



# BOROUGH OF RUSHMOOR

To the Mayor and Members of the Council,

**YOU ARE HEREBY SUMMONED** to attend a Virtual Meeting of the Council on **Thursday, 25th June, 2020 at 6.30 pm** for the transaction of the business set out on the Agenda given below.

## A G E N D A

1. **MINUTES** – (Pages 1 - 10)

To confirm the Minutes of the Extraordinary Council Meeting held on 14th May, 2020 and the Annual Council Meeting held on 26th May, 2020 (copy Minutes attached).

2. **MAYOR'S ANNOUNCEMENTS** –

3. **STANDING ORDER 8 - QUESTIONS** –

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

4. **NOTICE OF MOTION - BLACK LIVES MATTER –**

To consider the following Notice of Motion, which has been submitted in accordance with Standing Order 9. As an exception in the case of this item, the Mayor has agreed that Standing Order 9 (6) in relation to the limit on the number of words in the Motion will not apply.

Cllr D.E. Clifford will move and Cllr K. Dibble will second

“Rushmoor Borough Council place on record our deep sadness and revulsion at the senseless killing of George Floyd in Minnesota, USA.

Whilst we recognise that every life matters we echo the cries for justice and the assertion that ‘Black Lives Matter’ given the unique historic and contemporary challenges faced by black communities.

We stand together unreservedly with black members of our communities to work hard for current and future generations, in particular those citizens within our borough, to eradicate racism in all its forms and to proactively educate our citizens so that our towns are inclusive and anti-racist, not just in name and policies but in action. This starts with an all-party review led by the Policy and Project Advisory Board, including Black, Asian and Minority Ethnic members of our community, of processes, policies and organisational attitudes regarding racism.”

5. **CONSTITUTION REVIEW - STANDING ORDERS FOR THE REGULATION OF BUSINESS – (Pages 11 - 40)**

At its meeting on 14th May, 2020 the Council considered and approved an updated Constitution. In accordance with Council Procedure Rule 29 (1), the proposed amendments to the Standing Orders for the Regulation of Business stood adjourned without discussion. A copy of the revised Standing Orders is attached herewith (Annex 1). The recommendation is as follows:

“That the Council adopt the revised Standing Orders for the Regulation of Business, attached at Annex 1, for inclusion in Part 4 of the Constitution.”

The Chairman of the Licensing, Audit and General Purposes Committee (Cllr S.J. Masterson) will introduce this item.

6. **RECOMMENDATION OF THE CABINET – (Pages 41 - 42)**

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

**Adoption of Working Definition of Antisemitism**

To receive a report from the Cabinet (copy attached – Annex 2), which recommends the adoption of the International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism. The Leader of the Council (Cllr D.E. Clifford) will introduce this item.

7. **QUESTIONS FOR THE CABINET –**

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

8. **REPORTS OF CABINET AND COMMITTEES – (Pages 43 - 94)**

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

<b>Cabinet</b>	3rd March, 2020 28th April, 2020 2nd June, 2020
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**Committees**

Development Management	11th March, 2020
Licensing, Audit and General Purposes	23rd March, 2020
Development Management	27th May, 2020
Licensing, Audit and General Purposes	28th May, 2020

9. **REPORT OF OVERVIEW AND SCRUTINY COMMITTEE – (Pages 95 - 98)**

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

Overview and Scrutiny Committee	13th February, 2020
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A.E. COLVER  
Head of Democracy and Community

Council Offices  
Farnborough  
Hampshire GU14 7JU

Wednesday 17 June 2020

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# BOROUGH OF RUSHMOOR

**EXTRAORDINARY MEETING OF THE BOROUGH COUNCIL** held remotely on Thursday, 14th May, 2020 at 6.30 pm.

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

Cllr Gaynor Austin  
 Cllr T.D. Bridgeman  
 Cllr M.S. Choudhary  
 Cllr A.K. Chowdhury  
 Cllr R.M. Cooper  
 Cllr P.I.C. Crerar  
 Cllr K. Dibble  
 Cllr C.P. Grattan  
 Cllr A.J. Halstead  
 Cllr Prabesh KC  
 Cllr J.H. Marsh  
 Cllr S.J. Masterson  
 Cllr Marina Munro  
 Cllr A.R. Newell  
 Cllr M.J. Roberts  
 Cllr M.D. Smith  
 Cllr P.G. Taylor  
 Cllr B.A. Thomas

Cllr Mrs. D.B. Bedford  
 Cllr J.B. Canty  
 Cllr Sophia Choudhary  
 Cllr D.E. Clifford  
 Cllr A.H. Crawford  
 Cllr P.J. Cullum  
 Cllr Veronica Graham-Green  
 Cllr Christine Guinness  
 Cllr L. Jeffers  
 Cllr Mara Makunura  
 Cllr Nadia Martin  
 Cllr T.W. Mitchell  
 Cllr K.H. Muschamp  
 Cllr Sophie Porter  
 Cllr M.L. Sheehan  
 Cllr C.J. Stewart  
 Cllr M.J. Tennant  
 Cllr Jacqui Vosper

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

## 1. **COUNCILLOR FRANK RUST – DEPUTY MAYOR OF RUSHMOOR**

The Mayor spoke of the recent, sudden and sad death of Cllr Frank Rust due to the Coronavirus. She referred to Cllr Rust as being a faithful, much respected and loved servant to the Borough. The Mayor invited Cllr Keith Dibble to speak on behalf of all Members of the Council. Cllr Dibble said that Cllr Rust had been a friend for 40 years, a neighbour for 36 and a fellow councillor for 22 years. Cllr Rust had served as Mayor of Rushmoor in 2003/04 and had been looking forward to serving again in 2020/21. His funeral had been held recently at the Aldershot Crematorium, attended by just seven people. Frank's widow and family and the Council would be organising a celebration of life memorial service when the current restrictions had been lifted, when everyone would have the opportunity to remember Frank. On behalf of Carol Rust and family, Cllr Dibble thanked all those who had sent messages of sympathy and condolence.

## 2. **MINUTES**

It was MOVED by Cllr D.E. Clifford; SECONDED by Cllr P.G. Taylor and

**RESOLVED:** That the Minutes of the Ordinary Meeting of the Council held on 20th February, 2020 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

### 3. **NEW REGULATIONS - REMOTE MEETINGS**

The Government had recently introduced the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which enabled local authorities to hold meetings virtually by using video or telephone conferencing technology. The Regulations would apply until 6th May, 2021.

In order to facilitate meetings of the relevant bodies set out in the Council's Constitution, including the Council and Committees it was **MOVED** by Cllr S.J. Masterson; **SECONDED** by Cllr A.R. Newell – That, having regard to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Meetings) (England and Wales) Regulations 2020, the application of the appropriate provisions contained in the Constitution relating to the organisation and operation of meetings, including Standing Orders, be suspended so that they can be adapted and amended to facilitate the effective running of meetings remotely and the transaction of the business of the Council.

There voted **FOR:** 36; **AGAINST:** 0 and the Motion was **DECLARED CARRIED.**

### 4. **CONSTITUTION REVIEW**

The Chairman of the Licensing, Audit and General Purposes Committee (Cllr S.J. Masterson) introduced the Report of the Committee's meeting held on 23rd March, 2020 when consideration had been given to a revised and updated Constitution for the Council. Changes had been proposed to the overall structure and content of the Constitution to ensure that the provisions remained up-to-date and the Council continued to work effectively in the context of ongoing modernisation and transformation and to help ensure the delegation arrangements were sustainable for the future.

It was **MOVED** by Cllr S.J. Masterson; **SECONDED** by Cllr A.R. Newell – That approval be given to the draft revised Constitution.

There voted **FOR:** 34; **AGAINST:** 0 and the Recommendation was **DECLARED CARRIED.**

**NOTE:** In accordance with Standing Order 29, the 'Standing Orders for the Regulation of Business' stood adjourned without discussion to the Council Meeting on 25th June, 2020.

## 5. **APPOINTMENT OF THE LEADER OF THE COUNCIL**

It was MOVED by Cllr K.H. Muschamp; SECONDED by Cllr P.G. Taylor - That Cllr D.E. Clifford be appointed Leader of the Council to hold office until the Annual Meeting of the Council in 2021.

There voted FOR: 24; AGAINST: 0; ABSTAINED: 12 and the Motion was **DECLARED CARRIED.**

## 6. **APPOINTMENTS 2020/21**

Subject to the nomination of Cllr M.D. Smith as Chairman of the Overview and Scrutiny Committee, Cllr Jacqui Vosper replacing Cllr Mrs D.B. Bedford on the Licensing, Audit and General Purposes Committee and Cllr Mrs D.B. Bedford replacing Cllr Jacqui Vosper on the Development Management Committee, it was MOVED by Cllr D.E. Clifford and SECONDED by Cllr K.H. Muschamp –

### (1) **Appointment of Cabinet Members –**

That it be noted that the following appointments of the Deputy Leader and the following councillors as Cabinet Portfolio Holders for the Municipal Year 2020/21 had been made by the Leader of the Council:

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

### (2) **Committees –**

That the appointments to Committees for the 2020/21 Municipal Year be approved, in accordance with the allocations to achieve political balance indicated below:

## **DEVELOPMENT MANAGEMENT**

### **Voting Members**

Conservative: 8

Labour: 3

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

Cllr K. Dibble  
Cllr C.P. Grattan  
Cllr Nadia Martin

## **Standing Deputies**

Conservative:  
Cllr M.D. Smith

Labour:  
Cllr Sophie Porter

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

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

### **Voting Members:**

Conservative: 7

Labour: 3

Liberal Democrat: 1

Cllr Sophia Choudhary  
Cllr Veronica Graham-Green  
Cllr L. Jeffers  
Cllr Prabesh KC  
Cllr Mara Makunura  
Cllr S.J. Masterson  
Cllr Jacqui Vosper

Cllr A.H. Crawford  
Cllr Christine Guinness  
Cllr A.J. Halstead

Cllr A.K. Chowdhury

### **Standing Deputies:**

Conservative:  
Cllr Sue Carter

Labour:  
Cllr C.P. Grattan

Liberal Democrat:  
Cllr T.W. Mitchell

## **OVERVIEW AND SCRUTINY COMMITTEE**

### **Voting Members:**

Conservative: 8

Labour: 3

Cllr D.B. Bedford  
Cllr Sue Carter  
Cllr R.M. Cooper  
Cllr L. Jeffers  
Cllr Mara Makunura  
Cllr S.J. Masterson  
Cllr M.D. Smith  
Cllr Jacqui Vosper

Cllr Gaynor Austin  
Cllr T.D. Bridgeman  
Cllr Christine Guinness

### **Standing Deputies:**

Conservative:  
Cllr J.H. Marsh

Labour:  
Cllr K. Dibble



## **POLICY AND PROJECT ADVISORY BOARD**

### **Voting Members**

Conservative: 7

Labour: 3

Liberal Democrat: 1

Cllr J.B. Canty

Cllr Sophia Choudhary

Cllr P.I.C. Crerar

Cllr P.J. Cullum

Cllr Prabesh KC

Cllr C.J. Stewart

Cllr B.A. Thomas

Cllr Nadia Martin

Cllr Sophie Porter

Cllr M.J. Roberts

Cllr. T.W. Mitchell

### **Standing Deputies:**

Conservative:

Cllr Veronica Graham-  
Green

Labour:

Cllr A.H. Crawford

Liberal Democrat:

Cllr A.K. Chowdhury

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

#### **Development Management**

Chairman

-

Cllr J.H. Marsh

Vice-Chairman

-

Cllr C.J. Stewart

#### **Licensing, Audit and General Purposes**

Chairman

-

Cllr S.J. Masterson

Vice-Chairman

-

Cllr Mara Makunura

#### **Overview and Scrutiny Committee**

Chairman

-

Cllr M.D. Smith

Vice-Chairmen

-

To be appointed

#### **Policy and Project Advisory Board**

Chairman

-

Cllr J.B. Canty

Vice-Chairmen

-

To be appointed

- (4) That the appointments to the Management Boards for Council Trusts for the Municipal Year 2020/21 be approved as follows:

#### **The Aldershot Recreation Ground Trust**

Cllr Mrs. D.B. Bedford

Cllr K. Dibble

Cllr M.S. Choudhary

Standing Deputy: Cllr Nadia Martin

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

Cllr C.J. Stewart                      Cllr C.P. Grattan    Cllr P.G. Taylor

Standing Deputies: Cllr Mara Makunura and Cllr Christine Guinness

**The Alfred Henry Goode Will Trust**

Cllr D.E. Clifford    Cllr A.H. Crawford                      Cllr K.H. Muschamp

Standing Deputy: Cllr Nadia Martin

There voted FOR: 34; AGAINST: 0 and the Motion was **DECLARED CARRIED.**

The meeting closed at 7.20 pm.

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# BOROUGH OF RUSHMOOR

**ANNUAL MEETING OF THE BOROUGH COUNCIL** held remotely on Tuesday, 26th May, 2020 at 7.00 pm.

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

Cllr Gaynor Austin  
Cllr T.D. Bridgeman  
Cllr M.S. Choudhary  
Cllr A.K. Chowdhury  
Cllr R.M. Cooper  
Cllr P.I.C. Crerar  
Cllr K. Dibble  
Cllr C.P. Grattan  
Cllr A.J. Halstead  
Cllr Prabesh KC  
Cllr J.H. Marsh  
Cllr S.J. Masterson  
Cllr Marina Munro  
Cllr A.R. Newell  
Cllr M.L. Sheehan  
Cllr C.J. Stewart  
Cllr M.J. Tennant  
Cllr Jacqui Vosper

Cllr Mrs. D.B. Bedford  
Cllr J.B. Canty  
Cllr Sophia Choudhary  
Cllr D.E. Clifford  
Cllr A.H. Crawford  
Cllr P.J. Cullum  
Cllr Veronica Graham-Green  
Cllr Christine Guinness  
Cllr L. Jeffers  
Cllr Mara Makunura  
Cllr Nadia Martin  
Cllr T.W. Mitchell  
Cllr K.H. Muschamp  
Cllr Sophie Porter  
Cllr M.D. Smith  
Cllr P.G. Taylor  
Cllr B.A. Thomas

Apologies for absence were submitted on behalf of Cllr M.J. Roberts.

