



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, 5th December 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 - 8)

To confirm the Minutes of the Ordinary Meeting of the Council held on 3rd October 2019 (copy attached).

2. **MAYOR'S ANNOUNCEMENTS –**

3. **STANDING ORDER 8 - QUESTIONS –**

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

4. NOTICES OF MOTION –

(1) Highways Responsibilities -

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

“This Council recognises that the standard of highways in this Borough is crucially important to local people.

The current response and priority given to Rushmoor has been problematical since agency agreements with Hampshire CC have been amended over the years.

We believe that it’s essential for the good of our residents that we take back some control of our own highways’ issues.

We call on those responsible in Hampshire and Rushmoor to enter into negotiations to allow this Council to take back more control of highways in Rushmoor, with Hampshire delegating the necessary resources through a revised agency arrangement.”

(2) Heathrow Southern Railway –

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

“This Council endorses Heathrow Southern Railway's proposal as its preferred option for a Southern Rail Link from Heathrow Airport to Farnborough, noting the potential benefit to the Borough of Rushmoor from:

- More sustainable transport choices and reduced environmental impacts;
- More convenient, quicker journeys for local residents to Heathrow and Central London;
- Stronger links for businesses that can encourage economic growth and inward investment in Rushmoor.

Additionally, this Council will write to the Department of Transport to request a timescale for a decision to be made on an operator for a Southern Rail Link.”

5. QUESTIONS FOR THE CABINET –

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

6. REPORTS OF CABINET AND COMMITTEES – (Pages 9 - 30)

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

Cabinet

15th October 2019

12th November 2019

Committees

Licensing, Audit and General Purposes	23rd September 2019
Licensing, Audit and General Purposes	16th October 2019
Development Management	6th November 2019

7. REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD – (Pages 31 - 44)

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

Policy and Project Advisory Board	25th September 2019
Overview and Scrutiny Committee	24th October 2019
Policy and Project Advisory Board	20th November 2019

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

Council Offices
Farnborough
Hampshire GU14 7JU

Wednesday 27th November 2019

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BOROUGH OF RUSHMOOR

MEETING OF THE BOROUGH COUNCIL held at the Council Chamber, Council Offices, Farnborough on Thursday, 3rd October, 2019 at 7.00 pm.

The Worshipful The Mayor (Cllr Sue Carter (Chairman))

Cllr Gaynor Austin
Cllr T.D. Bridgeman
Cllr Sophia Choudhary
Cllr D.E. Clifford
Cllr P.I.C. Crerar
Cllr K. Dibble
Cllr Christine Guinness
Cllr L. Jeffers
Cllr J.H. Marsh
Cllr S.J. Masterson
Cllr A.R. Newell
Cllr M.J. Roberts
Cllr M.D. Smith
Cllr P.G. Taylor
Cllr Jacqui Vosper

Cllr Mrs. D.B. Bedford
Cllr J.B. Canty
Cllr A.K. Chowdhury
Cllr A.H. Crawford
Cllr P.J. Cullum
Cllr C.P. Grattan
Cllr A.J. Halstead
Cllr Prabesh KC
Cllr Nadia Martin
Cllr T.W. Mitchell
Cllr Sophie Porter
Cllr M.L. Sheehan
Cllr C.J. Stewart
Cllr B.A. Thomas
Cllr J.E. Woolley

Honorary Alderman R.J. Kimber

Apologies for absence were submitted on behalf of The Deputy Mayor (Cllr P.F. Rust), Cllr M.S. Choudhary, Cllr R.M. Cooper, Cllr Veronica Graham-Green, Cllr Mara Makunura, Cllr Marina Munro, Cllr K.H. Muschamp and Cllr M.J. Tennant.

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

22. **MINUTES**

It was MOVED by Cllr M.L. Sheehan; SECONDED by Cllr. P.G. Taylor and

RESOLVED: That the Minutes of the Ordinary Meeting of the Council held on 25th July, 2019 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

23. **MAYOR'S ANNOUNCEMENTS**

- (1) The Mayor welcomed Cllr Thomas Mitchell to his first Council meeting following the recent St. Mark's Ward by-election.
- (2) The Mayor reported that Merchant Navy Day had been marked at the Council Offices on 3rd September, 2019 with a short service led by the Mayor's Chaplain, followed by the hoisting of the Red Ensign. The event had also been

attended by representatives of the Merchant Navy, Sea Cadets, Royal British Legion and Councillors.

- (3) The Mayor announced that her Charity Committee was organising a Charity Race Night to be held at the Council Offices on 25th October, 2019. All were welcome to attend.
- (4) The Mayor reported that her Charity Golf Day had had to be postponed and that it would now be held on Friday, 3rd April, 2020 at the Army Golf Club.
- (5) The Mayor advised Members that she had attended the presentation of the Queen's Award for Voluntary Service to Parity for Disability by the Lord-Lieutenant of Hampshire on 16th September, 2019. She had been pleased to see the charity's dedicated volunteers being recognised for their work in supporting the services for people with multiple disabilities.
- (6) The Mayor reported that she had had the privilege and pleasure to be part of the official civic party from Rushmoor to visit Rzsezow to sign the memorandum of understanding between Rzsezow and Rushmoor to build links, forging new partnerships and bringing the areas' two communities together. She advised that both cities had close connections with the aerospace industries and the new link would provide opportunities for mutual exchange of information that would benefit both communities. She felt that fostering trade links was going to be very important.

24. RUSHMOOR COMMUNITY AWARD 2019

The Mayor reported that the Rushmoor Community Award recognised local people who had in some way made a significant contribution to the community. In exceptional circumstances for 2019, the Council had agreed to present the Award to two people – Stella Olivier and Suzanne Skippage – in recognition of their significant volunteering activities over many years.

Stella Olivier had been a stalwart to the Farnborough Community Centre for over 20 years. In recognition of her voluntary effort and hard work for the Community Centre, Stella had been nominated to receive the Community Award for 2019. In nominating Stella for the Award, the nominator had said that she had helped just about everybody on matters related to clubs and groups who had used Farnborough Community Centre and was the reason that the Centre had operated for so long with just a team of volunteers. She had also spent a number of years running a lunch club that met at the Centre. Stella was a former councillor and was well-known in the community, including councillors and officers at Rushmoor. Stella had given an incredible amount of time to the community over a period of 20 years or more and was an absolute community champion and stalwart.

Suzanne Skippage had served the community for the past 20 years. The Mayor advised that she had been told that Sue had a lively personality – laughed easily and was always upbeat and positive. She was active and energetic and belied her age. Before retirement, Sue had been a teacher who specialised in the educational support of families with autistic children. Sue had mentored a teenage mother at

The Source Young People's Charity; was a member of the Aldershot Town Centre Pastoral Team; volunteered for the Mustard Seed Autism Trust based at Frimhurst Family House; and, was a member of the Fit Lives Team that provided community support at Farnborough Leisure Centre to both the staff and users. It was also noted that, through St. Peter's Church in Farnborough, Sue supported a family with a severely disabled young girl; was on the team that provided a fortnightly lunch club for older people; was on the team that provided 'Holiday at Home' – a termly day event of food and entertainment for those who were too infirm to go away on holiday and Sue was also a Deputy Churchwarden and had been authorised as a Pastoral Assistant by the Guildford Diocese.

