NO. 19/00337/FULPP - MEUDON HOUSE, MEUDON AVENUE, FARNBOROUGH

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. PLN1948 (as amended at the meeting) regarding the demolition of

existing structures and the erection of 197 dwellings, comprising 86 one-bedroom flats, 77 two-bedroom flats and 34 three-bedroom houses, with associated access, parking and landscape arrangements.

The Committee was reminded that it had approved a previous application for the scheme in November 2018 and noted that the amended application consisted of:

- A reduction in the overall number of units by seven dwellings;
- A reduction in the overall height of the apartment block by one storey;
- Reconfiguration of the internal layouts of both the apartments and houses;
- Changes in the elevation treatments of both the apartments and houses.

**RESOLVED:** That:

- (i) subject to the completion of an appropriate Section 106 planning obligation by 29th November, 2019 in respect of Strategic Access Management and Monitoring Measures (SAMM), open space contributions, affordable housing review mechanism and highway matters, including transport contributions and travel plan and monitoring fees, and ensuring the transfer of existing SANG allocation from the previously approved scheme to the new proposal prior to implementation as set out in the Report (as amended at the meeting) and the revised conditions and informatives set out in the Report (as amended at the meeting), the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to grant planning permission; and
- (ii) in the event of failure to complete a satisfactory Section 106 planning obligation by 29th November, 2019, the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that the proposal fails to make appropriate provision for affordable housing and open space, nor mitigate its impact on the highway and the Thames Basin Heaths Special Protection Area, contrary to the relevant policies of the Council's Development Plan and associated supplementary planning guidance.

**27. APPEALS PROGRESS REPORT**

**(1) New Appeals**

<b>Address</b>	<b>Description</b>
Willow House, No. 23 Grosvenor Road, Aldershot	Against the refusal of planning permission for the demolition of existing building and the erection of part 3, part 4 and part 5-storey building containing 23 flats (2 x studios, 13 x one bedroom and 8 x two bedroom) and two retail units, with associated bin and cycle storage. It was noted that the Planning Inspectorate had declined a request from the Appellant for this to be dealt with as a

public hearing and it would therefore be dealt with by means of the written procedure.

No. 206 Sycamore Road, Farnborough

Against the refusal of planning permission for the demolition of existing buildings and the erection of a new building, part 3 and part 4 storey, with a mix of eleven dwellings with associated parking, access, cycle and bin provision. It was noted that the Planning Inspectorate had decided that the appeal would proceed by way of a public hearing to be held at the Council Offices on 12th November, 2019.

(2) **Appeal Decision**

<b>Application / Enforcement Case No.</b>	<b>Description</b>	<b>Decision</b>
18/00734/FULPP	Against the Council's refusal of planning permission for the change of use from Retail (A1) to Hot Food Takeaway (A5) (Rooster Shack) at No. 165 North Lane, Aldershot.	Allowed

**RESOLVED:** That the Head of Economy, Planning and Strategic Housing's Report No. PLN1949 be noted.

The meeting closed at 8.15 pm.

CLLR B.A. THOMAS (CHAIRMAN)

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**Development Management Committee  
18th September 2019**

**Appendix "A"**

**Application No. & Date Valid:**      **19/00469/FULPP**                      **9th July 2019**

**Proposal:**                      Change of use of two separate restaurant units (Use Class A3) to a gym (Use Class D2) operating on a 24 hour basis at **Units 6 And 7 Westgate Aldershot Hampshire**

**Applicant:**                      Legal & General Property

**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:  
2157 L1 - Location Plan    2157 X01A - Existing floor plans  
2157 X02 A - Existing roof plans    2157 P02B – Proposed floor plans    2157 P03B - Proposed elevations    2157 P04A - Proposed roof plans

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

3      Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order, 1987, (or any other Order revoking or re-enacting that Order) the amalgamated units shall be used only for the purpose of a gym and for no other purpose, including any other purposes within Class D2, without the prior permission of the Local Planning Authority.

Reason - To prevent the introduction of future alternative D2 or other uses that may be contrary to the function of the Westgate site as a leisure hub and also in order for appropriate consideration to be given to such matters as impact on neighbours and highways issues.

- 4 The use hereby approved shall not commence until a scheme of provisions for the control of noise emanating from the site has been implemented in accordance with details to be first submitted to, and approved in writing by the Local Planning Authority. The measures installed shall be thereafter retained as approved.