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

## 7. **ELECTION OF THE MAYOR OF THE BOROUGH**

Nominations were invited for the election of the Mayor of the Borough for the Municipal Year 2020/21. It was **MOVED** by Cllr J.H. Marsh; **SECONDED** by Cllr T.D. Bridgeman - That Cllr Mohammad Salim Choudhary be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2021.

**RESOLVED:** That Councillor **MOHAMMAD SALIM CHOUDHARY** be elected Mayor of the Borough to hold office until the Annual Meeting of the Council in 2021.

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

**THE MAYOR (CLLR M.S. CHOUDHARY) IN THE CHAIR**

The Mayor expressed his pleasure at the privilege and honour of being elected Mayor of Rushmoor. He thanked his proposer and seconder and the Council for supporting his nomination. He then proceeded to signify the appointment of his wife, Mrs Gul Choudhary, as the Mayoress. He thanked his wife and four daughters for the solid support they had given to him over the years and for their understanding in him taking on the role as Mayor. The Mayor also signified the appointment of the Reverend George Newton, as the Mayor's Chaplain. Reverend Newton was from the Holy Trinity Church in Aldershot. The Mayor would also be inviting representatives of other faiths to lead prayers at future Council meetings.

The Mayor paid tribute to the late Frank Rust, who had been a truly outstanding councillor and a great man who cared passionately about the community he had clearly been proud to serve. Frank Rust had had the rare quality of absolute integrity and had been one of the most honest people he had known. The Mayor felt that he would have been an outstanding and popular Mayor, as he had been when he first carried out the role.

The Mayor paid tribute to the local community who had responded so well to the coronavirus pandemic. He was proud of the way people had come together to support the elderly and vulnerable across the Borough throughout such difficult and unprecedented times. The Mayor paid tribute to the NHS and spoke of his gratitude for the work they did.

The Mayor expressed his thanks to the outgoing Mayor, Cllr Sue Carter, for the service she had given to the Borough.

The Mayor stated that he would be focusing on a number of key priorities during his Mayoral Year. Firstly, he intended to do all he could to promote positive mental health and to stamp out the stigma often associated with mental health issues. Mental health affected everyone in society and was a particular issue in the north of Hampshire; anxiety, depression and suicide could affect anyone and feelings of stigma and isolation often stopped people from reaching out for the treatment they needed. The Mayor said that, with suicide, self-harm and substance abuse numbers steadily rising, prevention and early intervention was the key. He felt that the mental health of the Borough's community must be valued and now, more than ever, it was the Council's responsibility to ensure people knew that they were not alone. With this in mind, the Mayor announced that he would be supporting Broadhurst Welcome Home Community Ltd, a local charity which existed to provide help and support to those with serious mental illness in the Borough and surrounding areas. The Mayor's other nominated charity was Parity for Disability, which provided vital services to children and young adults with multiple disabilities.

The Mayor looked forward to the year ahead and working with fellow councillors in support of the Borough's community. He stated that, as they moved forward together into the new municipal year, which would bring challenges and opportunities, he felt confident that, as a Council team, they were motivated and determined to deliver the aspirations of residents who had entrusted them as their public representatives.

## 8. VOTE OF THANKS

It was MOVED by Cllr K. Dibble; SECONDED by Cllr D.E. Clifford and

**RESOLVED:** That the Council place on record its appreciation of the excellent service rendered by Councillor Sue Carter as Mayor of the Borough and Mr Ian White as Mayor's Consort during the Municipal Year 2019/20.

The Mayor congratulated Cllr Sue Carter and stated that a framed, illuminated scroll, together with a Past Mayor's Badge and a Past Consort's Badge would be presented at a later occasion.

In response, Cllr Sue Carter thanked Cllrs Dibble and Clifford for their kind words and the Council for having elected her as Mayor of the Borough. Cllr Carter spoke of her enjoyable Mayoral Year and the pride and honour she had felt in representing The Queen in the Borough. She paid tribute to her Consort for being her rock and for his support. Cllr Carter thanked her Chaplain, the Reverend Steve Stewart, for all his support, kindness and friendship.

Cllr Carter expressed her gratitude to her Charity Fundraising Committee for all their hard work in raising approximately £12,000 for the charities she had supported during the year.

Cllr Carter referred to some particular highlights during her year of office, including the formalisation of international associations with Rzeszow in Poland and Gorkha in Nepal: Armed Forces Day; the unveiling of the Airborne Soldier statue; working with the Aldershot Garrison Commander, Lt Col Paddy Baines MBE, and his team and visiting schools in the Borough. Cllr Carter also paid tribute to all the keyworkers in the Borough and all who were helping in these times of the coronavirus pandemic.

Cllr Carter wished the new Mayor and Deputy Mayor well in the year ahead of them.

## 9. ELECTION OF THE DEPUTY MAYOR

The Mayor invited nominations for the election of the Deputy Mayor of the Borough. It was MOVED by Cllr D.E. Clifford; SECONDED by Cllr P.I.C. Crerar – That Cllr B.A. Thomas be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2021.

**RESOLVED:** That Councillor **BRUCE ALFRED THOMAS** be elected Deputy Mayor of the Borough to hold office until the Annual Meeting of the Council in 2021.

The Mayor congratulated Cllr B.A. Thomas and stated that the Deputy Mayor's Badge would be presented to him at a future event. Cllr Thomas then made his Declaration of Acceptance of Office.

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

10. **MAYOR'S COMMUNICATIONS**

The Mayor announced that it was his intention to hold a Banquet and Ball and another major fundraising event, together with a couple of Mayoress's Afternoon Tea events during his Mayoral Year. The dates for these events would be announced when it was possible to do so.

The meeting closed at 7.54 pm.

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## **STANDING ORDERS FOR THE REGULATION OF BUSINESS**

### **INTRODUCTION**

The Council Procedure Rules (known as Standing Orders) set out the rules of debate and procedure for the conduct of meetings of the Council, including where necessary their application to committees, sub-committees and other bodies.

The Standing Orders are:

1. Meetings of the Council
2. Order of Business – Annual Meeting
3. Appointment of Relevant Bodies
4. The Cabinet and Other Bodies
5. Election of Chairmen and Vice-Chairmen
6. Order of Business – Ordinary Meetings
7. Minutes
8. Questions
9. Notices of Motion
10. Reports of Relevant Bodies
11. Voting
12. Motions and Amendments which may be moved without notice
13. Rules of Debate for Council Meetings
14. Quorum
15. Closure and Adjournment of Meetings
16. Motions Affecting Persons Employed by the Council
17. Disorderly Conduct
18. Disturbance by Members of the Public
19. Recission of Preceding Resolution

20. Confidentiality of Certain Business
21. Petitions
22. Deputations and Memorials
23. Interpretation of Standing Orders
24. Sealing of Documents
25. Authentication of Documents for Legal Proceedings
26. Standing Orders to Apply to Relevant Bodies
27. Meetings of Relevant Bodies
28. Sub-Committees
29. Variation and Revocation of Standing Orders
30. Suspension of Standing Orders
31. Standing Orders to be given to Members

Where the term “relevant body” is mentioned under the Standing Orders it relates to the Cabinet, committees, sub-committees or Policy and Project Advisory Board and this item shall be construed as appropriate.

The Council Procedure Rules contain some mandatory standing orders and other standing orders to reflect local custom and practice. Mandatory standing orders are also reflected in the other Procedure Rules set out in this Constitution.

Members and officers shall comply with these Standing Orders at all times.

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## MEETINGS OF THE COUNCIL

### Annual Meeting

1. (1) In a year when there is an ordinary election of councillors, the Annual Meeting will take place within 21 days of the retirement of the out-going councillors. The meeting shall normally be held on a Tuesday as near as possible to 20th day of May in each year, unless the Mayor, in consultation with the Chief Executive and Head of Democracy, Strategy and Partnerships ~~tic Services~~ determines otherwise.

### Ordinary Meetings

- (2) In addition to the Annual Meeting of the Council and any meetings convened by the Mayor or by Members of the Council, meetings for the transaction of general business shall be set out in a calendar by the Head of Democracy, Strategy and Partnerships ~~tic Services~~ to ensure the effective transaction of business.

### Time of Meetings

- (3) Meetings of the Council shall be held at seven o'clock in the evening, unless the Mayor, in consultation with the Head of Democracy, Strategy and Partnerships ~~tic Services~~, determines otherwise.

### Extraordinary Meetings

- (4) An Extraordinary Meeting may be called by the Head of Democracy, Strategy and Partnerships ~~tic Services~~ at the request of:
  - (a) the Council by resolution
  - (b) the Mayor
  - (c) any five Members of the Council by notice which has been signed by those Members and specifies the business proposed to be transacted.

### Notice of and Summons to Meetings

- (5) The Head of Democracy, Strategy and Partnerships ~~tic Services~~ will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear working days before a meeting, the Head of Democracy, Strategy and Partnerships ~~tic Services~~ will send a summons signed by him or her to every Member of the Council, ~~or leave it at the Member's usual place of residence~~. The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available.

## ORDER OF BUSINESS – ANNUAL MEETING

2. (1) The order of business of the Annual Meeting of the Council shall normally be to:
- (a) elect the Mayor and Deputy Mayor of the Borough;
  - (b) approve the minutes of the last meeting;
  - (c) receive any announcements from the Mayor and/or the Chief Executive;
  - (d) appoint the Leader of the Council;
  - (e) note the appointment of the Deputy Leader and other Members appointed to the Cabinet by the Leader;
  - ~~(f)~~ appoint to the Committees and the Policy and Project Advisory Board ~~(including chairmen and vice-chairmen)~~ as appropriate;
  - ~~(f)~~(g) appoint the Chairman and Vice-Chairman of the Development Management Committee and Licensing, Audit and General Purposes Committee, and the Chairman of the Overview and Scrutiny Committee and the Policy and Project Advisory Board; and
  - ~~(g)~~(h) consider any other business set out in the summons.

## APPOINTMENT OF RELEVANT BODIES

3. (1) The Council shall at the Annual Meeting appoint the relevant bodies specified in Standing Order 4 and shall determine the composition of the voting Members of each relevant body, and may at any time appoint such other relevant bodies as are necessary to carry out the work of the Council but, subject to any statutory provision in that behalf:
- (a) shall not give effect to the appointment of any Member of a relevant body so as to hold office later than the next Annual Meeting of the Council;
  - (b) may at any time dissolve a relevant body; and
  - (c) may suspend a Member from membership of a relevant body for a specified period.
- (2) Where the Members of the Council are divided into political groups, the Council shall, at the Annual Meeting and at such other times as appropriate, review the allocation of seats on relevant bodies between the political groups.

- (3) The Head of Democracy, Strategy and Partnerships ~~the Services~~ shall set out in a report to the Council the allocation of seats to political groups in accordance with the requirements of the Local Government and Housing Act, 1989 and the Local Government Act, 2000, upon which the Council shall determine the allocation of seats accordingly.
- (4) Subject to Standing Orders 3 (2) and (3) and Standing Order 4 (7), the Council shall make appointments to relevant bodies so as to give effect to the wishes of the political groups as appropriate.
- (5) The arrangements to secure political balance and the provisions set out in Standing Orders 3, 4 and 27 shall be undertaken in accordance with the provisions of the Local Government and Housing Act, 1989 or any subsequent amending legislation, and Regulations made thereunder from time to time by the Secretary of State.
- (6) For the purpose of these Standing Orders, the term 'political group' means two or more Councillors who wish to be treated as a political group for the purposes of the provisions of the Local Government and Housing Act, 1989 or any subsequent amending legislation, and regulations made thereunder from time to time by the Secretary of State.

## THE CABINET AND OTHER BODIES

### Membership

4. (1) The decision making structure of the Council shall consist of the bodies set out below, together with a Leader and Cabinet. The Council shall appoint the Members of each of the relevant bodies, which shall not exceed the number of Members specified below:

<b>Relevant Body</b>	<b>Maximum Number of Voting Members</b>
Development Management Committee	11
Licensing, Audit and General Purposes Committee	11
Overview and Scrutiny Committee	11
Policy and Project Advisory Board	11

- (2) The Council shall appoint standing deputies to the Development Management Committee Licensing, Audit and General Purposes Committee, Overview and Scrutiny Committee and Policy and Project Advisory Board, in accordance with the provisions for the appointment of standing deputies contained in Appendix 1 to these Standing Orders.

~~(3) The military authorities may nominate a representative to serve on the Development Management Committee as a co-opted Member to assist in the consideration of the business of the Committee, but shall not be entitled to vote thereon. The Council shall make the appointment at the Annual Meeting or such other full Council meeting as appropriate.~~

~~(4)~~(3) The Member of the Cabinet with responsibility for matters relating to planning policy (~~the Environment portfolio~~) shall be an ex officio Member of the Development Management Committee PROVIDED that the Member shall only be entitled to vote if appointed with full voting rights in accordance with the political balance arrangements.

~~(5)~~(4) The Overview and Scrutiny Committee and the Policy and Project Advisory Board may appoint such non-voting Members and advisers as they consider fit.