The Mayor stated that Stella and Sue had given an incredible amount of time to the community over the past 20 years or more and were both very worthy recipients of the Rushmoor Community Award 2019.

The Mayor then called them forward to receive their Award and certificate.

25. STANDING ORDER 8 - QUESTIONS

The Mayor reported that one urgent question had been submitted by Cllr. A.R. Newell under Standing Order 8 (3).

Cllr. Newell asked the Leader of the Council a question regarding what reassurances could be offered to residents that the Council was working hard to ensure mitigation for the proposed Esso Southampton to London Pipeline Project that passed through Queen Elizabeth Park and play area in Farnborough.

In response, Cllr. D.E. Clifford stated that the proposed project would be dealt with by the Planning Inspectorate and that the Council was a consultee only and not responsible for making any decision on the Pipeline Project. The Council had voiced concerns about the pipeline which went through both Queen Elizabeth Park and Southwood Country Park in Farnborough. The Council's barristers had met with Esso to see if an agreement could be reached. The Planning Inspectorate would be holding an Enquiry starting on 9th October 2019 through to February 2020 on aspects of the Pipeline Project where agreement had not been reached. The Council did not agree that the mitigation being taken by Esso was adequate and that the Council would continue to pursue this until an agreement was reached. Cllr. Clifford reassured Members and residents that the Council was in negotiation with Esso through barristers to get better mitigation for work to be done on the pipeline in 2021. Cllr. Clifford encouraged Members and residents to view the press release on this subject on the Council's website and to follow the link in the document to make their feelings known about the issues involved in the Pipeline Project.

26. NOTICE OF MOTION - DEBT COLLECTION PRACTICES

The Council was asked to consider the following Notice of Motion on debt collection practices which had been submitted by Cllr. A.H. Crawford in accordance with the provisions of 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.”

In introducing the Motion, Cllr Crawford stated that the Motion had been inspired by the latest report from the ‘Stop the Knock’ campaign that the Money Advice Trust had launched the previous month to improve local government debt-collection practices.

As a member of the Welfare Reform Group, Cllr Crawford considered he was aware of the care that the Council took to assist the vulnerable in meeting the minimum Council Tax contribution of 12% from those who qualified for Council Tax Support, including providing help from the Hardship Fund, where it was considered necessary. However, the Trust report showed that, since the last report covering 2016/17, the Council’s use of bailiffs had increased by 11%. Using the Money Advice Trust data, Cllr Crawford had tracked back over the previous five years and found that the Council’s use of bailiffs had increased by 120% since 2014/15. It had more than doubled from 882 referrals in 2014/15 to 1,928 in 2018/19.

Cllr Crawford also pointed out that, when he had examined the Money Advice Trust data, bailiff referrals for Council Tax had gone down from 702 in 2016/17 to 247 in 2018/19. However, Cllr Crawford stated that bailiff referrals for parking had more than doubled from 817 in 2014/15 to 1,657 in 2018/19. He felt that the Council dealt with parking debts quite differently from other debts and that difference might be the source of the Council more than doubling its use of bailiffs over the previous five years. He was of the opinion that it looked harsh – when a Penalty Charge Notice of £25, if paid within two weeks, could end up costing several hundred pounds when enforced by bailiffs. Cllr Crawford referred to the inquest held the previous year of a debt-ridden young man, Jerome Rogers, who had taken his own life shortly after bailiffs had clamped the motorcycle that was essential to his work as a courier, in pursuit of two £65 parking fines imposed by his local council.

Cllr Crawford advised that the Money Advice Trust report set out another five steps, some of which the Council had already taken. The Trust had stated that it hoped to work with local authorities in order to achieve all six steps, which were set out in the Motion.

In seconding the Motion, Cllr Christine Guinness stated that the Council signing up to review its practices would be a good start. She was of the opinion that the Council should do more to find out if the recipients of Council correspondence had any issues reading and understanding what was being sent to them. One solution could

be to make a home visit to explain ways in which the Council might be able to help. Cllr Guinness advised Members that 64 local authorities had signed up to the campaign and called on the Council to support the Motion to demonstrate that the Council cared.

During discussion, views were expressed regarding the steps already taken by the Council to recognise the special circumstances of vulnerable people and that several steps were taken before the use of bailiffs. Attention was also drawn to the Council's protocol to be followed in order to help residents avoid the use of bailiffs. The view was also made that the Council's debt collection practices were adequate and that these were kept constantly under review. It was also suggested that debt collection practices could be something that could be examined by the Overview and Scrutiny Committee.

Reference was also made to the effect on the poor, desperate and vulnerable of the use of bailiffs for relatively small debts and the need for a more sensitive approach to be taken.

On a recorded vote, there voted: FOR: Cllrs Gaynor Austin, T.D. Bridgeman, A. Chowdhury, A.H. Crawford, K. Dibble, C.P. Grattan, Christine Guinness, A.J. Halstead, Nadia Martin, T.W. Mitchell, Sophie Porter, M.J. Roberts (12); AGAINST: Cllrs Diane Bedford, J.B. Canty, Sophia Choudhary, D.E. Clifford, P.I.C. Crerar, P.J. Cullum, L. Jeffers, Prabesh KC, J.H. Marsh, S.J. Masterson, A.R. Newell, M.L. Sheehan, M.D. Smith, P.G. Taylor, B.A. Thomas, Jacqui Vosper, J.E. Woolley (17); and ABSTAINED: The Mayor (Cllr Sue Carter) and Cllr C.J. Stewart (2) and the Motion was **DECLARED LOST**.

27. **RECOMMENDATIONS FOR DECISION BY THE COUNCIL**

Asset Management

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 the Asset Management Plan. It was **MOVED** by Cllr D.E. Clifford and **SECONDED** by Cllr M.L. Sheehan – That approval be given to the Council's Asset Management Plan.

There voted FOR: 26; AGAINST: 0 and the Recommendation was **DECLARED CARRIED**.

28. **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 such item:

Report Para No.	Schedule 12A Para. No.	Category
29	3	Information relating to financial or business affairs

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

29. RUSHMOOR DEVELOPMENT PARTNERSHIP - APPROVAL OF PARSONS BARRACKS CAR PARK PROJECT PLAN

The Corporate Services Portfolio Holder (Cllr P.G. Taylor) introduced the Exempt Cabinet Report which set out the Rushmoor Development Partnership's Project Plan in relation of the redevelopment of Parsons Barracks Car Park for approval and the proposed end use, in line with the previously approved Partnership Agreement.

It was **MOVED** by Cllr P.G. Taylor and **SECONDED** by Cllr A.R. Newell – That approval be given to the Rushmoor Development Partnership's Project Plan for the redevelopment of Parsons Barracks Car Park and end use.

There voted **FOR: 27; AGAINST: 0** and the Recommendation was **DECLARED CARRIED**.

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

30. QUESTIONS FOR THE CABINET

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

31. REPORTS OF CABINET AND COMMITTEES

(1) Cabinet

It was **MOVED** by Cllr D.E. Clifford; **SECONDED** by Cllr M.L. Sheehan and

RESOLVED: That the Reports of the meetings of the Cabinet held on 23rd July and 20th August, 2019 be received.

(2) Cabinet

It was **MOVED** by Cllr M.L. Sheehan and **SECONDED** by Cllr A.R. Newell and

RESOLVED: That the Report of the meeting of the Cabinet held on 17th September, 2019 be received.