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

- 5 The external materials used in the door replacements to facilitate the use hereby approved, shall match in colour and type those on each existing relevant unit facade.

Reason - To ensure external changes have an acceptable impact on appearance and character of the site and surrounding area.

- 6 No deliveries shall be taken at the premises except between the hours of 0700 - 2300 - Monday to Sunday (including Bank Holidays)

Reason - In the interests of residential amenity.

**Application No. 19/00470/REVPP 9th July 2019**  
**& Date Valid:**

Proposal: Variation of Conditions 15 and 23 attached to planning permission 10/00076/FULPP dated 03/12/2010 to allow 24 hour operation of a gym (Class D2) at Units 6 and 7 and to increase the floor space of D2 Use Class in Westgate by 865sqm at **Units 6 And 7 Westgate Aldershot Hampshire**

Applicant: Legal & General Property

Conditions: 15 With the exception of Units 6 and 7, the following uses hereby permitted shall not be open to customers outside the following times:

Class A1 - 0800 - 2200 Mondays to Saturdays, 10-1700  
Sundays, 0800 - 2200 hours Bank Holidays

Class A3, A4 and A5 uses - 0800 - 2400 Mondays to  
Sundays (including Public Holidays)



Class D2 (cinema) - 0800 - 2400 hours Mondays to Thursdays, 0800 - 2300 hours Fridays to Saturdays, 0800 - 2400 hours Sundays not preceding Public Holidays and 0800 - 0230 hours Sundays preceding Public Holidays

Reason - To protect amenities of nearby residential properties

- 23 The finished development shall contain no more than 3,033 sqm of Class C1 (hotel), 3,201 sqm of Class D2 (cinema), 7,663 sqm of Class A1 (foodstore and petrol filling station), 865sqm Class D2 (gym), 1298 sqm of Class A3 (restaurant and cafes), and 409 sqm of Class A3/A4/A5. All figures are gross internal area (GIA). There shall be no increase in floor space by means of the installation of additional mezzanine floors or similar structures.

Reason - To accord with the terms of the application and to ensure that the development does not have an adverse impact on the vitality and viability of the town centre shopping core as the focus for comparison goods sales in Aldershot.

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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):

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

18th July, 2019  
31st July, 2019  
11th September, 2019

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# OVERVIEW AND SCRUTINY COMMITTEE

Meeting held on Thursday, 18th July, 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

## **11. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 30th May, 2019 were agreed as a correct record.

## **12. ENVIRONMENTAL SERVICES CONTRACT TASK AND FINISH GROUP**

The Committee reviewed the Environmental Services Contract Task and Finish Group Report No: DSP1907 on the findings of the group and the recommendations.

The Group had met several times which had included a visit to the Council's depot in Ash Vale at which Members had met with SERCO managers. The key items discussed were as follows:

- Recyclables – Members had asked if the range of items collected could be increased. Mixed plastics and food waste had been discussed
- Contract performance – Members had been generally impressed with overall performance, particularly Street Cleansing and Grounds Maintenance
- Income from glass and garden waste recycling services – Members had received detailed information on income from these services
- Commercial services – Members had received a presentation from SERCO on its commercial offering
- Member of public access portal – the first live service (Christmas tree collections) had been demonstrated to the Group

It was noted that some changes were suggested, although it was generally recognised that performance by the contractor was good. The Task and Finish Group had agreed the following recommendations to the Committee that could then be raised with the Cabinet or Portfolio Holder:

- 1) The Council conducts sensitivity analysis to test how the price of the Garden Waste Collection Service could affect subscription rates as a way of considering if a reduction or increase in subscription price would increase/decrease subscription numbers (a comparison to be made with neighbouring authorities).
- 2) SERCO be requested to explore ways to increase recycling collections as part of its Commercial Services offer. SERCO to be asked to propose how the commercial recycling customer base could be increased.
- 3) A performance target be introduced for the number of additional subscribers as part of the upcoming glass and green waste campaigns. The Council could look at and set targets for glass recycling participation and garden waste subscribers for the year 2020/21.
- 4) A review to be undertaken in 6-9 months' time and reported to the Progress Group.

In addition, it was suggested that the principles set out in the “end violence at work charter” should be integrated within SERCO’s policies and working practices. The Group had agreed that, at this time, the Policy and Project Advisory Board should be asked to consider the Council’s response prior to any requests being made to SERCO.