### **Vacancies in Membership**

~~(6)~~(5) If any Member shall be absent from three consecutive meetings of a Committee or the Policy and Project Advisory Board, he or she shall cease to be a Member thereof, unless he or she shall, in the opinion of the Committee or Board, show reasonable grounds for his or her absence, ~~there from.~~

~~(7)~~(6) On a vacancy arising on the Licensing, Audit and General Purposes Committee or the Development Management Committee, the Head of Democracy, Strategy and Partnerships Services shall give notice thereof in the summons calling the next Council meeting, so as to enable the Council to fill such vacancy.

~~(8)~~(7) On a vacancy arising on the Overview and Scrutiny Committee or the Policy and Project Advisory Board, such vacancy shall be filled by the appropriate Leader of a Political Group where it falls within that Group. In all cases the appointment shall be reported on the Agenda of the following meeting of the body. Where the vacancy is not part of the allocation of a political group, it shall be filled by the Council Head of Democracy, Strategy and Partnerships.

## **APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN**

### **Appointment of Leader of the Council**

5. (1) The Leader of the Council shall be appointed at the Annual Meeting of the Council. On a vacancy arising, or at the end of the Municipal Year, the Head of Democracy, Strategy and Partnerships Services shall seek nominations from Members and give notice in the summons calling the next Council meeting so as to enable the Council to fill such vacancy. The Leader of the Council shall Chair meetings of the Cabinet and references to Chairman in these Standing Orders shall be construed accordingly.

## **Appointment of Chairmen and Vice-Chairmen**

- (2) Chairmen and Vice-Chairmen of the Development Management and Licensing, Audit and General Purposes Committees shall be appointed at the Annual Meeting of the Council for the ensuing year.

Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board shall also be appointed at the Annual Council Meeting.

Vice-Chairmen of the Overview and Scrutiny Committee and the Policy and Project Advisory Board shall be appointed at the first meeting of the appropriate Committee/Board in each Municipal Year.

On a vacancy arising, the appropriate Committee or Board will be asked to fill the vacancy at its next meeting. In the absence from a meeting of the Chairman and Vice-Chairmen, a Chairman for that meeting shall be appointed.

## **Chairman of Meeting**

- (3) Any power or duty of the Mayor or a chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

## **ORDER OF BUSINESS – ORDINARY MEETINGS**

6. (1) The order of business at every meeting of the Council shall normally be to:
- (a) choose a person to preside if the Mayor and Deputy Mayor are absent;
  - (b) deal with any business required by statute to be done before any other business;
  - (c) approve as a correct record and sign the Minutes of the last meeting of the Council. No motion or discussion shall be allowed on the Minutes except as to their accuracy and any objection on that ground must be made by motion;
  - (d) deal with any business expressly required by statute to be done;
  - (e) receive any Mayor's announcements;
  - (f) dispose of business (if any) remaining from the last meeting;
  - (g) answer questions asked under Standing Order 8;

- (h) authorise the sealing of documents;
- (i) receive any petitions submitted under Standing Order 21;
- (i) consider motions in the order in which notice has been received;
- (j) receive and consider matters for decision submitted by relevant bodies;
- (k) consider matters for debate raised by the relevant bodies;
- (l) answer questions for the Cabinet in accordance with the agreed procedure;
- (m) receive Reports submitted by the Cabinet, Licensing, Audit and General Purposes Committee and Development Management Committee and answer questions asked under Standing Order 8 (2);
- (n) other business, if any, specified in the Summons; and
- (o) receive Reports submitted by the Overview and Scrutiny Committee and the Policy and Project Advisory Board.

#### **Variation of Order of Business**

- (2) Business falling under Items (a), (b) or (c) of Standing Order 6 (1), shall not be displaced, but, subject thereto, the foregoing order of business may be varied by:
  - (a) the Mayor at his or her discretion; or
  - (b) resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

#### **Mayor-Elect and Deputy Mayor-Elect**

- (3) The Licensing, Audit and General Purposes Committee shall recommend to the Council a Mayor-Elect and a Deputy Mayor-Elect at least one month before the end of the Municipal Year.

### **MINUTES**

#### **Approval of Minutes**

- 7. (1) The Mayor shall put the question that the Minutes before the meeting be approved as a correct record.

## **Minutes not to be discussed**

- (2) No discussion shall take place upon the Minutes, except upon their accuracy, and any question of the accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Mayor shall sign the Minutes.

## **Extraordinary Meetings**

- (3) The Council shall approve as a correct record the Minutes of the proceedings of an Extraordinary Meeting of the Council called under Standing Order 1(4) at the next following Ordinary Meeting of the Council and they shall be signed by the Mayor.

## **QUESTIONS BY MEMBERS**

### **Questions for the Cabinet**

8. (1) A Member of the Council may ask a Cabinet Member any question upon any matter dealt with under the executive arrangements, in accordance with the procedure contained in Appendix 2 to these Standing Orders.

### **Questions relating to Reports**

- (2) A Member of the Council may ask a Committee Chairman or a Cabinet Member any question upon an item in the Report of a relevant body (Standing Order 6(1)(m)) when that item is under consideration by the Council.

### **Questions relating to other matters**

- (3) A Member of the Council may:
  - (a) if ten clear working days' notice in writing has been given to the Head of Democracy, Strategy and Partnerships Services, ask the Mayor, the Chairman of the Licensing, Audit and General Purposes Committee, the Chairman of the Development Management Committee or a Cabinet Member any question on any matter in relation to which the Council has powers or duties or which affects the Borough, PROVIDED that the number of questions permitted to be asked shall be limited to three for each political group or Member, in the case that the Member is not part of a political group.

### **Urgent Questions**

- (b) with the permission of the Mayor, put to him or her or a Chairman or Cabinet Member any question relating to urgent business, of which such notice has not been given; but a copy of any such question shall, if possible, be delivered to

the Head of Democracy, Strategy and Partnerships ~~the~~ Services not later than five o'clock in the afternoon of the day of the meeting.

### **Length of Questions**

- (4) No question asked under 3 (a) or (b) above shall exceed ~~fifty~~100 words in length including any document appended thereto.

### **Answers not to be discussed**

- (5) No speech or discussion shall, without the consent of the Council, be allowed on any question so put, or on any answer thereto.

### **Forms of Answer**

- (6) An answer may take the form of:-
- (a) a direct oral answer; or
  - (b) where the desired information is contained in a publication of the Council, a reference to that publication; or
  - (c) where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Council; or
  - (d) a reference to the fact that the question relates to a confidential matter and as such can only be answered when the Council has resolved to exclude the public.

### **Questions to the Chairman of the Overview and Scrutiny Committee**

- (7) A Member of the Council may ask the Chairman of the Overview and Scrutiny Committee any question on a matter relating to the Committee's responsibilities during consideration of the Annual Report of the Overview and Scrutiny Committee to the Council, in accordance with the procedure contained in Appendix 3 to these Standing Orders.

## **NOTICES OF MOTION**

### **Notice to be in writing**

9. (1) Notice of every motion, other than a motion which under Standing Order 12 may be moved without notice, shall be given in writing or sent electronically including the name of the Member or Members of the Council giving the notice, and delivered, at least ten clear days before the meeting to which it relates, ~~to at the office of the Head of Democracy, Strategy and Partnerships Services by whom it shall be dated.~~



## **Inclusion of Motions in Summons**

- (2) The Head of Democracy, Strategy and Partnerships Services shall set out in the Summons for the appropriate meeting of the Council, the motions of which notice has been duly given in the order in which they have been received, unless the Member giving notice of the motion shall have ~~in writing~~ withdrawn it or indicated that he or she proposes to move it at a later meeting.

## **Motions not moved considered withdrawn**

- (3) If a motion thus set out in the Summons be not moved either by a Member who gave notice thereof or by another Member on his or her behalf it shall, unless postponed by consent of the Council, as appropriate, be treated as withdrawn and shall not be moved without fresh notice.

## **Motions referred to a Relevant Body**

- (4) Where a motion has been included in the Summons and moved and seconded, the Mayor may direct that it be referred to the relevant body and not further debated at that meeting of the Council.
- (5) ~~The recommendations, A motion upon a motion, shall then be considered~~ by a relevant body shall be submitted with a recommendation for decision to the ~~by the~~ Cabinet or a Committee or, if appropriate, to the Council. ~~, as appropriate, prior to being resubmitted to the Council as a recommendation.~~

## **Motions Submitted**

- (6) The number of new motions permitted to be considered at each meeting of the Council shall be limited to one per political group or one per Member, in the case that a Member is not part of a political group.
- (7) Every motion shall be relevant to some matter in relation to which the Council has powers or duties.

## **Length and Content of Motions**

- ~~(7)~~(8) No motion, other than a motion which may be moved without notice under Standing Order 12, shall exceed 100 words in length including any document appended thereto.
- (9) A Motion should be expressed in positive terms to either adopt a certain course of action, carry out some act or to declare a particular view.

~~(8)~~(10) Each Motion shall be considered by the Chief Executive and Head of Democracy, Strategy and Partnerships prior to inclusion on an agenda to ensure that the provisions of these Standing Orders and any other legislation and/or guidance, have been met.

## **REPORTS OF RELEVANT BODIES**

### **Submission and Form of Reports**

10. (1) As soon as is practicable following a meeting of a relevant body, it shall submit a Report to the Council. Relevant bodies shall, as appropriate:
- (a) submit proposals containing recommendations which require approval by the Council;
  - (b) submit Reports which relate to matters of information or to decisions taken; and
  - (c) submit items for debate on which the Council's views are sought.

### **Transfer of Matters Contained in Reports**

- (2) At a meeting of the Council, any Member, immediately following the relevant page of a Report of the Cabinet or Committee being called over, may move that an item contained in the Report be discussed at the meeting and, upon being seconded, any such motion shall be put to the meeting without discussion, PROVIDED that the proposer may, when putting his motion, indicate briefly his or her reasons for so moving and the Chairman or Cabinet Member may respond thereto.

### **Reports not to be discussed**

- (3) No discussion (other than a question asked or answered in accordance with Standing Order 8) shall take place upon any matter contained or referred to in a Report of a relevant body submitted under Standing Order 10(1)(b) above.

## **VOTING**

### **Majority**

11. (1) Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question is put. The mode of voting at meetings of the Council shall be by show of hands or, if there is no dissent, by the affirmation of the meeting.

### **Mayor to have casting vote**

- (2) In the event of an equality of votes, the Mayor, or in the case of a relevant body, the Chairman, shall have a casting vote, whether or not he or she has already voted. If the Mayor or Chairman declines to give a casting vote the proposition shall not be carried.

### **Right to have vote recorded**

- (3) Where any Member requests it, immediately after the vote is taken, his or her vote will be so recorded in the minutes to show whether he or she voted for or against the question or abstained from voting.

### **Recorded Votes**

- (4) On the requisition of any Member of the Council made before the vote is taken, the voting on any question shall be recorded so as to show whether each Member present gave his or her vote for or against that question or abstained from voting.
- (5) A recorded vote shall be taken on any decision relating to the budget or council tax.

### **Appointments**

- (6) Where there are more than two persons nominated for any position to be filled by the Council or relevant body, and of the votes given there is not an overall majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken and so on until a majority of votes is given in favour of one person.

### **MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE**

12. The following motions and amendments may be moved without notice:-
- (a) appointment of a Chairman of the meeting at which the motion is made;
  - (b) motions relating to the accuracy of the Minutes;
  - (c) that an item of business specified in the Summons has precedence;
  - (d) remission to a relevant body;
  - (e) appointment of a relevant body ~~Committee~~ or members thereof, occasioned by an item mentioned in the Summons to the meeting;
  - (f) adoption of Recommendations of the relevant bodies or Officers and any consequent resolutions;

- (g) that leave be given to withdraw a motion;
- (h) extending the time limit for speeches;
- (i) amendments to motions;
- (j) that the Council proceed to the next business;
- (k) that the question be now put;
- (l) that the debate be now adjourned;
- (m) that the Council do now adjourn;
- (n) authorising the sealing of documents;
- (o) suspending Standing Orders, in accordance with Standing Order 29;
- (p) motion under Section 100A of the Local Government Act, 1972 to exclude the public;
- (q) that a Member named under Standing Order 17 be not further heard or do leave the meeting;
- (r) inviting a Member to remain where he or she has a pecuniary interest;
- (s) giving consent of the Council where the consent of the Council is required by these Standing Orders;
- (t) continuing the sitting under Standing Order 15(1);
- (u) to debate a matter contained in the Report of a relevant body in accordance with Standing Order 10(2).

## **RULES OF DEBATE FOR COUNCIL MEETINGS**

### **Form of Motions and Amendments**

13. (1) A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with Standing Order 9 it shall, if required by the Mayor, be put into writing and handed to the Mayor before it is further discussed or put to the Meeting.

### **Secunder's Speech**

- (2) A Member when seconding a motion or amendment may, if he or she then declares his or her intention to do so, reserve his or her speech until a later period of the debate.

## **Members to stand while speaking and form of reference to other Members**

- (3) A Member when speaking shall stand and address the Mayor. If two or more Members rise, the Mayor shall call on one to speak; the other or others shall then sit. While a Member is speaking the other Members shall remain seated, unless rising to a point of order or in personal explanation. Members should be referred to by their titles of “Mayor”, “Deputy Mayor”, “Chairman” or “Councillor” as appropriate.

## **Content and length of speeches**

- (4) A Member shall direct his or her speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Council.