(3) Development Management Committee

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

RESOLVED: That the Report of the meeting of the Development Management Committee held on 17th July, 2019 be received.

(4) Licensing, Audit and General Purposes Committee

It was MOVED by Cllr J.E. Woolley; SECONDED by Cllr. S.J. Masterson and

RESOLVED: That the Report of the meeting of the Licensing, Audit and General Purposes Committee held on 29th July, 2019 be received.

(5) Development Management Committee

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

RESOLVED: That the Reports of the meetings of the Development Management Committee held on 14th August and 18th September, 2019 be received.

32. REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD

RESOLVED: That the Reports of the undermentioned meetings of the Overview and Scrutiny Committee and Policy and Project Advisory Board be received:

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

The meeting closed at 8.35 pm.

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REPORTS OF CABINET AND COMMITTEES

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

Cabinet

15th October, 2019
12th November, 2019

Committees

Licensing, Audit and General Purposes
Licensing, Audit and General Purposes
Development Management

23rd September, 2019
16th October, 2019
6th November, 2019

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CABINET

Meeting held on Tuesday, 15th October, 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 P.G. Taylor, Corporate Services Portfolio Holder
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

An apology for absence was submitted on behalf of Cllr D.E. Clifford.

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 **28th October, 2019**.

44. MINUTES –

The Minutes of the meeting of the Cabinet held on 17th September, 2019 were confirmed and signed by the Chairman.

45. RUSHMOOR 2020 PROGRESS AND ESTABLISHING THE ICE TRANSFORMATION PROGRAMME –

(Cllr Ken Muschamp, Customer Experience and Improvement Portfolio Holder)

The Cabinet considered Report No. ED1907, which set out an update on progress towards the Rushmoor 2020 modernisation and improvement programme, which had been adopted by the Council in 2018. Members were informed that the programme had been established as a mechanism to address the recommendations and improvements set out in the report resulting from the Council's Peer Challenge exercise in December 2017. The Cabinet was informed that the recent Peer Challenge review exercise had found that the Council had made good progress in many areas.

The Report also explained how the delivery of further modernisation and improvement would be managed through a whole Council transformation programme known as ICE.

The Cabinet **RESOLVED** that

- (i) the progress to date with the Rushmoor 2020 programme, as set out in Report No. ED1907, be noted;
- (ii) the initial recommendations of the Peer Challenge Review Team, as set out in the Report, be noted and these be taken forward as part of the Council's

ongoing modernisation and improvement work;

- (iii) the Business Mandate and Programme Delivery Plan for the ICE programme, as set out in the Report, be approved;
- (iv) the focus and approach for the organisational redesign project, to be delivered as part of the ICE programme, be noted;
- (v) the confirmation by the Chief Executive of the consequential staffing service changes resulting from the process and organisational redesign projects throughout the programme, be noted; and
- (vi) the Executive Head of Finance be authorised to make alterations to budgets, as required, to enable delivery of the programme.

46. **MEDIUM TERM FINANCIAL STRATEGY 2020/21 - 2023/24 –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1928, which set out the Medium Term Financial Strategy (MTFS) and the budgetary framework to support the preparation of the 2020/21 budget. The Report also provided an update on the Council's financial position and set out the financial forecast over the medium term, for financial planning purposes.

Members were informed that the current projected deficit in 2021/22 stood at £2,111,000. This was significantly higher than previous years due to a number of factors, including uncertainty over the level of New Homes Bonus, provision for inflation and budget pressures arising from proposed changes by Hampshire County Council to waste and recycling arrangements. It was reported that the Council's balances and reserves were at good levels, as reflected in Table 4 of the Report. Members were informed that the Government was, currently, carrying out a technical consultation and that the Executive Head of Finance, in consultation with the Corporate Services Portfolio Holder, would prepare a response to this.

The Cabinet RESOLVED that

- (i) the Budget Strategy 2020/21, as set out in Section 6 of Report No. FIN1928, be approved; and
- (ii) the Medium Term Financial Forecast and associated risks and uncertainties, as set out in Sections 7 and 8 of the Report, be noted.

47. **HOME IMPROVEMENTS AND EXTENSIONS SUPPLEMENTARY PLANNING DOCUMENT –**
(Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH1944, which set out the draft Home Improvements and Extensions Supplementary Planning Document (SPD) and sought agreement for this to be published for consultation and, following the consultation period, adopted.

Members were informed that the purpose of this SPD was to provide further guidance to support the implementation of Policy DE1: Design in the Built Environment, which was contained in the recently adopted Rushmoor Local Plan. It was proposed that the Cabinet would adopt the SPD, subject to no substantive policy or resource objections being received during the consultation exercise. If such objections were received, the matter would be brought back to the Cabinet for further consideration.

The Cabinet RESOLVED that

- (i) the draft Home Improvements and Extensions SPD be approved for public consultation for a period of six weeks;
- (ii) the Head of Economy, Planning and Strategic Housing, in consultation with the Planning and Economy Portfolio Holder, be authorised to make factual and/or non-substantive minor amendments to the SPD prior to consultation and adoption;
- (iii) following the consultation period and subject to no substantive policy or resource objections being received during that time, the adoption of the Home Improvements and Extensions Supplementary Planning Document, as set out in Appendix 1 to Report No. EPSH1944, and subject to any subsequent minor amendments, be approved; and
- (iv) in the event of substantive policy or resource objections being received, the matter be brought back to the Cabinet for consideration.

48. EXCLUSION OF THE PUBLIC –

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

Report Para No.	Schedule 12A Para. No.	Category
49	3	Information relating to financial or business affairs

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

49. DISPOSAL OF PARSONS BARRACKS CAR PARK, ALDERSHOT –
(Cllr Ken Muschamp, Deputy Leader of the Council)

The Cabinet considered Exempt Report No. RP1921, which sought approval for the disposal of the Council's freehold interest associated with Parsons Barracks Car Park, Aldershot.

The Report set out the detailed terms for the proposed disposal. Members were assured that a recent study had shown that there was sufficient capacity within the

other car parks in Aldershot town centre, allowing for the growth that was anticipated, to facilitate the disposal of the Parsons Barracks Car Park.

Members expressed strong support for the proposed approach and considered this to be important in relation to the Council's wider regeneration objectives in Aldershot town centre.

The Cabinet RESOLVED that the disposal of the Council's freehold interest in the Parsons Barracks Car Park, Aldershot to the Rushmoor Development Partnership, at the value set out in paragraph 3.2 of Exempt Report No. RP1921, be approved.

NOTE: Cllr M.J. Tennant declared a personal interest under Part 6 of the Members' Code of Conduct, by virtue of his appointment, by the Council, to the Rushmoor Development Partnership Board. This interest was not considered to be a disclosable pecuniary interest as no payments and, therefore, no profits or gains would be due to partners. This personal interest was considered, however, to be prejudicial, under Part 8 of the Code, as the Business Plan affected the financial position of the Rushmoor Development Partnership and a member of the public, with knowledge of the relevant facts, would reasonably regard this to be so significant as to prejudice that councillor's judgement of the public interest. Therefore, Cllr Tennant left the meeting during the discussion and voting on this item.

The Meeting closed at 7.53 pm.

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

CABINET

Meeting held on Tuesday, 12th November, 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 P.G. Taylor, Corporate Services Portfolio Holder
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

An apology for absence was submitted on behalf of the Leader of the Council (Councillor David Clifford).