The Committee discussed the recommendations and was of the view they complimented the approach set out in the Climate Change Motion approved at the Council Meeting on 20th June, 2019 and it was, therefore, **AGREED** that the recommendations should be supported and raised with the Portfolio Holder.

### 13. **WORKFORCE REPORT 2018/19**

The Committee received the Human Resources Report 2018/19 which provided details on the Rushmoor workforce trends.

Executive Director (Karen Edwards) presented the report and detailed workforce numbers, gender breakdown, ethnic breakdown, full time/part time data and age profile. Turnover and recruitment were also explained and a number of issues were raised for consideration, including pay around non-traditional roles and communication. It was noted that the Council were struggling to recruit in certain areas, these included planning, digital communications and IT roles, such as developers.

The data held on sickness showed that the Council was below the average for district councils as reported in the Local Government Association (LGA) Workforce Survey 2016/17, issued in June, 2018. The main reasons for sickness had been recorded as gastrointestinal, cough/cold/flu, musculoskeletal/back problems and depression/stress/anxiety. It was noted that the highest percentage of time lost had been due to anxiety, stress and depression which had accounted for approximately

23% of total sickness absence in 2018/19. It was advised that employees could gain additional support from the Employee Assistant Programme (EAP) provided by Health Assured. EAP offered face to face and telephone counselling and a health portal for advice. The Council was currently working to understand what more could be done to better support the health and wellbeing in the workforce. The number of sick days in the Operational Services area was highlighted although it was noted that this service was the amalgamation of two of the old service areas and the staff head count was much higher than other services. Karen Edwards undertook to find out more about the level of sickness in the service.

It was noted that the Council had a number of level 2 and 3 apprenticeship schemes. However, the provider of the Council's apprenticeship programme had recently gone into liquidation and a new provider was being sought so these schemes could continue. It was advised that there was still a considerable sum available from the apprenticeship levy, which had been established in 2017 and the Council aimed to make more of this levy going forward. Reference was also made to the success of the Leadership Programme in which 14 people were participating.

The Committee discussed and **ENDORSED** the Report and requested that an annual report be brought back to the Committee for consideration.

**ACTION:**

<b>What</b>	<b>Who</b>	<b>When</b>
To look in more detail at the sickness figures and the reasons why for Operational Services.	Karen Edwards, Executive Director	September, 2019

**14. REVIEW OF PARKING STRATEGY IN THE CENTRE OF NORTH CAMP**

Cllr. Abul Chowdhury attended the meeting to request that the Committee consider a review of the parking strategy in the centre of North Camp. Cllr. Chowdhury explained that the shopping centre created a unique sense of community and that the shops relied heavily on people being able to park conveniently and cheaply. His request was to ask the Committee to consider carrying out a costed feasibility study to examine the following options:

- 20 minutes free parking in Camp Road
- 1 hour free parking in Peabody Road and/or Napier Gardens car parks

The Committee discussed the request and it was felt that it could have a ripple effect across the Borough if agreed, with other shopping areas expecting the same benefit. It was also felt that revenue probably wouldn't change and increased costs would be incurred through monitoring the scheme.

The Committee was advised that there was currently no budget to carry out a feasibility study and the Council was also prioritising work on the regeneration of the two town centres. However, during discussions Karen Edwards, offered to set up a meeting with the three ward councillors to review the data held on parking charges held by the Council in relation to the North Camp area.

**ACTION:**

<b>What</b>	<b>Who</b>	<b>When</b>
Meeting be arranged with the St. Mark's Ward Members to review the data held on parking charges.	Karen Edwards, Executive Director	August, 2019

**15. MOOR ROAD PLAYING FIELDS PROJECT**

The Committee received a presentation on the redevelopment for community use of the Moor Road Recreation Ground.

A brief overview of the background to the project was given by Andrew Colver, Head of Democracy, Strategy and Partnerships. It was reported that the project had commenced in 2017 when consultations had been carried out with residents, ward councillors, schools and the Prospect Youth Club and the Cabinet had given approval to take the project forward to the planning stage. At that time PEBL (Prospect Estate Big Local) had committed £47,000 towards the project. During 2018, other funding sources had been identified and onsite ground investigations had been undertaken.