## **When a Member may speak again**

- (5) A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:-
- (a) to speak once on an amendment moved by another Member;
  - (b) if the motion has been amended since he or she last spoke, to move a further amendment;
  - (c) if his or her first speech was on an amendment moved by another Member, to speak on the main issue, whether or not the amendment on which he or she spoke was carried;
  - (d) in exercise of a right of reply given by paragraph (11) or (13) of this Standing Order;
  - (e) on a point of order;
  - (f) by way of personal explanation.

## **Form of Amendments to Motions**

- (6) (a) An amendment shall be relevant to the motion and shall either:-
- (i) refer a subject of debate to a relevant body for consideration or re-consideration;
  - (ii) leave out words;
  - (iii) leave out words and insert or add others; or
  - (iv) insert or add words;

but such omission, insertion or addition of words shall not have the effect of negating the motion before the Council.

- (b) Subject to Standing Order 13(6)(a), any amendment to a recommendation on a Notice of Motion shall incorporate a specific reference to the Notice of Motion submitted for consideration.

### **Amendments to be disposed of singly**

- (7) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of PROVIDED that the Mayor may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business.

### **Subsequent Amendments**

- (8) If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

### **Alteration of Motion**

- (9) With the consent of the Council, a Member may:
  - (a) alter a motion of which he or she has given notice; or
  - (b) with the further consent of his seconder, alter a motion which he or she has moved;

if (in either case) the alteration is one which could be made as an amendment thereto.

### **Withdrawal of Motions and Amendments**

- (10) A motion or amendment may be withdrawn by the mover with the consent of his or her seconder and of the Council, which shall be signified without discussion, and no Member may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

### **Right of Reply**

- (11) The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. The mover of

the amendment shall have no right of reply to the debate on his or her amendment.

### **Motions which may be moved during debate**

- (12) When a motion is under debate no other motion shall be moved except the following:
- (a) to amend the motion;
  - (b) to adjourn the meeting;
  - (c) to adjourn the debate;
  - (d) to proceed to the next business;
  - (e) that the question be now put;
  - (f) that a Member be not further heard;
  - (g) by the Mayor under Standing Order 17(2) that a Member do leave the meeting;
  - (h) a motion under Section 100A of the Local Government Act, 1972 to exclude the public.

### **Motions for adjournment, closure etc.**

- (13) A Member may move without comment at the conclusion of a speech of another Member, "That the Council proceed to the next business", "That the question be now put", "That the debate be now adjourned", or "That the Council do now adjourn", on the seconding of which the Mayor shall proceed as follows:
- (a) on a motion to proceed to the next business: unless in his or her opinion the matter before the meeting has been insufficiently discussed, he or she shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;
  - (b) on a motion that the question be now put: unless in his or her opinion the matter before the meeting has been insufficiently discussed, he or she shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion his or her right of reply under paragraph (11) of this Standing Order before putting his or her motion to the vote; and
  - (c) on a motion to adjourn the debate or the meeting: if in his or her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he or she shall put the

adjournment motion to the vote without giving the mover of the original motion his or her right of reply on that occasion.

### **Points of order or personal explanations**

- (14) A Member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the Member shall specify the Standing Order or statutory provision and the way which he or she considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him or her which may appear to have been misunderstood in the present debate.

### **Ruling of Mayor to be final**

- (15) The ruling of the Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

### **Members not to impute unworthy motives**

- (16) No Member shall impute to another Member dishonest or unworthy motives, or use offensive or unbecoming words, or be guilty of tedious repetition.

### **Protest not to be entered on Minutes**

- (17) No protest or expression of dissent, other than as a record of votes, shall be entered upon the Minutes of the Council.

### **Respect for Chair**

- (18) Whenever the Mayor rises during a debate a Member then standing shall resume his or her seat and the Council shall be silent.

## **QUORUM**

14. (1) Subject to the provisions of Paragraph 45 of Schedule 12 of the Local Government Act, 1972, no business shall be transacted at a meeting of the Council unless at least one-third of the whole number of Members of the Council are present.
- (2) If during any meeting of the Council the Mayor, after counting the number of Members present, declares that there is not a quorum present the meeting shall stand adjourned.

## **CLOSURE AND ADJOURNMENT OF MEETINGS**

15. (1) No opposed business (i.e. business which any Member wishes to debate) shall be taken at an Ordinary Meeting of the Council after eleven o'clock in the evening, except the business then under consideration and as hereinafter provided. At the conclusion of the



business then under consideration, the Mayor shall call over the business remaining to be transacted and any opposed business, including the remainder of a Report of the relevant body if then under discussion, shall stand adjourned unless the Council resolve, on a motion which shall be put without debate, to continue the sitting either for a particular item or items on the agenda or for all the remaining business.

- (2) When a meeting is adjourned pursuant to any provision contained in these Standing Orders (except in accordance with Standing Orders 17 (2) or (3)) then the consideration of all business not transacted shall be adjourned to a day and time to be fixed by the Mayor or, if he or she does not fix a day and time, to the next Ordinary Meeting of the Council. Notice of an adjourned meeting shall be given to each Member by the Head of Democracy, Strategy and Partnerships ~~Services~~ and such notice shall specify the business remaining to be transacted, but it shall not be necessary to send with such notice a further copy of any minutes and/or reports already circulated.

#### **MOTIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL**

16. If any question arises at a meeting of the Council, or of a relevant body, as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Council, such question shall not be the subject of discussion until the Council or relevant body, as the case may be, has decided whether or not the power of exclusion of the public under Section 100A of the Local Government Act, 1972 shall be exercised.

#### **DISORDERLY CONDUCT**

##### **Naming a Member**

17. (1) If at a meeting any Member of the Council, in the opinion of the Mayor notified to the Council, misconduct himself or herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Council, the Mayor or any other Member may move "That the Member named be not further heard", and the motion if seconded shall be put and determined without discussion.

##### **Removal of disorderly Member**

- (2) If the Member named continues his or her misconduct after a motion under Standing Order 17 (1) has been carried the Mayor shall:

EITHER move "That the Member named do leave the Meeting" (in which case the motion shall be put and determined without seconding or discussion);

OR adjourn the meeting of the Council for such a period as the Mayor shall consider expedient.

### **Adjournment in case of disorder**

- (3) In the event of general disturbance, which in the opinion of the Mayor renders the due and orderly dispatch of business impossible, the Mayor in addition to any other power vested in him or her may, without the question being put, adjourn the meeting of the Council for such period as considered expedient.

### **DISTURBANCE BY MEMBERS OF THE PUBLIC**

18. If a member of the public interrupts the proceedings at any meeting the Mayor shall warn him or her. If he or she continues the interruption the Mayor shall order his or her removal from the Council Chamber. In case of general disturbance in any part of the Chamber open to the public the Mayor shall order that part to be cleared.

### **RESCISSION OF PRECEDING RESOLUTION**

#### **Motion to rescind a previous decision**

19. (1) A motion or amendment to rescind a decision made at a meeting of the Council within the previous six months cannot be moved unless the notice of motion is signed by at least six Members.

#### **Motion similar to one previously rejected**

- (2) A motion or amendment in similar terms to one that has been rejected at a meeting of the Council in the previous six months cannot be moved unless the notice of motion or amendment is signed by at least six Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

#### **Recommendation of Relevant Body**

- (3) Standing Orders 19 (1) and (2) shall not apply to motions moved in pursuance of a recommendation of a relevant body.

### **CONFIDENTIALITY OF CERTAIN BUSINESS**

20. Where a relevant body shall have resolved to exclude the public from a meeting pursuant to Section 100A(2) or (4) of the Local Government Act, 1972, a Member of the Council who attends the meeting shall not, without permission of the relevant body, disclose any matter dealt with or

discussed in the absence of the public until the matter has been reported to the Council and is not subject to any stipulation that the matter shall continue to be regarded as exempt or confidential; or until the matter has been communicated to the media Press by or with the authority of the relevant body.

## PETITIONS

21. Where a petition is submitted to the Council in accordance with the Council's Petitions Scheme, and has at least 1000 eligible signatures, the subject matter of the petition shall be reported to the next Ordinary Meeting of the Council, allowing at least ten working days' notice. The petition organiser shall be given the opportunity to present their petition to the Council and a maximum of ten minutes shall be permitted for this. Members of the Council shall not be permitted to ask questions of the petition organiser. The Council will then consider its response to the petition.

## DEPUTATIONS AND MEMORIALS

### Deputations to the Council

22. (1) A deputation may be received by the Council, according to the wishes expressed by the deputation; but no such deputation shall be received unless five clear days' notice of the intended deputation and of its objects shall have been received by the Head of Democracy, Strategy and Partnerships Services; and then only by leave of the Council.

### Reception of Deputations

- (2) Two persons may address the Council, but the first speaker's address shall not exceed ten minutes and the second speaker's address shall not exceed five minutes. The duration of any address shall include the time taken to read a memorial which may be presented by the deputation. Following the address, Members of the Council shall not be permitted to ask questions of the deputation, except at the discretion of the Chairman.

The Scheme for Public Speaking at meetings of relevant bodies is contained in Part 4 of the Council's Constitution.

### Memorials

- (3) A copy of a memorial which a deputation wishes to present to the Council or to a relevant body, shall be delivered to the Head of Democracy, Strategy and Partnerships Services at least five clear days prior to the meeting at which the deputation desires to be received. The purpose of any such memorial shall be circulated by the Head of Democracy, Strategy and Partnerships Services

to the Members of the Council or the relevant body concerned, unless the Mayor or, as the case may be, Chairman directs otherwise.

### **Urgent Memorials**

- (4) A memorial on any subject which the Mayor may deem to be urgent shall be brought before the next meeting of the Council or a relevant body, whichever may first be sitting; or he or she may, if he or she deems it necessary, direct the Head of Democracy, Strategy and Partnerships ~~tic Services~~ to Summon a Special Meeting, either of the Council or of a relevant body to deal with the matter.

### **INTERPRETATION OF STANDING ORDERS**

23. The ruling of the Mayor or, as appropriate, the Chairman of a relevant body as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council or a relevant body, shall not be challenged.

### **SEALING OF DOCUMENTS**

#### **Custody of Seal**

24. (1) The Common Seal of the Council shall be kept in a safe place in the custody of the ~~Solicitor to the Council~~ Corporate Manager - Legal Services.

#### **Authorised use of Seal**

- (2) The Common Seal of the Council shall be affixed to any document authorised by a resolution of the Council, the Cabinet or a Committee to which the Council have delegated their powers in this behalf or through powers and duties delegated in the Council's Constitution.

#### **Attestation of Seal**

- (3) The Seal shall be attested by either the Chief Executive, Executive Director or the Corporate Manager – Legal Services ~~Solicitor to the Council~~ and an entry of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be signed by a person who has attested the Seal.

### **AUTHENTICATION OF DOCUMENTS FOR LEGAL PROCEEDINGS**

25. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Corporate Manager – Legal

~~Services Solicitor to the Council~~ or the Head of Democracy, Strategy and Partnerships ~~tic Services~~ where appropriate unless any enactment otherwise requires or authorises, or the Council give the necessary authority to some other person for the purpose of such proceedings.

## **STANDING ORDERS TO APPLY TO RELEVANT BODIES**

26. The Standing Order of the Council headed “Rules of Debate” (except those parts which relate to standing and to speaking more than once) shall, with any necessary modification, apply to meetings of relevant bodies.

## **MEETINGS OF RELEVANT BODIES**

### **Convening of Meetings**

27. (1) A relevant body shall hold meetings at such times as may be required and may adjourn such meetings as may be thought proper. Special meetings of a relevant body shall be summoned by the Head of Democracy, Strategy and Partnerships ~~tic Services~~ at the request of the Chairman or any three Members of the relevant body.

### **Discussion of additional items**

- (2) No additional item of business not already included on the agenda for a meeting of a relevant body shall be raised unless the Chairman is satisfied that the matter is one of urgency. Urgent matters which Members propose to raise shall be notified to the Chairman or to the Head of Democracy, Strategy and Partnerships ~~tic Services~~ not later than noon on the day of the meeting (unless relating to an emergency arising after that time).

### **Minutes**

- (3) Minutes of the proceedings of a relevant body shall be recorded in a Minute Book kept for that purpose and shall be signed by the Chairman at the same or following meeting.

### **Quorum**

- (4) Except where authorised by Statute or ordered by the Council, business shall not be transacted at a meeting of a relevant body unless at least one half of the whole number of voting Members are present.

~~(5) In the case of the Cabinet, the Quorum shall be five voting Members.~~

### **Voting**

- (6) Voting at a meeting of a relevant body shall be by a show of hands PROVIDED that immediately after the vote is taken any Member may require that his or her vote for the question or against the question or whether he or she abstained from voting shall be recorded in the Minutes.

#### **Mover of Motion may attend meeting**

- (7) A Member of the Council who has moved a motion which has been referred to a relevant body shall have notice of the meeting at which it is proposed to consider the motion. He or she shall have the right to attend the meeting and if he or she attends shall have an opportunity to explain the motion.

#### **Attendance of Members**

- (8) No Member of the Council shall attend a meeting of a relevant body, except as a member of the public, unless:-
- (a) he or she is a Member of the relevant body; or
  - (b) he or she is entitled to be present at such meeting by virtue of any provisions contained in these Standing Orders; or
  - (c) he or she is invited by the relevant body to be present at such meeting.

but that any Member of the Council shall have the right to ask the relevant body to address the meeting on an item of business included on the agenda.

- (9) Members of the Council attending, as members of the public, meetings of the Cabinet, Committees or Policy and Project Advisory Board of which they are not Members, shall be entitled to remain, during the consideration of business where the press and public are excluded.
- (10) When the Cabinet is holding informal discussions on future policy issues, other Members of the Council shall not be entitled to be present unless invited.