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 **25th November, 2019**.

50. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 15th October, 2019 were confirmed and signed by the Chairman.

51. **REVENUE BUDGET MONITORING AND FORECASTING 2019/20 – POSITION AS AT OCTOBER, 2019 –**

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1930, which set out the anticipated financial position for 2019/20, based on the monitoring exercise carried out during September, 2019. Members were informed that the need for savings or income generation of around £3,931,000 and vacancy monitoring savings of £325,000 had been identified in the original budget for 2019/20. During Quarter 2, net cost reductions of £3,214,000 had been built into the approved budget, leaving a budget savings target of £1,042,000 and an outturn forecast of £470,000. It was reported that the forecast position on the General Fund risk-based balance was likely to be maintained 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 Reserve could be used to support the General Fund balance in the short term and it was, therefore, prudent to hold a reasonable reserve for this purpose, especially in light of the known risks faced by the Council and detailed in the Report.

The Cabinet NOTED the latest Revenue Budget monitoring position, as set out in Report No. FIN1930.

52. **CAPITAL PROGRAMME MONITORING AND FORECASTING 2019/20 - POSITION AS AT SEPTEMBER, 2019 –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet received Report No. FIN1932, which provided the latest forecast regarding the Council's Capital Programme for 2019/20, based on the monitoring exercise carried out during September, 2019. The Report advised that the Capital Programme for 2019/20, allowing for slippages from the previous financial year and additional approvals, totalled £72,284,000. 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 replacement of a boiler at the Council Offices, urgent works at Frimley 4 Business Park and the gross expenditure budget allocation for Voyager House, Farnborough. In response to a question, it was confirmed that the North East Hampshire and Farnham Clinical Commissioning Group would be funding all fit-out costs over and above those agreed by the Cabinet at its meeting on 14th November, 2017 in relation to Voyager House, Farnborough.

The Cabinet RESOLVED that

- (i) The latest Capital Programme monitoring position, as set out in Report No. FIN1932, be noted; and
- (ii) the additional capital requests for 2019/20, as set out in the Report, be approved.

53. **COUNCIL BUSINESS PLAN PROGRESS UPDATE JULY - SEPTEMBER 2019/20 –**
(Cllr David Clifford, Leader of the Council)

The Cabinet received Report No. ELT1905, which set out progress against the Council Business Plan, as at the end of the second quarter of the 2019/20 municipal year. The Report brought together monitoring information in respect of the actions identified as key activities in the three year business plan and the two key programmes of work that were essential in delivering the priorities, the Regenerating Rushmoor Programme and the ICE Programme. It was reported that the framework and processes for performance monitoring were in the process of being reviewed at the present time.

The Cabinet NOTED the progress made towards delivering the Council Business Plan 2019/20, as set out in Report No. ELT1905.

54. **AUTHORITY TO APPLY FOR PLANNING PERMISSION –**
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. RP1919, which sought delegated authority to submit planning applications on behalf of the Council in relation to four sites in the Borough.

Members were informed that three of the sites, land adjacent to No. 3a Arthur Street, Aldershot, land adjacent to No. 69 Victoria Road, Aldershot and land at Churchill Crescent, Farnborough were being prepared for a potential transfer to the local housing company. The fourth property, North Lane Lodge, No. 259 North Lane, Aldershot, was currently in use as a 9-bed hostel for rough sleepers. Planning permission would be required for the property to continue to be used for this purpose until November, 2020.

The Cabinet RESOLVED that the Executive Head of Regeneration and Property, in consultation with the Major Projects and Property Portfolio Holder, be authorised to apply for planning permission on the sites set out in Section 3 of Report No. RP1919.

55. **REVIEW OF RENT RELIEF FOR VOLUNTARY ORGANISATIONS –**
(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet considered Report No. DSP1912, which set out details of a review of the rent relief provided to the 27 organisations that leased land and/or buildings from the Council.

Members were reminded that, in 2017, the then Concessions and Community Support Portfolio Holder had carried out a review of the level of rent relief provided, which, at that time, had been available up to 100%. The Cabinet had agreed that from 2018/19, a maximum relief of 90% would be applied and that, in 2019/20, the maximum would be set between 80% and 90%, following further consideration by the Portfolio Holder. The Democracy, Strategy and Partnerships Portfolio Holder had now carried out this review and it was proposed that the maximum level of 90% rent relief should be retained, with organisations being eligible to apply for additional relief if hardship could be demonstrated. The additional relief would be granted for one year at a time and would be subject to a review no later than annually by the Portfolio Holder. The Chairman welcomed Cllr K. Dibble, who requested to address the Cabinet on this issue. Cllr Dibble expressed concern that some voluntary organisations would struggle to pay the 10% contribution. It was confirmed that, in these cases, organisations would be encouraged to apply for the additional hardship relief. It was further agreed that voluntary organisations would be reminded of any other financial assistance that might be available to them.

The Cabinet RESOLVED that

- (i) the retention of the maximum level of 90% rent relief for all voluntary organisations leasing land/premises from the Council, as set out in Report No. RP1912, be approved;
- (ii) the Democracy, Strategy and Partnerships Portfolio Holder be authorised to determine individual claims for additional relief on the grounds of hardship, to be granted for one year at a time and subject to a review no later than annually by the Portfolio Holder; and
- (iii) the Executive Head of Regeneration and Property, in consultation with the Democracy, Strategy and Partnerships Portfolio Holder be authorised to negotiate appropriate rents with the organisations at lease renewal dates, within the framework of the Asset Management Strategy.

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

The Cabinet considered Report No. DSP1911, which sought approval to award a grant from the Farnborough Airport Community Environmental Fund, which had been set up to assist local projects.

The Operational Services Portfolio Holder had considered the application by the Friends of St. Peter's (Church of England) Junior School, Church Avenue, Farnborough for an award of £13,140 towards the cost of the installation of an outside classroom and cycle shelters. It was confirmed that this application met all of the agreed criteria.

The Cabinet RESOLVED that a grant of £13,140 be awarded from the Farnborough Airport Community Environmental Fund to the Friends of St. Peter's (Church of England) Junior School.

57. **BUSINESS RATES - DISCRETIONARY RATE RELIEF APPLICATION –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1929, which set out details of an application for rate relief from Airbus Defence and Space Limited (Nos. 3 – 5 Voyager Park, Dingley Way, Farnborough).

The Cabinet RESOLVED that discretionary relief of £60,000 per annum be awarded to Airbus Defence and Space Limited for the financial years 2019/20, 2020/21 and 2021/22.

58. **ALDERSHOT TOWN FOOTBALL CLUB, HIGH STREET, ALDERSHOT - GRANT OF NEW LONG LEASEHOLD –**
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. RP1925, which sought authority to grant a new long leasehold interest in the EBB Stadium, High Street, Aldershot to Aldershot Town Football Club (ATFC). The Chairman welcomed Cllr M.J. Roberts, who had requested to address the Cabinet on this issue.