The scheme had been revised in Spring 2019 to exclude the skate park following the Farnborough Civic Quarter consultation had shown a demand for this type of facility within the town centre. The revised scheme would include a "destination playground", two activity zones, a MUGA (Multi Use Games Area), BMX Pump Track and an extension to the existing car park. Infrastructure would also be in place to add lighting and youth shelters at a later stage if required. A funding application had been submitted to Sport England for £50,000, and a new planning application submitted early July, 2019, which would exclude the skate park.

The Committee were shown visuals and plans of the proposed site/equipment and were advised that a plan of the final design would be on display at the Prospect Centre in due course. The overall cost of the project was expected to be around £450,000 to be financed through developers' contributions, PEBL, the CPE (Car Park Enhancement) account and Sports England. The tender process would commence in early August, 2019 and awarded at the end of September, 2019. It was expected that works would be completed in Spring 2020.

The Committee discussed various elements of the project and raised the issue of antisocial behaviour. It was felt that the area could be vulnerable to criminal activity and it was suggested that directional/low level lighting could be utilised.

In conclusion, the redevelopment was supported but that consideration should be given to the following:

- Lighting – To look at the infrastructure of some of the facilities and make improvements to the scheme if necessary, to help prevent antisocial



behaviour. It was suggested that the Community Safety Team should be consulted

- Consultation with the Cove Brook Greenway Group

The Committee **ENDORSED** the scheme and **NOTED** that a report would be made to the Cabinet in August, 2019.

## 16. **WORK PLAN**

The Committee noted the current work plan and noted that the proposed date for the scrutiny training session would be changed and a new date advised.

The meeting closed at 8.40 pm.

CLLR M.D. SMITH (CHAIRMAN)

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# POLICY AND PROJECT ADVISORY BOARD

Meeting held on Wednesday, 31st July, 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 Sophie Porter  
Cllr M.J. Roberts  
Cllr C.J. Stewart

Apologies for absence were submitted on behalf of Cllr Prabesh KC and Cllr J.E. Woolley.

## **9. MINUTES**

The minutes of the meeting held on 5th June, 2019 were approved and signed by the Chairman.

## **10. END VIOLENCE AT WORK CHARTER**

The Board received the Executive Director's Report No. ED1906 which provided the background to the End Violence at Work Charter and explained its intended focus in response to the Notice of Motion considered at the Council meeting in February. The Report set out how the Council currently met the standards in the Charter and provided some potential options for further action.

The End Violence at Work Charter was a campaign by Unison to encourage employers in the community sector to take violence against staff seriously and sign up to the Charter. Incidents of violence and abuse were on the increase in these sectors which prompted Unison to develop ten measures that they felt every employer within the community sector should be able to support.

The Charter was not designed for local authorities but the Motion requested that the Council recognised that its staff were its greatest resource and must ensure all staff felt safe and secure in their place of work. The Board was advised that the Council had comprehensive policies and procedures in place to ensure the health and safety of employees and Rushmoor's Unison representative had confirmed that they were content with the Council's position.

The Report proposed a number of options for the Board to consider to enable the Council to support the adoption of the Charter by voluntary and community sector

organisations operating in the Borough. The Board supported the following recommendations:

- (1) The Charter would be raised at a future meeting of the Voluntary Sector Forum, Registered Providers Liaison Meeting and as part of general discussion with the major organisations that the Council supported financially;
- (2) The Portfolio Holder for Democracy, Strategy and Partnerships would write to all voluntary and community sector organisations and housing associations operating in the Borough, bringing their attention to the Charter and encouraging them to sign up; and
- (3) Through the Procurement Strategy work, where appropriate, when procuring services from voluntary and community sector organisations, the Council should seek to ensure safety measures similar to those set out in the Charter were in place before a contract was issued.

The Board agreed that the option to make signing the Charter part of the Council's commissioning/procurement process should be addressed at a later date if it was felt necessary.

The Board discussed the reporting and recording of incidents and what training was available for staff. It was requested whether training could also be made available to councillors. It was agreed that guidance on keeping safe and how to report incidents would be circulated to all Members. An update on the number of organisations that signed up to the Charter was also requested; to be reported back to the Board.