#### **Public Participation**

- (11) Members of the public may address or ask questions of relevant bodies in accordance with the Public Speaking Procedure Rules in Part 4 of this Constitution.

#### **SUB-COMMITTEES APPOINTED BY COMMITTEES**

#### **Consent of Council required Arrangements**

28. (1) Any Sub-Committees established by a Committee shall be appointed in accordance with the political balance arrangements agreed by the Council and the Committee shall give effect to the appointments proposed by the appropriate political groups.

#### **Chairman to be Ex Officio Member**

- (2) The Chairman of a Committee shall be an ex officio Member of every Sub-Committee appointed by that Committee, unless he or she signifies to the Committee that he or she does not wish to serve PROVIDED that he or she may not vote at a meeting of a Sub-Committee of which he or she is not a voting Member.

#### **Co-opted Members**

- (3) A Sub-Committee may appoint such non-voting Members and advisers as it considers fit.

### **VARIATION AND REVOCATION OF STANDING ORDERS**

#### **Motions to amend Standing Orders**

29. (1) Any motion to add to, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ~~Ordinary~~ Meeting of the Council.

### **SUSPENSION OF STANDING ORDERS**

30. (1) Subject to Paragraph (2) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- (2) A motion to suspend Standing Orders shall not be moved without notice (i.e. under Standing Order 12) unless there shall be present at least one-half of the whole number of the Members of the Council.

### **STANDING ORDERS TO BE GIVEN TO MEMBERS**

31. A copy of these Standing Orders and of such statutory provisions as regulate the proceedings and business of the Council, shall be made available to each Member of the Council by the Head of Democracy, Strategy and Partnerships ~~Services~~ upon delivery to him of the Member's Declaration of Acceptance of Office on the Member being first elected to the Council.

## **SCHEME FOR THE APPOINTMENT OF STANDING DEPUTIES ~~TO THE DEVELOPMENT MANAGEMENT COMMITTEE~~**

### **1. Introduction**

~~The Scheme for Standing Deputies to the Development Management Committee allows for the attendance at the Development Management Committee of a standing deputy where a regularly appointed Member cannot be present~~

The Scheme for Standing Deputies applies to the Development Management Committee, Licensing, Audit and General Purposes Committee, Overview and Scrutiny Committee and the Policy and Project Advisory Board. It allows for the attendance of a standing deputy where a regularly appointed Member cannot be present

### **2. Scheme**

The arrangements for the Scheme for Standing Deputies ~~to the Development Management Committee~~ are as follows:

- (1) Each political group, which is allocated seats on the Development Management Committee, Licensing, Audit and General Purposes Committee, Overview and Scrutiny Committee and Policy and Project Advisory Board may nominate one standing deputy to attend the Committee on occasions when an appointed Member cannot be present. The appointment of standing deputies will usually take place at the Annual Meeting of the Council when the committee membership is decided.
- (2) Members appointed as standing deputies are in the same position in terms of responsibilities and duties as any other member of the committee, for example, in relation to the declaration of any interests they might have, and will be able to exercise full voting rights.
- (3) Standing deputies may attend meetings in that capacity only where the ordinary councillor will be absent for the whole of the meeting and must declare at the beginning of the meeting which councillor they are substituting for.



**APPENDIX 1**

- (4) If a standing deputy is present at a meeting at which the Member whom he or she is replacing turns up during the course of proceedings, the original member should be required to withdraw from participation at the meeting.
- (5) A standing deputy shall be advised of a Member's absence either directly by the Member who is unable to attend, or by the Committee Administrator on notification of an advance apology by 5pm on the day of the meeting at the latest.
- (6) The names of those councillors appointed as standing deputies shall be published on ~~the development management committee~~ agendas alongside the ordinary committee membership.

## **SCHEME FOR QUESTIONS TO THE CABINET AT FULL COUNCIL**

### **OVERVIEW**

The purpose of the Scheme for Cabinet Questions at full Council is to enable any Member of the Council to ask a Member of the Cabinet a question on any item dealt with under the executive arrangements. Questions can relate to any function not dealt with elsewhere in the decision-making structure (e.g. committees) or which affects the Borough.

A period of 15 minutes will be allocated for questions to Cabinet Members

### **PROCESS**

Questions must be tabled in accordance with the process set out below.

Members asking questions will be able to ask a maximum of one supplementary question relating to the same subject.

- (1) Members may submit questions up until 4.00 p.m. on the day before the Council meeting to the Head of Democracy, Strategy and Partnerships in the following form:
  - a full question identifying the Cabinet Member who will be asked
  - questions should be submitted in writing (including e-mail)
- (2) Members may submit more than one question but a second or subsequent question will be permitted once those Members submitting questions have had a chance to ask their first question.
- (3) The Head of Democracy, Strategy and Partnerships will prepare a list of tabled questions/topic areas in the order in which they have been received.
- (4) The appropriate Cabinet Member(s) will be advised of the subject area/question that will be asked at the meeting.
- (5) In consultation with the Mayor, the tabled questions will be put into their final order (taking account of any Member who has submitted more than one question)
- (6) At the meeting, the Mayor will conduct the question session in the usual way, allowing a supplementary question where appropriate.
- (7) The 15 minutes session will only be extended if there are tabled questions still to be dealt with and at the discretion of the Mayor. There will be no supplementary questions in such circumstances.
- (8) The Mayor's ruling in respect of the conduct of questions to the Cabinet will be final.

## APPENDIX 3

### **SCHEME FOR THE ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE TO COUNCIL**

#### **OVERVIEW**

The main features of the procedure are:

- The Chairman of the Overview and Scrutiny Committee, or nominated spokesperson, shall introduce the Annual Report of the Overview and Scrutiny Committee to the Council (a maximum of 5 minutes for the presentation shall be permitted).
- A period of 15 minutes will be allocated for questions on the Report. Questions must be tabled in accordance with the process set out below.
- Members asking questions will be able to ask a maximum of one supplementary question relating to the same subject.

#### **PROCESS FOR QUESTION TIME**

Any Member of the Council may ask a question on an item included in the Annual Report, subject to written notice.

The process for question time shall be as follows:

- (1) Members will be able to submit questions up until 4.00 p.m. on the day before the Council meeting to the Head of Democracy, Strategy and Partnerships in the following form:
  - a full question which identifies the item to which the question relates
  - questions should be submitted in writing (including e-mail)
- (2) Members may submit more than one question but a second or subsequent question will only be permitted once other Members submitting questions have had a chance to ask their first question.
- (3) The Chairman or nominated spokesperson will be advised in advance of the question that will be asked at the meeting.
- (4) In consultation with the Mayor, the tabled questions will be put into their final order (taking account of any Member who has submitted more than one question).
- (5) At the meeting the Mayor will conduct the question session in the usual way, allowing a supplementary question where appropriate.
- (6) The Mayor's ruling in respect of the conduct of questions will be final.

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## ANNEX 2

## COUNCIL MEETING – 25TH JUNE 2020

## AGENDA ITEM NO. 6

## ADOPTION OF WORKING DEFINITION OF ANTISEMITISM

Report from a meeting of the Cabinet held on 3rd March, 2020.

**SUMMARY AND RECOMMENDATION**

The Secretary of State for Housing, Communities and Local Government has recently written to local authorities encouraging them to adopt the International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism. Many local authorities have now done this as a statement that hatred of any kind and discrimination against people for their beliefs has no place in communities.

**The Council is Recommended** to adopt the formal definition as follows:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

**1. INTRODUCTION**

- 1.1 In December 2016 the Government adopted the definition of antisemitism. Since then the definition has also been adopted by the IHRA devolved governments in Scotland and Wales and by the leadership of the main political parties. Many local authorities have also adopted the definition and it is appropriate that Rushmoor should do the same.

**2. BACKGROUND**

- 2.1 The Secretary of State letter to local authorities has impressed the need to take urgent action to adopt the definition of antisemitism, which is considered to be more important now than ever. Recently the Community Security Trust, the leading organisation monitoring and supporting the victims of antisemitism, released a report on antisemitic incidents showing the highest total on record over a six month period in 2019. The figures reflect the Home Office official statistics which all show that, per capita, Jewish people are most likely to report experiencing hatred.

- 2.2 The Government has reiterated its absolute commitment to combating antisemitism in all its forms. However, it recognises that it cannot achieve this on its own and is requesting local authorities to show leadership. Over thirty countries have adopted the definition and approximately 150 UK local authorities. The definition is already being used in guidance for the Police and Crown Prosecution Service, providing examples of the kinds of behaviours which could constitute antisemitism.

### **3. RUSHMOOR APPROACH**

- 3.1 In the light of the Minister's letter and the issue also being raised by Members locally, it is proposed that Rushmoor now adopts the definition of antisemitism. It demonstrates the Council's commitment to engaging with the experiences of Jewish communities and providing support where necessary. Adoption of the definition is not designed to be legally binding but will provide a valuable tool to improve understanding and to make a clear statement that it will not be tolerated. As part of ongoing discussions with the police, checks are made on whether there are issues locally and it has been confirmed that no specific incidents have been highlighted for some time.
- 3.2 The definition will also support the Council's continuing work within its policy framework to combat other forms of racism and hate crimes. This is particularly important given the multicultural population profile within the Borough.

### **4. RESOURCE IMPLICATIONS**

- 4.1 There are no direct resource implications from adopting the definition, but the statement will be incorporated specifically within the Council's policy framework. Monitoring will continue to identify any incidents and if necessary, the issue will be addressed through Safer North Hampshire and the Council's work on ensuring cohesion.

### **5. CONCLUSION**

- 5.1 Local authorities' knowledge of local communities puts them in a strong position to understand whether antisemitism is an issue and helps to build resilience and integration locally. As part of its work to prevent hatred and prejudice the adoption of the definition provides a clear statement.

D E CLIFFORD  
LEADER OF THE COUNCIL

# CABINET

Meeting held on Tuesday, 3rd March, 2020 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 **16th March, 2020**.

## 87. 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:

Minute No.	Schedule 12A Para. No.	Category
88	3	Information relating to financial or business affairs

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

## 88. RESTRICTED MINUTE –

The Restricted Minute of the meeting of the Cabinet held on 4th February, 2020, in relation to Minute No. 86 (Aldershot town centre regeneration – Union Street), was confirmed and signed by the Chairman.

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

## 89. MINUTES –

The Minutes of the meeting of the Cabinet held on 4th February, 2020 were confirmed and signed by the Chairman.

90. **RUSHMOOR COMMUNITY LOTTERY –**  
(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet considered Report No. DSP2003, which set out a review of the Rushmoor Community Lottery, following the second year of operation.

Members heard that the Lottery had been operating since July, 2017 and had raised over £53,000 of new money for the 97 local good causes that had signed up. The Cabinet was reminded that it had, at its meeting in January, 2019, approved the creation of a Community Forum to allocate amounts from the Community Fund to good causes in respect of which a grant application had been received. The Forum had met in July, 2019 and had allocated grants to 16 organisations. Following a review of the allocation process by the Democracy, Strategy and Partnerships Portfolio Holder, it was proposed that, in future, a fresh round of grant applications would be invited each time the balance of the Community Fund exceeded the sum of £10,000.

It was also reported that, in future, the annual report would be published on the Council's website and that any adjustments to the scheme in future should be made by the Portfolio Holder.

**The Cabinet RESOLVED** that

- (i) the contents of Report No. DSP2003 be noted;
- (ii) in future years, information concerning the Rushmoor Community Lottery be included on the Council's website;
- (iii) the proposed process of the triggering of subsequent grant application processes, when the balance of the Community Fund reached a minimum level of £10,000, be approved; and
- (iv) the Democracy, Strategy and Partnerships Portfolio Holder, in consultation with relevant officers, be authorised to make any future adjustments to the scheme.

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

The Cabinet considered Report No. DSP2003, which sought approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects.

The Operational Services Portfolio Holder had considered four applications and had recommended that awards should be made to all four. The Cabinet enquired whether the agreement allowed for the contribution made by the Airport to the fund to be reviewed. This would be investigated.

**The Cabinet RESOLVED** that grants be awarded from the Farnborough Airport Community Environmental Fund as follows:



Prospect Estate Big Local (PEBL)	£6,812
The Species Recovery Trust	£3,000
The Wavell School	£12,387
Friends of Aldershot Military Museum	£5,000

92. **BUSINESS RATES DISCRETIONARY DISCOUNTS - AMENDMENT TO EXISTING RETAIL DISCOUNT POLICY AND NEW PUB DISCOUNT SCHEME –**

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2010, which set out proposed amendments to the Council's existing Retail Discount Policy and proposed the reintroduction of a Pub Discount Scheme.

Members were informed that the Retail Discount Policy was being changed due to the Government increasing the amount of the discount from 33% to 50% and broadening the qualifying criteria to include music venues and cinemas. Members were informed that the Pub Discount Scheme would provide a discount of £1,000 to eligible pubs with a rateable value of less than £100,000 in 2020/21.

**The Cabinet RESOLVED** that

- (i) the amendments to the Council's Retail Discount Policy, as set out in Report No. FIN2010, be approved;
- (ii) the establishment of a local Pub Discount Scheme, as set out in the Report, be approved; and
- (iii) the Executive Head of Finance, in consultation with the Corporate Services Portfolio Holder, be authorised to award the reliefs and resolve disputes around eligibility for the schemes.