Members were reminded that, at its meeting on 28th May, 2019, the Cabinet had agreed to the granting of a new lease once planning permission for development at and around the grounds of the stadium had been agreed. The Club had requested an extended lease in order to facilitate its ambition to regenerate the stadium for the long term prosperity of the Club and its supporters. It was reported that, following discussions with the Club subsequently, it had proven more difficult than expected for the Club to generate finance on the terms previously agreed by the Cabinet. It was, therefore, proposed that the new lease should be issued ahead of planning permission being granted, with safeguards in place to protect the Council's position. Under the new terms, the lease payable by the Club would be at £1 per annum but this would be subject to the Club achieving planning consent for the proposed development works by 31st December, 2022 and completion of the approved development by 31st December, 2030. If these conditions were not met, the annual rent would revert to £25,000, subject to review every five years in line with RPI indexation.

The Cabinet heard from Cllr Roberts, who was speaking on behalf of the Aldershot Town Supporters Trust. The Trust held a number of concerns in relation to the issue of the lease under the new terms and these were set out by Cllr Roberts. These included the financial position of the Club, issues concerning the covenants on the land at the stadium, the control of the legal entity to whom the lease would be granted and the perceived lack of control measures available to the Council in the event of the lessee taking actions that could jeopardise the future of the Club as a community facility. The Trust was also concerned over the lack of transparency from the Club over its plans for the regeneration of the stadium and how this would be financed.

The Cabinet considered the representations made and, in response to concerns raised, pointed to the protections referred to in the conditions around the terms of the new lease. It was agreed, however, that the Council would ask the Club to improve communications on this matter with both the Trust and supporters generally.

The Cabinet RESOLVED that

- (i) the grant of a new 118-year leasehold interest to Aldershot Town Football Club, on the terms and subject to the conditions set out in Report No. RP1925, be approved; and
- (ii) the Executive Head of Regeneration and Property, in consultation with the Major Projects and Property Portfolio Holder, be authorised to conclude negotiations and enter into the new long lease.

59. **ALDERSHOT RAILWAY STATION –**
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet received Report No. RP1923, which sought authority to enter into a grant funding agreement with the Enterprise M3 LEP for the purpose of delivering the Aldershot Railway Station and Surrounds project. Members were also requested to approve the relocation of existing public art to facilitate the project and the introduction of new public art on the railway station forecourt. Details of the proposed scheme were set out in the Report and, in response to a question, it was confirmed that Members would be consulted prior to any new public art being commissioned.

The Cabinet RESOLVED that

- (i) the Corporate Manager – Legal Services, in consultation with the Executive Head of Finance and Major Projects and Property Portfolio Holder, be authorised to enter into the grant funding agreement with the Enterprise M3 LEP for the Aldershot Railway Station and Surrounds project, as set out in Report No. RP1923;
- (ii) the Executive Head of Regeneration and Property be authorised to apply for planning permission associated with the relocation of the field gun currently located at the entrance to the railway station and to secure other associated permissions;

- (iii) Council officers be authorised to work with the Aldershot Civic Society to develop a process for commissioning new public art on the railway station forecourt;
- (iv) the likely underspend on the Council's contribution to the Aldershot Railway Station and Surrounds project be noted; and
- (v) the re-purpose of up to £75,000 of the agreed capital budget to fund new public art on the railway station forecourt, be approved.

The Meeting closed at 8.07 pm.

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

LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 23rd September, 2019 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

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

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

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

13. MINUTES

The minutes of the meeting held on 29th July 2019 were approved and signed by the Chairman.

14. STATEMENT OF ACCOUNTS 2018/19 - UPDATE

The Committee received the Executive Head of Finance's Report No. FIN1927 which advised Members of audit progress for the Council's Statement of Accounts for 2018/19 since the meeting on 29th July 2019. The Report also set out the draft timetable for the completion of the audit and provision by the external auditors of the audit opinion.

The Committee noted that Ernst & Young had been due to attend the meeting. However, a representative had not arrived.

At the meeting on 29th July 2019, it had been reported to the Committee that the Council's auditor opinion would not be received until after the statutory deadline of 31st July 2019. The delay in the opinion being issued had been largely due to material changes in the valuation of the Depot in Lysons Avenue in Ash Vale and the impact of the McCloud judgement on the Council's pension fund liability.

The Committee was advised that, following discussions within the finance team and with the external auditor, a second independent valuation of the Depot had been commissioned to provide additional assurance on the valuation of the asset. The valuation had been formally received by the Council on 4th September 2019. It was noted that, whilst the second valuation from Carter Jonas had shown an increase over the original valuation, it was not considered to be materially different. Therefore,

the second valuation had confirmed the decrease of £6 million in the net book value of property, plant and equipment which had been reported in paragraph 3.3 of the report to the Committee on 29th July 2019. The Council had therefore prepared a revised set of accounts on this basis.

The Report advised that Ernst & Young had provided the Council with a timetable, which outlined the expected date for the completion of the audit and audit opinion, as follows:

- 23rd September – end of week commencing 7th October – Ernst & Young on site at the Council offices to conclude outstanding audit work
- 10th/11th October 2019 (to be confirmed) – Ernst & Young and the Council to discuss the Audit Results Report
- 16th October 2019 (proposed date) – Licensing, Audit and General Purposes Committee to receive the Audit Results Report from Ernst & Young and the final Statement of Accounts for approval and to be signed off by the Chairman.

It was therefore proposed that an additional meeting of the Committee should be arranged for Wednesday, 16th October 2019 at 7 pm to receive the external audit opinion and to approve the Statement of Accounts.

During discussion, it was noted that 43% of all public bodies had not been able to submit an audited and approved Statement of Accounts by the deadline of 31st July 2019. Members raised questions regarding the reasons for the delay in providing an audit opinion; whether there would be a penalty for the Council for not submitting audited accounts by the deadline; the PSAA process; and, the valuation of the Depot.

RESOLVED: That

- (i) the Executive Head of Finance's Report No. FIN1927 be noted; and
- (ii) arrangements be made for a special meeting of the Committee to be held on 16th October 2019 at 7.00 pm to receive the Audit Results Report from Ernst & Young and to approve the Statement of Accounts.

The meeting closed at 7.33 pm.

CLLR J.E. WOOLLEY (CHAIRMAN)

LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Wednesday, 16th October, 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 Veronica Graham-Green
Cllr Christine Guinness
Cllr A.J. Halstead
Cllr L. Jeffers
Cllr P.F. Rust
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr A.K. Chowdhury and Cllr Prabesh KC.

15. MINUTES

The Minutes of the meeting held on 23rd September, 2019 were approved and signed by the Chairman.

The Committee noted that a Briefing Note had been circulated by the Executive Head of Finance providing an update on the ongoing discussions with the External Auditor on unresolved valuation issues in respect of the 2018/19 Statement of Accounts. It was expected that an agreed position and audit opinion would be presented to the Committee at the meeting on 25th November, 2019.

16. 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 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:

Report Para No.	Schedule 12A Paragraph No.	Category
17	1	Information relating to an individual

THE FOLLOWING ITEM WAS CONSIDERED IN THE ABSENCE OF THE PUBLIC

17. APPOINTMENT OF HONORARY ALDERMEN

The Committee considered the Head of Democracy, Strategy and Partnership's Report No. DSP1909 which set out details of four nominations to be approved as Honorary Aldermen of the Borough.

Provisions for the appointment of Honorary Aldermen were contained in the Local Government Act, 1972 and the criteria adopted by the Council had been circulated to Committee members with the agenda. The criteria included that former councillors were required to have not less than 16 years' service with the Council or its constituent authorities and should normally be a resident of the Borough. If the proposals were supported by the Committee then arrangements would be made for an Extraordinary Meeting of the Council to be held on 3rd December, 2019 to enable the honour to be bestowed on those who accepted their invitation to become an Honorary Alderman.