<b>Action to be taken</b>	<b>By whom</b>	<b>When</b>
Raise the profile of the Charter at future meetings of the Voluntary Sector Forum and Registered Providers Liaison Meeting	Andrew Colver/ Zoe Paine	-
Send a letter from the Portfolio Holder for Democracy, Strategy and Partnerships to voluntary and community sector organisations and housing associations highlighting the Charter and encouraging them to sign up	Portfolio Holder/ Andrew Colver/ Justine Davie	August 2019
As part of a new procurement strategy consider the health and safety measures similar to those set out in the Charter being in place before contracts were issued	David Stanley/ Katherine Berry	November 2019
Circulate guidance on how to keep safe and how to report incidents to all Councillors	Karen Edwards/ Justine Davie	August 2019
Provide an update in 12 months on organisations from Rushmoor that had signed up to the Charter	Justine Davie	July 2020

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

The Head of Operational Services and the Parks Manager attended the meeting to advise the Board on the points to consider when developing the Playgrounds Strategy. The information to be considered included:

- Assessment of supply and demand;
- Consideration of the hierarchy of supply of Local Areas for Play (LAP) 100m distance or a minute walk; Local Equipped Areas for Play (LEAP) 400m distance or a five minute walk; and, Neighbourhood Equipped Area for Play (NEAP) 1km distance or a twelve minute walk.
- Compliance issues on the separation between activity zones and equipment standards;
- Sustainability issues from a financial and environmental position; and,
- The process for developing the strategy and public engagement.

A number of the Board Members had carried out independent visits to various playgrounds around the Borough and provided feedback on their findings. There was some discussion on the potential for other uses for some of the playgrounds that appeared underused. However, it was felt that each playground, and the area it served, would need to be looked at individually with ward councillors and views of local residents should be sought. The views of the Board would be taken into consideration in the development of the strategy.

The Board then took part in a workshop session to consider the issues and provide feedback. It was explained that the Board responses would be collated and, where there was a consensus, the information would be incorporated into the draft strategy. Where views differed, the Board would be provided with further information at the following meeting. A draft strategy would be developed and submitted to the 2nd September Progress Group for comment and then be brought to the September Board meeting along with any additional data.

The Chairman asked the members of the public in attendance in the public gallery to leave the meeting during the workshop session.

Action to be taken	By whom	When
Develop a draft Playground Strategy incorporating the comments from the Board for the 2 <sup>nd</sup> September Progress Group	James Duggin/ Andy Ford	2nd September 2019

## 12. WORK PROGRAMME

### a) Update on Projects

The Board received an update paper on the vision for Aldershot and Farnborough 2030, Civic Quarter Masterplan, Aldershot Town Centre Strategy, Leisure Contracts and the Conservation Area Review. Clarification was requested on when the Civic Quarter Masterplan would be reported back. The Board was advised that it was not

yet clear whether it would be ready to report back to the September Board meeting but it would be included on the Progress Group agenda when the initial draft was complete.

It was proposed that all projects should take the Climate Change Strategy into consideration. It was noted that a Climate Change Working Group had been established through the Cabinet and it was requested that an update on their proposed work should be provided on the next work programme update. The Board noted the update.

The Chair asked the members of the public in attendance to leave the meeting during the workshop session.

<b>Action to be taken</b>	<b>By whom</b>	<b>When</b>
Provide an update on the Climate Change Working Group proposed work on the next work programme update	Justine Davie	17th September 2019

b) **Work Programme**

The Board **NOTED** the Work Programme.

The meeting closed at 9.15 pm.

CLLR J.B. CANTY (CHAIRMAN)

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# OVERVIEW AND SCRUTINY COMMITTEE

Meeting held on Wednesday, 11th September, 2019 at the Council Offices, Farnborough at 6.30 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 Nadia Martin  
Cllr S.J. Masterson

Apologies for absence were submitted on behalf of Cllr Mara Makunura

## **17. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 18th July, 2019 were agreed as a correct record.

## **18. PARKING ISSUES AT ALDERSHOT LIDO**

At the request of Cllr. Sophie Porter, the Committee was asked to consider a review of parking arrangements near the Aldershot Lido. A survey had been carried out as a result of a number of complaints received from residents relating to issues with parking in the area. The survey was carried out to identify the issues faced by people who used the Lido and the experiences of people who lived in close proximity to the facility.