93. **POST CONSULTATION DETERMINATION OF PROPOSED VARIATION TO THE SCHEME OF HACKNEY CARRIAGE FARES –**

(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2008, which set out a proposed way forward following a public consultation exercise on possible changes to the current scheme of hackney carriage fares. The Cabinet was informed that the Council had received 116 responses to the public consultation exercise, of which 112 were from members of the taxi trade. All of the 116 responses made objections to the Council's published proposals. The Operational Services Portfolio Holder, along with the Head of Operational Services and other officers, had met with members of the taxi trade where their concerns had been discussed. Following this meeting, it was felt that the Council's proposals should be withdrawn at this time. Members were informed that a review of the Council's taxi licensing policy was ongoing and it was proposed that a further review of the scheme of fares should be carried out as part of this process. It was further suggested that the use of a specialist consultant at this time would enable the Council and the taxi trade to provide clearer evidence to assist the negotiation of an amended scheme of fares that would be acceptable to all parties.

The Cabinet was supportive of the proposed approach, and, in particular, requested that the review should consider the equity of the £1 extra charge when a journey crossed the Borough's border, such as with trips to or from Frimley Park Hospital.

**The Cabinet RESOLVED** that

- (i) the withdrawal of the proposed variation to the existing scheme of hackney carriage fares, as set out in Report No. OS1909 (Cabinet 16th December, 2019), be approved;
- (ii) the existing scheme of hackney carriage fares (effective from 1st September, 2018) be retained and the consideration of amendments to the scheme be undertaken as part of the future review of the Council's taxi licensing policy. The review to be supported by the engagement of a specialist consultant; and
- (iii) the 3.4% notional uplift for 2019/20 be taken into account as part of the fares review.

94. **KINGS MOAT CAR PARK - TEMPORARY PLANNING PERMISSION –**  
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2007, which sought approval to submit a planning application to extend by three years the temporary planning permission for the Kings Moat car park, which was due to expire in May, 2020.

Members were reminded that, in 2007, permission had been given to use this land as a 58 space car park for a period of three years. The time limit had been agreed to ensure that the long-term objectives for the redevelopment of Farnborough town centre were not prejudiced by the permanent use of this land for car parking. In 2011, 2014 and 2017, permission had been given to continue using this land as a car park. Whilst the car park was located within the Civic Quarter redevelopment site and would, at some point, be part of the regeneration scheme, it was recommended that the retention of the area as a public car park was the best option for the Council for the time being.

It was noted that the car park attracted 66,500 visits each year, with a net income of £60,000 per annum and operational expenditure of £8,000 per annum.

**The Cabinet RESOLVED** that the Head of Operational Services be authorised to seek planning permission to continue using the land as a car park for a further three years from May 2020.

95. **ADOPTION OF WORKING DEFINITION OF ANTISEMITISM –**  
(Cllr David Clifford, Leader of the Council)

The Cabinet considered Report No. DSP2004, which set out a proposal to recommend to the Council the adoption of International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism.

Members were informed that the Secretary of State for Housing, Communities and Local Government had recently written to local authorities to encourage the adoption of the definition.

**The Cabinet RECOMMENDED TO THE COUNCIL** that approval be given to the adoption of the formal definition as follows:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”.

96. **UNION STREET REGENERATION, ALDERSHOT - NEXT STEPS –**  
(Cllr Martin Tenant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. RP2005, which provided an update on the next steps in relation to the delivery of the Union Street regeneration scheme in Aldershot and sought permission to submit the necessary planning applications in this regard.

Members were informed that a proposed mixed use scheme for the site had been the subject of a public consultation exercise in January and February, 2020. The consultation had attracted a good response and 85% of respondents had expressed support for the proposals. Subject to agreement by the Cabinet, a planning application would be submitted in early March in order to comply with the milestones attached to a successful funding bid to Home England’s Housing Infrastructure Fund Marginal Viability Fund (HIF) and further external funding from the Enterprise M3 Local Enterprise Partnership.

**The Cabinet RESOLVED** that

- (i) the Executive Head of Regeneration and Property be authorised to submit planning applications and secure the appropriate permissions as required to enable the Union Street regeneration scheme in Aldershot town centre, as set out in Report No. RP2005; and
- (ii) the proposed decision making process for the implementation of the scheme, as set out in Section 3 of the Report, be noted.

The Meeting closed at 7.33 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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# CABINET

Meeting held on Tuesday, 28th April, 2020 at 5.00 pm via Microsoft Teams and streamed live.

## 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 Leader of the Council (Cllr D.E. Clifford) invited the Leader of the Labour Group (Cllr K. Dibble) to attend and contribute to the meeting.

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 **12th May, 2020**.

### 97. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 3rd March, 2020 were confirmed.

### 98. **PERFORMANCE MANAGEMENT FRAMEWORK –**

(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet considered Report No. DSP2006, which set out a new Performance Management Framework for the Council. Members were informed that this had been developed as a tool to strengthen performance management and to ensure that the Council was delivering against its priorities. The framework had been presented to the Overview and Scrutiny Committee at its meeting in January, 2020 and the Committee had considered that this would provide an improved system for monitoring and reporting the Council's performance.

**The Cabinet RESOLVED** that the new Performance Management Framework, as set out in Report No. DSP2006, be approved.

### 99. **WARD COMMUNITY GRANT SCHEME –**

(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet considered Report No. DSP2008, which set out changes to the Council's existing Ward Community Grant Scheme.

Members were informed that, as part of the revenue budget building process, approval had been given to an increase of the Ward Community Grant Scheme to £3,000 per ward for the 2020/21 financial year. Furthermore, it was proposed that

Ward Members should be allowed to use the funding for projects or events that would provide a benefit to the local community. This would be in addition to the current scheme which enabled Members to support local voluntary organisations and community groups with small grants.

The Cabinet was supportive of the proposed approach and, in response to a question, it was confirmed that it was not intended that the Council should incur ongoing costs as a result of grants made under the scheme.

**The Cabinet RESOLVED** that

- (i) a variance in the purpose of the scheme to include the option for Ward Members to use the funding for projects that provide a benefit to the local community, as well as awarding small grants to local voluntary organisations/community groups, as set out in Report No. DSP2008, be approved; and
- (ii) for 2020/21, the running of the scheme from 1st May, 2020 to 28th February, 2021, be approved.

100. **REVIEW OF LITTER ENFORCEMENT PILOT SCHEME –**  
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2008, which provided an update on the outcomes of the litter and dog fouling enforcement trial operated by East Hampshire District Council.

Members were reminded that the pilot project had been agreed by the Cabinet at its meeting on 6th February, 2018. Over the two years of operation of the trial, over 3,700 Fixed Penalty Notices had been served in respect of littering which had generated income of over £200,000 in total fines. It was confirmed that, whilst the enforcement activity had been focussed on high footfall areas such as town centres, officers were also able to patrol other hotspot areas on request. It was explained to the Cabinet that, from now on, East Hampshire District Council would pick up the legal work previously carried out by the Council's legal officers in connection with the processing of prosecution packs but that this additional work would not affect the cost neutrality of the service to the Council.

**The Cabinet RESOLVED** that

- (i) the seeking of a contractual arrangement with East Hampshire District Council for the provision of the enforcement services for littering and dog fouling for a period of up to five years, as set out in Report No. OS2008, be approved; and
- (ii) the Head of Operational Services, in consultation with the Corporate Manager – Legal Services and the Operational Services Portfolio Holder, be authorised to re-negotiate the contract with East Hampshire District Council, to include the provision of the non-contested hearings with the courts and the delegation of these functions to East Hampshire District Council.

101. **RUSHMOOR PARKING POLICY –**  
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. RP2003, which set out a proposed Rushmoor Parking Policy, to run alongside the Hampshire County Council Operational Parking Policy.

The Report set out the reasons why the policy had been developed at this time. The Cabinet was informed that on-street parking had given rise to an increasing amount of problems over recent years, with residents regularly looking to the Council resolve the issues faced.

Members were advised that an amendment to the draft policy had been proposed by the Council's planning department as follows:

“Where development requiring planning permission is proposed in an area where a parking permit scheme is in operation, whether for larger Houses in Multiple Occupation, infill housing development or conversion of larger properties or non-residential buildings to residential, the proposed development will be required to meet the Local Plan requirements as set out in the adopted Car and Cycle Parking Standards Supplementary Planning Document. The existence of a residents' parking permit scheme and the availability of permits which do not guarantee the holder a parking space will not affect the requirement to meet the standard provision within development sites, and in determining planning applications consideration will be given to the impact of any proposed entrance or driveway which results in the loss of existing of on-street parking space. As such developments will meet their own parking requirements they will not be eligible for parking permits in the future”.

Members were supportive of the amendment and agreed that this should be added to the policy.

**The Cabinet RESOLVED** that

- (i) the Rushmoor Parking Policy, as set out in Appendix A of Report No. RP2003 and amended at the meeting, be approved; and
- (ii) the Executive Head of Regeneration and Property, in consultation with the Operational Services Portfolio Holder, be authorised to make future operational amendments to the Policy.

102. **ADDITIONAL ITEM - LEISURE OPERATORS' REQUESTS FOR FINANCIAL ASSISTANCE –**  
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2011, which set out details of requests from the Council's leisure operating contractors, Places Leisure and Active Nation, for financial assistance resulting from the compulsory closure of leisure centres during the Covid-19 emergency. This item had been added to the agenda as a matter of urgency.

The Cabinet was informed that the assistance requested would be used to pay staff, the majority of whom had been furloughed. 80% of the funds would be returned to the Council as soon as monies were released from the Employee Retention Scheme at HM Revenue and Customs. The remaining 20% would be repaid by the operators during the remainder of the contract year ending March, 2021. It was explained that the Council would face the risk that either or both of the operators could go out of business. It was felt, however, that the failure of the businesses was more likely if the Council was to refuse to provide the cash-flow assistance requested.

In response to questions, it was confirmed that Places Leisure did now submit open book accounting records to the Council and that the funds would be used by Places Leisure to pay Rushmoor based staff only. At the request of Members, it was also agreed that the Executive Head of Finance would fully brief Members prior to the release of any monies to the operators.

**The Cabinet RESOLVED** that, subject to the Executive Head of Finance and the Corporate Manager – Legal Services agreeing financial and legal assurances that would be sufficient to protect the Council’s financial and legal position and providing Cabinet Members with a full briefing, the provision of cashflow assistance to Places Leisure and Active Nation, as set out in Report No. OS2011, be approved.

103. **REVENUE BUDGET MONITORING REPORT Q3 2019/20 –**  
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet received Report No. FIN2012, which set out the anticipated financial position for 2019/20, based on the monitoring exercise carried out during February, 2020. The Report highlighted that the need for savings or income generation of around £3,931,000 had been identified in the original budget but that £3,364,000 of net cost reductions had been identified and built into the approved budget during the year to date. This left a current approved budget savings target of £970,000 and an outturn target of £114,000. 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 impact of Covid-19 on the Council’s financial position would be significant and the Council would be seeking to mitigate these risks.

**The Cabinet NOTED** the latest Revenue Budget monitoring position, as set out in Report No. FIN2012.

104. **CAPITAL PROGRAMME MONITORING AND FORECASTING 2019/20 -**  
**POSITION AS AT MARCH, 2020 –**  
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet received Report No. FIN2013, which provided the latest forecast regarding the Council’s Capital Programme for 2019/20, based on the monitoring exercise carried out during February, 2020. The Report advised that the revised Capital Programme for 2019/20 of £50.628 million had been agreed by the Council at its meeting on 20th February, 2020. It was noted that projects of major financial significance to the Council in the Capital Programme for 2019/20 remained 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 Cabinet NOTED** the latest Capital Programme monitoring position, as set out in Report No. FIN2013.

105. **REPORT OF URGENCY DECISION - TEMPORARY DELEGATION ARRANGEMENTS –**  
(Cllr David Clifford, Leader of the Council)

The Cabinet received a Record of Executive Decision, which set out an urgent decision made on 2nd April, 2020 by the Chief Executive, in consultation with the Leader of the Council, to introduce temporary Executive decision making arrangements due to Covid-19. At the time of the decision, legislation to allow the Council to hold virtual meetings had not been passed. The detailed arrangements were set out in Report No. DSP2007, which was appended to the Record of Executive Decision.

**The Cabinet RESOLVED** that the action taken, as set out in the Record of Executive Decision dated 2nd April, 2020, be noted and endorsed.

106. **COVID-19 RESPONSE –**  
(Mr Paul Shackley, Chief Executive)

The Cabinet considered Report No. CEX2004, which set out decisions that had been made by the Council in relation to its ways of working and direct service provision as a result of the Covid-19 pandemic. The Cabinet was informed that Section 4 of the Report detailed the specific service changes that had been introduced. The Council had set up a Local Response Centre (LRC) that had, to date, assisted 230 residents with a range of queries and needs.

**The Cabinet RESOLVED** that

- (i) the contents of Report No. CEX2004 be noted; and
- (ii) the formal recognition of the effort and hard work of all staff involved in maintaining services and the efforts of the many voluntary sector organisations and volunteers, during challenging, demanding and uncertain times, be approved.

107. **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>
108	3	Information relating to financial or business affairs

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

**108. RUSHMOOR DEVELOPMENT PARTNERSHIP - UNION STREET, ALDERSHOT –**  
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Exempt Report No. RP2008, which set out the Rushmoor Development Partnership's (RDP) project plan in relation to the redevelopment of Union Street, Aldershot and other associated matters.

Members were informed of the immediate work required at the site and also of the impact of delays as a result of the Covid-19 crisis. Grant Thornton had been appointed to assist officers in carrying out due diligence in respect of the scheme. The Report set out a summary of the project plan, details of delegations and funding and also the next steps required to progress the delivery of the project plan. It was acknowledged that the scheme carried significant risk to the Council but Members were supportive of the approach proposed and considered that the regeneration of this site remained one of the Council's key priorities.