The Committee discussed each of the nominations and was of the unanimous opinion that Mr. D. Cappleman, Sue A. Dibble, Mr. A.E.A. Gardiner and Mr. D.M. Welch should be appointed as Honorary Aldermen of the Borough in recognition of their eminent service to the Borough.

RESOLVED: That the Council, at an Extraordinary Meeting arranged for this purpose, be asked to appoint Mr. D. Cappleman, Sue A. Dibble, Mr. A.E.A. Gardiner and Mr. D.M. Welch as Honorary Aldermen of the Borough in recognition of their eminent service to the Council and Borough.

The meeting closed at 7.23 pm.

CLLR J.E. WOOLLEY (CHAIRMAN)

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 6th November, 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.J. Cullum
Cllr Mara Makunura
Cllr P.F. Rust

Apologies for absence were submitted on behalf of Cllr P.I.C. Crerar, Cllr C.P. Grattan and Cllr C.J. Stewart.

Non-Voting Member

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

28. DECLARATIONS OF INTEREST

There were no declarations of interest.

29. MINUTES

The Minutes of the meeting held on 18th September, 2019 were approved and signed by the Chairman.

30. PLANNING APPLICATIONS

RESOLVED: That

- (i) 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. PLN1952, be noted; and
- (ii) the following application be determined by the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman:

- * 17/00914/OUTPP (Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot);
- (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);
 - 19/00409/FULPP (No. 117 Farnborough Road, Farnborough);
 - 19/00432/PINS (Esso Pipeline);
 - 19/00517/FULPP (Units 2A and 3, Blackwater Shopping Park, 12 Farnborough Gate, Farnborough);
 - 19/00599/FULIA (Farnborough International Exhibition and Conference Centre, ETPS Road, Farnborough);
 - * 19/00690/TPOPP (No. 105 Campbell Fields, Aldershot);
 - * The Head of Economy, Planning and Strategic Housing’s Report No. PLN1952 in respect of these applications was amended at the meeting

31. 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.

Application No.	Address	Representation	In support of or against the application
17/00914/OUTPP	Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot	Mr. P. Reneaux	Against

32. APPLICATION NO. 17/00914/OUTPP - BLANDFORD HOUSE AND MALTA BARRACKS DEVELOPMENT SITE, SHOE LANE, ALDERSHOT

The Committee considered the Head of Economy, Planning and Strategic Housing’s Report No. PLN1952 (as amended at the meeting) regarding the outline planning application for the development of up to 180 dwellings (including the conversion of Blandford House and retention of three existing dwellings) including access, internal

roads, demolition of buildings, amenity space, green infrastructure and sustainable drainage systems (Matters for Approval – Access Only) to include full approval of details for the provision of 13.7ha of Suitable Alternative Natural Greenspace (SANG) and associated car park (18 spaces).

The Committee was reminded that it had approved a previous outline planning application for the development in March 2018 and noted that, due to the complexity of the matters surrounding the development, the negotiation process had significantly exceeded the deadline for issuing the original planning permission. Whilst there were no material changes to the planning application from that approved in 2018, aspects of the following matters required to be updated:

- SANG Delivery Strategy;
- Conditions and Section 106 Legal Agreement
- Shadow Appropriate Assessment

RESOLVED: That:

- (i) subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 to secure the measures set out in (but not restricted to) the Heads of Terms of the Agreement as set out in Report No. PLN1952 (as amended at the meeting), the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to grant planning permission subject to the conditions and informatives set out in Report No. PLN1952 (as amended at the meeting) and the Corporate Manager – Legal Services to settle the detailed terms of the Section 106 agreement;
- (ii) in the event of failure to complete the agreement by 28th February, 2020, the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that inadequate provision was made in respect of SPA mitigation, affordable housing, open space, play areas, and transport obligations and contributions.

33. **ESSO PIPELINE PROJECT**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. PLN1953 which set out the current position with regard to the proposed renewal and partial realignment of the existing Southampton to London fuel pipeline which crosses Rushmoor.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. PLN1953 be noted.

34. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. PLN1954 regarding an alleged breach of a change of use of a garage to form a habitable room.

The Committee was advised that the garage had been built in 1981 with a planning condition placed on the development in respect of parking space. Whilst the garage had been converted into a habitable room in breach of this condition, a site visit had established that the property still met the Council's current adopted car parking standard of three spaces for a property of this size. In view of this, the Committee was advised that, were an application to be submitted to regularise the conversion of the garage, it would receive a recommendation that permission be granted.

RESOLVED: That no further action be taken.

35. **APPEALS PROGRESS REPORT**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. PLN1955 concerning the following appeal decisions:

Application / Enforcement Case No.	Description	Decision
18/00466/FULLPP	Against the refusal of planning permission for the erection of extensions and alterations to existing office building (Use Class B1) at Pinehurst House, No. 117 Farnborough Road, Farnborough, to facilitate conversion and change of use to residential use (Use Class C3) to provide 113 flats (comprising 7 x studio, 52 x one-bedroom; 52 x two-bedroom and 2 x three-bedroom units), retention/provision of 199 on-site parking spaces and use of existing vehicular access to Farnborough Road, and landscaping including creation of new landscaped podium amenity courtyard.	Allowed
18/00677/FUL	Against the refusal of planning permission for the demolition of garage and outbuildings at No. 1 Coldharbour Lane, Farnborough, and the erection of a two-storey building comprising two flats with associated parking, access and amenity space and retention of No. 1 Coldharbour Lane on a reduced curtilage.	Dismissed
18/00697/FULPP	Against the refusal of planning permission for the demolition of side extension and outbuilding at No. 6	Dismissed

Church Avenue, Farnborough, and the erection of one detached three-bedroom house with attached garage and new access to highway for existing property.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. PLN1955 be noted.

36. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER JULY - SEPTEMBER 2019**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. PLN1956 which provided an update on the position with respect to achieving performance indicators for the Development Management section of Planning and the overall workload of the section for the quarter from 1st July to 30th September, 2019.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. PLN1956 be noted.

The meeting closed at 8.10 pm.

CLLR B.A. THOMAS (CHAIRMAN)

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

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

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

25th September, 2019
24th October, 2019
20th November, 2019

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POLICY AND PROJECT ADVISORY BOARD

Meeting held on Wednesday, 25th September, 2019 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr J.B. Canty (Chairman)
Cllr Sophia Choudhary (Vice-Chairman)

Cllr Gaynor Austin
Cllr P.J. Cullum
Cllr Prabesh KC
Cllr T.W. Mitchell
Cllr Sophie Porter
Cllr M.J. Roberts
Cllr C.J. Stewart
Cllr J.E. Woolley

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

13. MINUTES

The minutes of the meeting held on 31st July, 2019 were approved and signed by the Chairman.

14. DRAFT STRATEGY FOR FUTURE INVESTMENT IN RELATION TO PLAYGROUNDS WITHIN THE BOROUGH

The Board considered a presentation from the Head of Operational Services and the Parks Manager on the strategic aims and objectives to underpin the emerging playground strategy. The Cabinet had requested the Board to agree the fundamental principles before the draft Strategy was brought forward for recommendation.