A number of key issues were identified from the survey results, in particular:

- Parking was challenging for residents who lived near the Lido on busy days
- Limited awareness about where to locate overflow parking facilities
- Safety concerns regarding access for emergency vehicles
- Users less likely to attend due to parking issues
- Users of the indoor pool and/or gym struggled to park in the summer months
- Both users and residents would like to see the issue resolved

Possible solutions were also identified by people who completed the survey, these were as follows:

- Gauge interest from residents to allow users to park on their driveways

- Devise a map showing all available parking spaces, including the overflow car park to be displayed on the website and via social media
- Explore the potential to build a multi storey car park which could be used all year round by the various activities taking place and clubs in the vicinity
- Explore the potential to use the Aldershot Park green space as alternative parking on busy days
- Explore a park and ride option with Stagecoach from the town centre
- Consider traffic enforcement routes on busy days
- Consider pre-paid tickets with an earlier opening time to stagger user parking

The Committee discussed the findings of the survey. It was suggested that a multi-storey car park could be considered in the longer term as this could be utilised by rugby, football, cricket and gymnastics clubs, located in the area, throughout the year. In the shorter-term, it was suggested that a stakeholder meeting could be arranged to discuss and gather data and work together to try and avoid similar situations occurring on busy days going forward. It was also suggested that consideration could be given to approaching local businesses to sell their parking spaces on weekends to users. The potential of using the parking facilities at the Crematorium at the weekend could be viewed as insensitive to Crematorium visitors.

In response, it was advised that the Lido was open for 90 days per year and during Summer, 2019 had reached over 1,000 visitors on ten occasions. There was a review of leisure facilities currently underway by the Council, which included the Aldershot Lido and Indoor Pools Complex and parking would be considered as part of the review. The issues surrounding communications would be raised with the relevant officers and stakeholders to ensure more consistency and clear messages around parking were given moving forward. The potential for a feasibility study on the provision of a multi-storey car park in the area would need to be considered further. A report back would be made to the Progress Group at a future meeting. The Committee agreed that a stakeholder meeting, to include the Aldershot Park Ward Councillors, should be held prior to the 2020 season.

## 19. WESTGATE LEISURE PARK

At the request of Cllr. Keith Dibble, the Committee was asked to consider the issues relating to occupants at the Westgate Leisure Park, Aldershot. The request had referred to the failure to retain tenants and the impact this was having on the regeneration of the town centre. It was noted that a meeting was scheduled to be held with Legal and General, the owners of the site, in early October and the Committee was asked to raise any concerns/issues they may have to be expressed at the meeting.

The Committee discussed the issue and highlighted a number of areas to be raised at the forthcoming meeting. These were:

- Do the tenants have preferential leases? i.e. are there incentives for existing and potential tenants
- For the original users, were the agreements based around a business case for a fixed period?
- Is the landlord taking action to ensure the remaining four tenants remain?



- What action is being taken to market the vacant units?
- How well does the provision of a gym fit with the original concept for Westgate?
- Was there a master plan for restaurant provision at Westgate and how well has it worked?
- Why have some restaurants performed better than the others?
- Social media shows a perception that the parking arrangements (at Morrisons) have the effect of stopping people visiting Westgate. Is this issue being addressed?
- The incentives for cinema goers to visit restaurants seem to be no longer available – is this right and is anything being done to promote them for the future?

The Committee agreed to request that these issues be raised and an update on the situation was requested at a future meeting once Council Officers had met with Legal and General.

## 20. **TASK AND FINISH GROUP - UPDATES**

The Committee received the following updates.

**Registered Providers Task and Finish Group** - The Chairman of the Group (Cllr. Bedford) reported that the Registered Providers Task and Finish Group had met and agreed on the providers that would be reviewed during 2019/20. A list of the meeting dates would be circulated to the Group.

**Educational Improvement Task and Finish Group** – The Chairman of the Group (Cllr. Jeffers) reported on the meeting that was held on 24th July, 2019 at which the name of the Group had been changed to Educational “Improvement” from Educational “Attainment” as it was felt more appropriate. It was noted that the Group had been updated on the context and background to the purpose of the Group and information had been provided on education levels, Ofsted gradings and KS2 results across the Borough. Members were also apprised of what initiatives the Council were working on in partnership with schools, colleges and the Garrison to assist schools to help improve attainment levels.

The Group had requested further information including, detail on the provision of sport within schools, feeder schools and movement of pupils at secondary level outside the area and progress of the projects already established to assist schools. A further meeting of the Group would be held after the preliminary 2018/19 GCSE results were released in October 2019.

## 21. **WORK PLAN**

The Committee noted the current work plan and noted that a new date would be advised for the scrutiny training.

The meeting closed at 7.54 pm.

CLLR M.D. SMITH (CHAIRMAN)

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