**The Cabinet RESOLVED** that

- (i) the scheme, as set out in the appendix to Exempt Report No. RP2008, and the proposals by the RDP for taking the scheme forward, be noted;
- (ii) the submission of the planning application by the RDP be noted;
- (iii) the appointment of Grant Thornton as the Council's main consultant for due diligence and other advice in relation to the scheme be noted;
- (iv) the appointment of external solicitors to progress with the Agreement for Lease and associated documents, using the provisionally agreed Head of Terms for the accommodation set out in Appendix A to Exempt Report No. RP2008, be noted, with the advice of the legal, property and financial due diligence processes being considered by the Cabinet prior to finalising the lease;
- (v) the Executive Head of Regeneration and Property, in consultation with the Major Projects and Property Portfolio Holder, be authorised to negotiate terms with a Register Provider in relation to a long lease for the affordable housing elements within the scheme;
- (vi) the Corporate Manager – Legal Services, in consultation with the Executive Head of Finance and the Major Projects and Property Portfolio Holder, be

authorised to enter into the grant funding agreement with the Enterprise M3 Local Enterprise Partnership for the Union Street, Aldershot project;

- (vii) the demolition of the development site to enable redevelopment, following the securing of relevant land holdings, be approved, with officers being authorised to proceed with the procurement of the demolition contractor, with final approval of the said contract to be approved by the Cabinet in line with financial regulations;
- (viii) capital funding of up to £100,000, to enable the next phase of detailed design work to proceed, be approved; and
- (ix) it be noted that the Chief Executive, following the receipt and consideration of the due diligence advice, will bring forward a further report to the Cabinet setting out options for the delivery of the scheme.

The Meeting closed at 6.32 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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# CABINET

Meeting held on Tuesday, 2nd June, 2020 at 5.00 pm via Microsoft Teams and streamed live.

## 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 **15th June, 2020**.

## 109. MINUTES –

The Minutes of the meeting of the Cabinet held on 28th April, 2020 were confirmed.

## 110. 2020-21 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY - COVID-19 IMPACT –

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2017, which set out the current forecast of the impact from Covid-19 on the Council's 2020/21 budget.

The Cabinet was informed that the current position was set out in Table 1 of the Report and this showed a net adverse impact of £633,165, after allowing for emergency funding provided by the Government. The Report set out an update in relation to the Council's commercial property investments and investment income. It was reported that Farnborough International had approached members of the funding consortium to seek a deferral of interest payments in relation to the exhibition centre loan, in light of the cancellation of the 2020 Airshow. It was clarified that the shortfall in the Council's finances would be funded from reserves in the short term but that it was likely that further savings would need to be identified over the period of the Medium Term Financial Strategy.

**The Cabinet RESOLVED** that

- (i) the forecasted financial impact of Covid-19, as set out in Report No. FIN2017, be noted;
- (ii) the establishment of the Treasury Management Reserve, as set out in Paragraph 5.5 of the Report, be approved; and

- (iii) the agreement in principle of the deferment of interest on loans to Farnborough International Limited, subject to the completion of the due diligence process set out in Paragraph 3.12 of the Report, be approved.

111. **COUNCIL BUSINESS PLAN END OF YEAR AND QUARTERLY UPDATE  
JANUARY - MARCH 2019/20 –**

(Cllr David Clifford, Leader of the Council)

The Cabinet received Report No. ELT2002, which set out progress against the Council Business Plan, as at the end of the fourth 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, including the Council's corporate projects and the Regeneration and ICE Programmes, which had been identified as two key areas of work that were essential in delivering the priorities,. It was confirmed that the Council continued to make good progress in relation to the Regeneration and ICE programmes despite the Council's activities being restricted as a result of Covid-19.

**The Cabinet NOTED** the progress made towards delivering the Council Business Plan 2019/20 and the end of year position for the key activities that had been identified for the 2019/20 financial year, as set out in Report No. ELT2002.

112. **CORPORATE POLICY & STRATEGY –**

(Mr Paul Shackley, Chief Executive)

The Cabinet considered Report No. CX2005, which set out the Chief Executive's proposed changes to the corporate policy and strategy function of the Council.

The Cabinet was informed that the Council's response to the Covid-19 Pandemic had identified that some of the Council's corporate policy and strategy functions were in need of strengthening. These included the areas of policy response and development, strategy, performance, risk, emergency planning and business continuity and Covid-19 recovery. As part of the reorganisation, it was proposed to create a new role of Assistant Chief Executive, remunerated at Executive Head of Service level, and an associated office to which existing roles supporting the areas concerned would be relocated. It was confirmed that the new arrangements would release a large area of responsibility from the existing Head of Democracy, Strategy and Partnerships, which would enable further resources to be allocated to the Council's activities to support the local community, which had become an area of growth recently. The Chief Executive requested an additional £50,000 across the following two years to support further work in this area.

The Cabinet was supportive of the suggested approach and requested that progress in these key areas was kept under ongoing review.

**The Cabinet RESOLVED** that

- (i) the challenges faced by the Council, as set out in Report No. CX2005, be noted;

- (ii) changes to the corporate policy and strategy functions, as set out in the Report, and the variation of the budget to allocate the sum of £50,000 from the recently received Government grant to fund the changes, be approved; and
- (iii) the provision of further funding of £50,000 over the following two years, to allow an increased level of community support, be approved.

113. **CLIMATE CHANGE – STRATEGY STATEMENT 2020-2030 –**  
(Cllr Ken Muschamp, Deputy Leader of the Council)

The Cabinet considered Report No. DSP2010, which set out a Climate Change Strategy Statement for the Council. The Chairman welcomed Cllr M.J. Roberts to the meeting. Cllr Roberts had requested to address the Cabinet on this matter.

Members were reminded that the Council had declared a climate emergency at its meeting on 20th June, 2019 and had agreed to make its activities carbon neutral by 2030 and to build a more sustainable Borough. Since that time, a considerable amount of work had been undertaken to develop a strategy and action plan. It was explained that this was a starting point and that a number of detailed plans would now be developed to address the key principles and priorities for the Council, as set out in the Report and Strategy Statement. The Climate Change Working Group would continue to play a key role in reviewing the strategy document and draft action plan.

It was acknowledged that work to address climate change had continued to receive cross party support and that the Council now intended to establish a clear process and action plan for taking that work forward.

**The Cabinet RESOLVED** that Climate Change Strategy Statement, as set out in Report No. DSP2010, be approved.

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

**The Cabinet RESOLVED** that

- (i) appointments be made to Cabinet working groups for the 2020/21 Municipal Year as follows:-

**Budget Strategy Working Group**

Corporate Services Portfolio Holder - Cllr P.G. Taylor

Chairman of Licensing, Audit and General Purposes Committee - Cllr S.J. Masterson

Chairman/Vice-Chairman of Policy and Project Advisory Board - Cllr J.B. Canty

Conservative Group (2) - Cllrs Mrs. D.B. Bedford and C.J. Stewart

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

Liberal Democrat Group (1) - Cllr T.W. Mitchell

**Climate Change Working Group**

Chairman of Policy and Project Advisory Board - Cllr J.B. Canty

Cabinet Members (2) - Cllrs K.H. Muschamp and M.L. Sheehan

Conservative Group (2) - Cllrs Mara Makunura and C.J. Stewart

Labour Group (2) - Cllrs Gaynor Austin and M.J. Roberts

Liberal Democrat Group (1) - Cllr T.W. Mitchell

**Member Development Group**

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

Additional Cabinet Member - Cllr P.G. Taylor

Conservative Group (2) - Cllrs J.B. Canty and S.J. Masterson

Labour Group (2) - Cllrs Nadia Martin and Sophie Porter

Liberal Democrat Group (1) - Cllr T.W. Mitchell

- (ii) the Head of Democracy, Strategy and Partnerships, in consultation with the Leader of the Council, be authorised to make appointments to these Groups during the 2020/21 municipal year, in order to fill vacancies.

The Meeting closed at 5.42 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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# DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 11th March, 2020 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

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

Cllr Mrs. D.B. Bedford  
Cllr R.M. Cooper  
Cllr P.I.C. Crerar  
Cllr P.J. Cullum  
Cllr C.P. Grattan  
Cllr Mara Makunura  
Cllr C.J. Stewart

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

### **51. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **52. MINUTES**

The Minutes of the meeting held on 15th January, 2020 were approved and signed by the Chairman.

### **53. PLANNING APPLICATIONS**

**RESOLVED:** That

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

- \* 20/00024/FULPP (No. 36 Invincible Road, Farnborough);  
20/00099/FUL (No. 21 Closeworth 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. EPSH2008, be noted; and
- (iii) the current position with regard to the following applications be noted pending consideration at a future meeting:
  - 18/00367/OUTPP (Former Police Station, Pinehurst Avenue, Farnborough);
  - 19/00673/FULPP (Nos. 2-4 Mount Pleasant Road, Aldershot).
- \* The Head of Economy, Planning and Strategic Housing's Report No. EPSH2008 in respect of this application was amended at the meeting

#### 54. **ESSO PIPELINE PROJECT**

The Head of Economy, Planning and Strategic Housing gave an update on the current position with regard to the application (our ref: 19/00432/PINS) submitted to the Planning Inspectorate for a Development Consent Order in respect of a Major Infrastructure Project to permit the renewal and partial realignment of an existing Southampton to London fuel pipeline which crossed the Borough.

The Committee was advised that further documents had been submitted by the latest consultation deadline of 5th March, 2020, including an updated draft Statement of Common Ground, signed under delegated authority by the Head of Economy, Planning and Strategic Housing.

The Committee noted that the Examination Panel was due to publish further documents on 12th March, 2020, with a deadline for responses of 31st March, 2020.

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

#### 55. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT - NO. 14 ASH ROAD, ALDERSHOT**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2010 regarding a complaint received regarding new fencing and decking erected in the rear garden of No. 14 Ash Road, Aldershot.

The Committee noted that the complainant had claimed that the fencing exceeded two metres in height and was visually harmful and dangerous. After contact was made with the owner/occupier, some fence panels had been removed, leaving it less



than two metres in height and therefore falling within permitted development. Whilst some of the concrete supporting posts remained and were above two metres in height, the Committee was advised that, were an application submitted, it would receive a recommendation that permission be granted.

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

56. **URGENT ACTION - BLANDFORD HOUSE AND MALTA BARRACKS, SHOE LANE, ALDERSHOT**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2011 (as amended at the meeting), regarding an urgent decision, made in consultation with the Chairman, to extend the deadline for the completion of the Section 106 Planning Obligation in respect of 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).

Members were reminded that the Committee had resolved to grant planning permission on 6th November, 2019 for the above development, subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 by 28th February, 2020.

The Committee noted that, despite ongoing efforts, the applicants had been concerned that this deadline would not be achievable and had requested an extension of the completion deadline until 27th March, 2020. Whilst this request had been agreed on 28th February, 2020 by the Chairman in consultation with the Head of Economy, Planning and Strategic Housing, there remained the possibility that the complexity of the issues involved might preclude completion by 27th March, 2020. Members were asked to approve a further recommendation to allow for additional flexibility in the timescale beyond that date, to be agreed by the Head of Economy, Planning and Strategic Housing in consultation with the Chairman.

**RESOLVED:** That the amendment of the final paragraph of the recommendation agreed by the Chairman's Action on 28th February 2020 be approved to read as follows:

"In the event of failure to complete the agreement by 27th March, 2020, the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to either:

- a) refuse planning permission on the grounds of inadequate provision made in respect of SPA mitigation, affordable housing, open space, play areas, and transport obligations and contributions; or

- b) agree a further extension of time for completion of the agreement, subject to the Corporate Manager – Legal Services advising that the prospect of completion within the agreed period was realistic.”

57. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER OCTOBER - DECEMBER 2019**

The Committee received the Head of Economy, Planning and Strategic Housing’s Report No. EPSH2012 (as amended at the meeting) 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 October to 31st December, 2019.

**RESOLVED:** That the Head of Economy, Planning and Strategic Housing’s Report No. EPSH2012 (as amended at the meeting) be noted.

The meeting closed at 7.40 pm.

CLLR J.H. MARSH (CHAIRMAN)

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## Development Management Committee

### Appendix "A"

**Application No. & Date Valid:** 20/00024/FULPP

**8th January 2020**

**Proposal:** Erection of 1 no. commercial building for use as builders' merchant (sui generis) for the display, sale and storage of building, timber and plumbing supplies, storage and distribution of kitchen joinery products, plant and tool hire, including outside display and storage including storage racking; access and servicing arrangements, car parking, landscaping and associated works. at **36 Invincible Road Farnborough Hampshire GU14 7QU**

**Applicant:** Travis Perkins (Properties) Limited

**Conditions:**

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission. Reason - As required by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
- 2 The permission hereby granted shall be carried out in accordance with the following approved drawings –  
Drawing numbers:
  - 16033 3100-pl-c proposed ground floor
  - 16033 3101-pl-b proposed mezzanine
  - 16033 5100-pl-d proposed section
  - received on 14th January 2020.
  - 3600-pl-rev c proposed roof plan received on the 21 January 2020
  - 2100-pl-k proposed site plan received 31 January 2020
  - 16033 4100 pl f proposed elevations received on the 10 February 2020.

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

- 3 No works pursuant to this permission shall commence until there has been submitted to and approved in writing by the Local Planning Authority: -
  - a) A preliminary risk assessment which has identified:
    - all previous uses
    - potential contaminants associated with those uses
    - a conceptual model of the site indicating sources, pathways and receptors
    - potentially unacceptable risks arising from contamination at the site

- b) A site investigation scheme, based on a) to provide information for a detailed assessment of the risk to all receptors that may be affected, including those offsite.
- c) The results of the site investigation and the detailed risk assessment referred to in b) and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how they are to be undertaken. This shall include 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.
- d) A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in the remediation strategy in c) are complete and identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action.
- e) A verification report that demonstrates the effectiveness of the remediation shall be submitted for approval in writing by the Local Planning Authority.