The proposed strategic aim which had been prepared following the Board workshop in July was as follows:

‘For every resident in the borough to have either a local equipped playground within a five-minute walk or a neighbourhood playground within a fifteen-minute walk, complimented by destination facilities at key parks.’

The Board discussed the proposed strategic aim and there was some deliberation on what constituted a 15-minute walk and whether distance should be included as well as time. The Board agreed the strategic aim, subject to the inclusion of a criterion of distance to walk.

Underpinning the strategic aim there were four proposed strategic objectives:

- To provide a network of high quality, diverse play facilities across the borough.
- To utilise a hierarchy of play facilities by type
 - Destination
 - Neighbourhood playgrounds
 - Local playgrounds
- To ensure that the facilities were managed and maintained to a high standard to ensure a safe and high-quality experience.
- To ensure additional consideration was given to sites located within areas of deprivation.

The Board discussed the proposed strategic objectives and other areas of information that could be included. It was proposed that changes in demographics and population along with future forecasts for the area should be taken into consideration. It was agreed that demographics and population would be included as a strategic objective. The amended strategic aims and objectives would be circulated to the Board by email.

The high-level strategic aims and objectives would need to be developed into an operational plan. It was agreed that the detail of the operational plan would be worked through by the Progress Group and brought back to the Board to agree and make a recommendation to Cabinet.

Action to be taken	By whom	When
Amend the strategic aims and objectives as agreed and circulate revised version to the Board	James Duggin/ Andy Ford	October 2019
The Progress Group to work through the detail of the operational plan	James Duggin	October 2019

15. RENT RELIEF POLICY

The Head of Democracy, Strategy and Partnerships presented the background and approach to rent relief for charitable/sporting organisations in the Borough and asked the Board to comment on the policy approach. The Board was advised that in 2017/18 there were 27 community organisations that leased land or buildings from the Council and received rent relief. The majority of those organisations (23) received 100% rent relief. As part of the Council's review of income and expenditure at that time, the level of support was examined, working to the principle that organisations should pay a rental contribution. It was agreed that rent relief would be reduced to 90% in 2018/19 with the potential to reduce the relief further to between 80-90% following assessment.

The current situation was that, of the 27 organisations, sixteen were paying their rent proportion, two were being reviewed and nine were still to pay, with most of them making representations about the contribution. Each representation had been reviewed and, of the nine, eight were being recommended to pay a contribution.

Following consideration with the Portfolio Holder for Democracy, Strategy and Partnerships, it was now proposed that the future policy should be that the maximum relief be retained at 90% across the board but in the longer term move to an arrangement under the Asset Management Strategy to enable negotiated sums at review dates. Specific cases would be reviewed on the grounds of hardship which would be determined by the Portfolio Holder for a maximum of one-year. Assistance would be offered to organisations, where required, to identify opportunities to increase income generated from their premises.

The Board discussed the proposed approach to rent relief and agreed the principle for setting a policy under the Asset Management Strategy for organisations to make a contribution towards the rent. However, it was requested that all representations for relief were assessed on a case by case basis to ensure that the organisation was not at risk of closure if required to contribute to the rental costs.

The policy would be developed, taking into account the comments from the Advisory Board, and following discussion with the Portfolio Holder, it was expected that a report would be submitted to the November Cabinet meeting. Rent relief to organisations would be kept under review to ensure an effective and consistent approach.

16. **UPDATE FROM SUB GROUPS**

The Board received a paper which provided an update on the work of the Advisory Board sub-groups including the Progress Group, Strategic Housing and Local Plan Group, Leisure Facilities and Contracts Task and Finish Group, Rushmoor 2020 Task and Finish Group and the Elections Group. An update was also provided on the first meeting of the Cabinet's Climate Change Working Group which had been requested by the Board.

The Board **NOTED** that Cllr T.W. Mitchell had been appointed to join the Progress Group, Strategic Housing and Local Plan Group and the Leisure Facilities and Contracts Task and Finish Group.

17. **WORK PROGRAMME**

The Board **NOTED** the work programme.

The meeting closed at 8.35 pm.

CLLR J.B. CANTY (CHAIRMAN)

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OVERVIEW AND SCRUTINY COMMITTEE

Meeting held on Thursday, 24th October, 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 K. Dibble
Cllr Veronica Graham-Green
Cllr Christine Guinness
Cllr Mara Makunura
Cllr S.J. Masterson

Apologies for absence were submitted on behalf of Cllr M.S. Choudhary and Cllr Nadia Martin

22. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 11th September, 2019 were agreed as a correct record.

23. PAVEMENT PARKING

Cllr. Keith Dibble raised the issue of pavement parking across the Borough. The obstruction of pavements made it difficult for pedestrians to pass safely, having to walk round on the road to pass some vehicles. The Committee was asked to consider whether the Council could do anything to tackle the issue.

Following discussions, it was advised that a white paper was in existence which detailed a proposed blanket approach to pavement parking. It was noted that Hampshire County Council, as the responsible highways authority, would be asked to respond to the paper and the Council would be consulted as part of the process. It was suggested that the detail of the white paper could be brought to a future meeting of the Committee. In addition, the Committee requested that consideration be given to refocusing the routes of the Parking Enforcement Team to take in wider areas surrounding the town centres. Members also asked if the staff could be issued with an advisory note to place on vehicles parked inconsiderately advising them of the implications of their actions. A guidance note on the “dos and don’ts” of parking was also suggested for Members.

ACTION:

What	Who	When
To consider the implications of producing an advisory note to place on vehicles parked inconsiderately advising drivers/owners of the implications of doing so.	Andrew Colver, Head of Democracy, Strategy and Partnerships	December, 2019
To provide a guidance note for Members on the “dos and don’ts” of parking.	Andrew Colver, Head of Democracy, Strategy and Partnerships	December, 2019

24. **PERFORMANCE MONITORING - DEMOCRACY, STRATEGY AND PARTNERSHIPS**

The Committee welcomed the Portfolio Holder for Democracy, Strategy and Partnerships, Cllr. Adrian Newell who was in attendance to respond to the quarter 2 performance monitoring for the Democracy, Strategy and Partnerships Service (DSP).

The Committee was advised of the background to the work taking place to refine and improve the Council’s corporate planning and performance management system. The findings of the recent Peer Challenge review had identified the need to develop a culture of performance accountability with a focus on key issues, timely and accurate information and more detailed reporting at service level – the DSP dashboard was an evolving document which incorporated these findings.

The Committee was updated on the activities identified in the service monitoring and noted areas where performance had slipped during quarter 2 and the reasons why. The following areas were highlighted:

- The development of community facilities in North Town, Aldershot was currently behind schedule, the situation had changed and the options were being re-considered.
- The proposed closed-circuit cycle track was behind schedule, this was attributed to the original site not being found suitable following assessment and alternative options were being considered. A report back would be made when a new site had been secured.
- Heritage Trails – It was noted that some of the funding streams originally bid for had been unsuccessful and alternative funding streams were now being considered to fill the gaps. As the funding was from external sources there was always uncertainty.
- Climate Change – the work on climate change was currently on track but the completion by the end of 2019/20 was challenging. Consideration was being given to how the organisation could respond, considering current workloads and resources.

- Development of a cycling and walking strategy – this project was highly dependent on Hampshire County Council involvement and was currently being reviewed.

The Committee noted the quarter 2 monitoring of the Democracy, Strategy and Partnerships service and was advised that the full Council quarter 2 monitoring would be considered at the following meeting of the Committee.

25. **WORK PLAN**

The Committee noted the current work programme.

The meeting closed at 8.25 pm.

CLLR M.D. SMITH (CHAIRMAN)

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POLICY AND PROJECT ADVISORY BOARD

Meeting held on Wednesday, 20th November, 2019 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr J.B. Canty (Chairman)
Cllr Sophia Choudhary (Vice-Chairman)

Cllr P.J. Cullum
Cllr Prabesh KC
Cllr Sophie Porter
Cllr M.J. Roberts
Cllr C.J. Stewart
Cllr J.E. Woolley

Apologies for absence were submitted on behalf of Cllr Gaynor Austin, Cllr P.I.C. Crerar and Cllr T.W. Mitchell.

18. MINUTES

The minutes of the meeting held on 25th September, 2019 were approved and signed by the Chairman. The Board was advised that the strategic aims for the Playground Strategy would be reported to the December Cabinet meeting where the Cabinet would propose the format for the development of the operational plan.

19. ALDERSHOT TOWN CENTRE STRATEGY

The Board received the Head of Economy, Planning and Strategic Housing's Report No. EPSH1957 which set out the seven strands of the Aldershot Town Centre Strategy and provided details on the current position and next steps. The Board considered three elements of the evidence base and their implications for the Strategy which were: the Aldershot Civic Society Town Centre Vision; ideas from the Rushmoor Leadership project group to attract and grow independent business uses; and, the Aldershot Parking Study.

The Council had been working with the Aldershot Civic Society and the Aldershot Task Force to shape a longer-term town centre strategy and to enable consultation and engagement with the wider community, including residents and other stakeholders. As a result of the engagement, the Aldershot Civic Society had drafted a community-led 'Town Centre Vision' based around ten key themes:

- **Communicating Aldershot** – supporting the physical transformation and looking forward to the future, ideas included a centrally located information centre, a website and phone app.
- **Future Development** – providing policy compliant quality affordable housing contributing positively to existing Victorian heritage.
- **Public Realm** – a welcoming, accessible and high quality town centre which was easy to move around.

- **Feeling Safe** – a town centre with good lighting and alternatives to CCTV to address anti-social behaviour.
- **Transport, access and movement** – promoting active use of the town centre, ideas included free short-term parking, removal of street clutter and increased cycle provision.
- **Entertainment, events and activities** – creating a sense of pride and ownership and increasing footfall and prosperity of businesses in the town.
- **Facilities and services in town** – ideas included moving the library to a town centre location and providing a modern, interactive and family-friendly museum.
- **Retail, restaurants and cafes** – providing a unique and independent retail offer and variety of high-quality cafes.
- **Incentives for new businesses** – establishing a pathway from ‘pop-up’ to permanent to allow Aldershot to ‘grow its own’.
- **Transition period** – drawing up a communications strategy to bring people along on the journey of transformation.

The Board discussed the Aldershot Civic Society’s Town Centre Vision and key themes and broadly agreed with the themes but also suggested some additional areas which could be included. The Board was advised that the Aldershot Civic Society information was just one piece of work looking at town centre uses and potential future uses which would be considered as part of the strategic development process. A piece of work had been commissioned to look specifically at future uses for the town centre and that work was expected to be completed by February/March 2020.

Hannah Shuttler, Ally Murdoch and Emma Lamb, Rushmoor officers participating in the Rushmoor Leadership Programme, presented the outcomes from the work they had carried out, looking at how the vibrancy of the town centre could be developed by attracting and growing independent business uses. The project had three stages: creating a knowledge baseline; evaluating potential opportunities; and, developing ideas to form recommendations. The Group identified a number of ideas and developed recommendations for eleven projects. Of those eleven projects, three were identified as contributing to the transition plan in the short-medium term and the remaining eight could be evaluated alongside the other initiatives as part of the long-term development of the Strategy.

The three projects identified as contributing to the transition plan were:

- Engagement with young people – including art student displays on hoardings, youth engagement project with Farnborough 6th Form College and construction opportunities linked to Aldershot College
- Repair Café, focussing on armed forces veterans
- West End Centre – continuing work already underway to improve the cultural offer

The eight projects identified for evaluation as part of the long-term Strategy development were:

- Escape Room Adventure Centre
- Climbing Centre
- Soft Play
- Indoor Trampolining
- Little Street
- Splash Area
- Visual Gaming Centre
- Relocation of Army Careers Office to the town centre

The Group had identified leisure provision opportunities and operators that were interested in locating in Aldershot.

The Board discussed the proposals and welcomed the work of the Leadership Group and in particular the engagement with young people. There was support for the three projects contributing to the transition plan and for further evaluation of the eight projects as the Aldershot Town Centre Strategy was developed.

The Board received a copy of the Aldershot Parking Study which had been carried out in June 2019. The study assessed the current off and on street parking situation, identified changes in use and demand, assessed future demand in the light of the regeneration projects and looked at good practice elsewhere. The conclusion of the study was that there would be sufficient car park capacity in the town centre to accommodate planned growth to 2024. It was proposed that a more strategic use of car parks and partnership working with the Wellington Centre and Westgate could improve the town centre offer for off-street parking. The study also proposed that a strategic review of on-street parking would identify some opportunities. Other opportunities identified included improved public transport and cycling facilities and the introduction of car sharing schemes.

The Board discussed the outcomes from the Aldershot Parking Study and were advised that a transport/parking stakeholders' group would be established to address some of the issues highlighted in the study.

All of the evidence would be brought together and it was the intention that the Aldershot Town Centre Strategy would be available in draft form in March 2020.

Action to be taken	By whom	When
Report the draft Aldershot Town Centre Strategy to the 25th March Board meeting	Tim Mills	17th March 2020

20. **PROCUREMENT STRATEGY**

The Board considered the Council's draft Procurement Strategy 2019-2023 which set out the Council's vision for procurement and the priorities for the next four years. The vision for the Procurement Strategy was to demonstrate value for money through the effective procurement of goods, services and works on a whole life basis in terms of generating benefits to the community and the organisation, whilst minimising impacts to the environment.

The Procurement Strategy would link to the Council Business Plan, the ICE Programme and existing policies. The strategic aims were set out in the draft Strategy which included:

- the need to innovate, generate savings and opportunities for income generation;
- transform and modernise the way services were delivered by creating commercial opportunities, managing contracts and supplier relationships and risk management;
- demonstrate political and senior officer leadership of procurement; and,
- manage spend effectively by bringing social, environmental and economic advantages to the community.

The Board discussed the Strategy and proposed that reducing energy consumption and carbon emissions and delivering social value should be included within the aims of the Strategy. The Board also suggested exploration of joint procurement and collaborative working should also be included. The draft Procurement Strategy would be considered by

the Cabinet in December 2019 and the final version should be available for comment by March 2020.

Action to be taken	By whom	When
Report the Procurement Strategy to the Board meeting once finalised	David Stanley	March 2020

21. WORK PROGRAMME

The Board **NOTED** the work programme. It was requested that the Progress Group meeting be rearranged until after the General Election had taken place on 12th December.

Action to be taken	By whom	When
Reschedule the 9th December Progress Group meeting and update diary appointments	Justine Davie	22nd November 2019

The meeting closed at 8.50 pm.

CLLR J.B. CANTY (CHAIRMAN)