Any changes to these components require the written consent of the local planning authority. The scheme shall be implemented as approved.

Reasons - To ensure that the development does not contribute to, and is not put at unacceptable risk from or adversely affected by unacceptable levels of contamination including levels of water pollution in line with paragraph 170 of the National Planning Policy

- 4 No works pursuant to this permission shall commence until there has been submitted to and approved in writing by the Local Planning Authority a scheme for the management of Surface Water Drainage. The drainage system shall be installed and maintained in accordance with the details so approved.

Reason: In the interest of Managing Flood Risk.

- 5 No development shall start on site until a construction method statement has been submitted to and approved in writing by the Planning Authority, which shall include:
  - a) A programme of and phasing of demolition (if any) and construction work;
  - b) The provision of long term facilities for contractor parking;

- c) The arrangements for deliveries associated with all construction works;
- d) Methods and phasing of construction works;
- e) Access and egress for plant and machinery;
- f) Protection of pedestrian routes during construction;
- g) Location of temporary site buildings, compounds, construction material, and plant storage areas;

Demolition and construction work shall only take place in accordance with the approved method statement.

Reason - In order that the Planning Authority can properly consider the effect of the works on the amenity of the locality.

- 6 Prior to the first use of the development hereby approved, a skills and employment plan shall be submitted to and approved in writing by the LPA. The skills and employment plan shall be implemented as so approved.

Reason: In the interest of Sustainable Development.

- 7 Unless otherwise agreed in writing, no works shall start on site until the existing trees and hedges which are to be retained have been adequately protected from damage during site clearance and works in accordance with the details within Tree Survey Report by Encon Associates dated September 2019 revision B 11.11.19.

Reason - To preserve the amenity value of the retained tree(s) and shrubs.\*

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

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

- 9 The development hereby approved shall not come into use until the parking facilities shown on the approved plans have been completed and made ready for use. The parking facilities shall be thereafter retained solely for parking purposes. \*

Reason - To ensure the provision and availability of adequate vehicular and cycle parking\*.

- 10 No occupation or use of the development shall occur until such time that a scheme for the restriction of parking opposite the site access off Invincible Road has been submitted and agreed by the local highway authority.

Reason – In the interest of Highway Safety\*.

- 11 No occupation or use of the development shall occur until a post-construction BREEAM certificate of achievement of the BREEAM 'excellent' for water consumption has been submitted to and approved in writing by the LPA.

Reason: in the interest of sustainable development\*.

- 12 Any existing means of access or part thereof not incorporated within the approved arrangement hereby permitted shall be permanently closed as soon as the new means of access has been constructed and brought into use. A footway/verge shall be provided and the kerbs raised in accordance with details which shall be submitted to and approved in writing by the Local Planning Authority prior to commencement of the development.

Reason - In the interest of highway and pedestrian safety.\*

- 13 Prior to occupation or use of any part of the development hereby approved, details of satisfactory provision for the storage and removal of refuse from the premises shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out and retained in accordance with the details so approved.

Reason - To safeguard the amenities of the area.\*

- 14 The external materials of the development hereby approved shall be that as set out on the approved plans, unless otherwise approved by the Local Planning Authority.

Reason - To ensure satisfactory external appearance.

- 15 No mezzanine floor or similar alteration shall be carried out without the express planning permission of the Local Planning Authority.

Reason: In the interest of highway safety.

- 16 Any trade counter areas provided shall not be larger than those on the approved plans (3100 rev C). Customers visiting those premises shall be restricted solely to the trade counter area, and BMX Selection Centre that shall be clearly defined within the units concerned. No other area of the units outside the defined trade counter area shall be accessible, and used for, the display and/or sale of goods to customers visiting those premises.

Reason - In order for the Council to retain control over the extent of retail activity conducted at the premises, and to ensure that the trade counter areas remain wholly ancillary and incidental to the primary use of the units for storage and distribution purposes.

17 Materials shall not be stacked or deposited in any external areas to a height exceeding 5.5 metres.

Reason - To protect the amenities of neighbouring property

18 The store shall only be open to the public within the following hours:

- 07:00 – 18:00 Mondays to Fridays, and
- 08:00 – 12:00 on Saturdays.

The premises shall not be used at any time on Sundays and Bank or Statutory Holidays.

Reason - To safeguard the amenities of neighbouring occupiers

19 No machinery shall be operated and no deliveries made to or dispatched from the site outside the following times:

- 07:00 – 18:00; Mondays to Fridays, and
- 08:00 – 12:00 on Saturdays.

The premises shall not be used at any time on Sundays and Bank or Statutory Holidays.

Reason - To safeguard the amenities of neighbouring occupiers

20 Construction or demolition work of any sort within the area covered by the application shall only take place between the hours of 0800-1800 on Monday to Fridays and 0800-1300 on Saturdays. No work at all shall take place on Sundays and Bank or Statutory Holidays.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on traffic and parking conditions in the vicinity.

21 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

**Application No. 20/00099/FUL  
& Date Valid:**

**4th February 2020**

Proposal: Erection of single-storey rear & side extension and alterations to form granny annexe at **21 Closeworth Road Farnborough Hampshire GU14 6JH**

Applicant: Mrs Rachael Wilkinson

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

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

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

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

3 The external walls of the extension hereby permitted shall be finished in materials of the same colour and type as those used in the existing building and retained thereafter in this condition.

Reason - To ensure satisfactory external appearance.

4 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development Order) 2015, (or any Order revoking and re-enacting that Order), no windows, doors or openings of any kind shall be inserted in the east side elevation of the development hereby permitted (facing towards the adjoining Park Road properties) without the prior permission of the Local Planning Authority.

Reason - To protect the amenities of neighbouring residential properties.

5 The accommodation hereby permitted shall be used solely in connection with and ancillary to the occupation of the existing property on the site as a single dwelling and shall not at any time be occupied separately.



Reason - In order to safeguard residential amenity and by preventing the establishment of an unrelated or independent use on the site.

# LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 23rd March, 2020 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr S.J. Masterson (Chairman)  
Cllr L. Jeffers (Vice-Chairman)

Cllr J.B. Canty  
Cllr M.S. Choudhary  
Cllr A.K. Chowdhury  
Cllr Christine Guinness  
Cllr Prabesh KC  
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr Veronica Graham-Green, Cllr A.J. Halstead and Cllr P.F. Rust.

## 36. MINUTES

The Minutes of the meeting held on 27th January, 2020 were approved and signed by the Chairman.

## 37. STATEMENT OF ACCOUNTS 2018/19 - UPDATE

The Committee received the Executive Head of Finance's Report No. FIN2011 which provided Members with audit progress for the Council's Statement of Accounts for 2018/19 since the last meeting on 27th January, 2020, and included a revised timetable for the completion of the audit and provision of the audit opinion.

The Executive Head of Finance explained that discussions with Ernst & Young (EY) had taken place to resolve all outstanding audit issues and that EY had largely been able to conclude their audit work and had issued the Council with a draft Audit Results Report. As this Report contained a number of adjustments to the accounts, these needed to be updated by officers and re-submitted to EY. EY would then need to undertake a review of the revised set of accounts and verify that all material changes had been made to the financial statements. Given this ongoing process and the likelihood of further minor delays due to the current Covid-19 situation, it was proposed that, in order to finalise the Statement of Accounts process and receive the external Auditor's Report, authority was delegated to the Chairman and to the Executive Head of Finance to approve formally and certify the audited Statement of Accounts and receive the External Auditor's Report from EY. Members would be provided with a copy of the final draft documents in advance to give them a limited opportunity to ask questions and seek clarification on matters identified in the report.

**RESOLVED:** That, subject to Members of the Committee being provided with a copy of the audited Statement of Accounts and the Audit Results Report in advance, the Chairman of the Committee and the Executive Head of Finance be authorised to approve formally and certify the audited Statement of Accounts 2018/19 and to receive the External Auditor's Report.

38. **ANNUAL AUDIT PLAN 2020/21**

The Committee considered the Audit Manager's Report No. AUD20/02 which set out the annual internal audit plan for 2020/21. The plan provided a framework for the use of audit resources to ensure they were focussed on activities that would enable the Audit Manager to provide an overall assurance of the internal control environment.

Members were advised of the methodology for compiling audit coverage, including the risk universe and risk criteria, as updated in January 2020 and as set out more fully in the Report. Heads of Service had been consulted on the risk areas which were high risk on the audit universe to ensure that these were appropriate to be reviewed within the financial year and to highlight any areas of concern within their services.

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

The Report outlined the first six months' work, selected from the higher risk areas, and highlighted that these were subject to review due to the changing needs of the organisation or resource availability. It was acknowledged that the first review would also need to take account of the ongoing Covid-19 situation and its impact on expected deliverables. An update would be provided at the next meeting.

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

**RESOLVED:** That the Internal Audit Plan for 2020/21, as set out in the Audit Manager's Report No. AUD20/02, to be monitored and updated on a rolling quarterly basis, be approved.

39. **ANNUAL GOVERNANCE STATEMENT - UPDATE**

The Committee considered the Audit Manager's Report No. AUD 20/03, which set out the work carried out since the previous update to the Committee in November 2019 towards the implementation of the actions defined within the Annual Governance Statement (AGS).

It was noted that the Accounts and Audit Regulations 2015 required the Council to prepare and publish an AGS in order to report publicly on the extent to which the Council complied with its Local Code of Corporate Governance, including how the

Council had monitored the effectiveness of arrangements in the year and on any planned changes to governance arrangements in the coming year.

The Committee was advised that, given the complex nature of some of the actions, particularly around the review of the Constitution and financial regulations, a number of deadlines had not been met, notwithstanding that progress had continued to be made on actions since the last update to the Committee in November 2019. The AGS for 2019/20 would be reported to the Committee at its meeting scheduled for May 2020 and would detail any actions from the 2018/19 AGS which were to be carried forward.

**RESOLVED:** That the progress towards the implementation of the actions detailed within the Council's Annual Governance Statement be noted.

#### 40. **CONSTITUTION REVIEW**

The Committee considered the Head of Democracy, Strategy and Partnerships' Report No. DSP2002, which set out the draft updated Constitution in full for recommendation to the Council. It was noted that at its meeting on 27th January, 2020, the Committee had received an update on progress on the review and had considered and endorsed the draft updated Standing Orders for the Regulation of Business.

It was noted that the Council had a responsibility to monitor its Constitution and ensure it was kept up to date. To this effect, updates were made on a regular basis, with those made in 2018 reflecting changes to the governance structure and the last significant review carried out in 2013 had reflected the provisions contained in the Localism Act 2011, the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, and other general updates. However, since the Constitution was first prepared in 2001, no changes to the fundamental structure of the document had taken place and the review underway was to ensure that it reflected current working arrangements and supported the Council's aim to be a more agile and flexible organisation in the future through its transformation and modernisation programme. It was noted that the governance structure approved in 2018 had not been subject to this review.

The Committee was advised that a cross-party Constitution Review Group had met on a number of occasions during autumn/winter 2019 to consider key documents that formed part of the Constitution and the Group's comments and action notes were contained in Appendix 2 to the Report. It was noted that wider consultation had also been carried out with the Corporate Leadership Team, the Leader of the Council (in respect of matters relating to executive decision making) and with a representative from the Local Government Association with expertise on Council Constitutions.

The Committee considered the summary of proposed updates, as outlined in Appendix 1. Areas where significant updates were proposed, included:

- Part 3 – Scheme of Delegation for Executive Matters: revisions have been made to improve clarity around responsibilities for executive decision-making and to

enable increased opportunities for some quicker decision-making. It also includes governance arrangements for new bodies such as Rushmoor Development Partnership and Rushmoor Homes Ltd and clarifies the general powers of officers in the Corporate Leadership Team.

- Part 4 – Procedure Rules and Part 5 – Codes and Protocols: revisions have been made to ensure consistency with the rest of the Constitution, with the addition of a new Mayoral Protocol, new Guidance for Members using social media linked to the Code of Conduct for Councillors and the inclusion of the ICT Acceptable Use Policy.

In discussion, a Member raised his concern about the proposed additional text in paragraph 10 of Part 5 – Selection of the Mayor and Deputy Mayor. In particular, it was suggested that the proposal for the Chief Executive to seek views on the proposed candidates should not be supported because the selection process already ensured respect and support of Members and the amendment was too broad and open to abuse. It was also questioned whether the process would be transparent and suggested it should not be brought in until May 2022. Following discussion, the Committee voted to retain the change and not to delete it.

**RESOLVED:** That:

- (i) the draft Constitution incorporating the revisions summarised in Appendix 1 be endorsed for recommendation to the Council for implementation with effect from the Annual Council Meeting;
- (ii) the Head of Democracy, Strategy and Partnerships, in consultation with the Chairman of the Licensing, Audit and General Purposes Committee, be authorised to make further minor changes to the draft revised Constitution in advance of the report to the Council; and
- (iii) the Leader of the Council, in consultation with the Head of Democracy, Strategy and Partnerships, be authorised to make any further amendments to the Scheme of Delegation for Executive Matters required to finalise the document for Council.

The meeting closed at 8.00 pm.

CLLR S.J. MASTERSON (CHAIRMAN)

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# DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 27th May, 2020 at 7.00 pm  
via Microsoft Teams and streamed live.

## **Voting Members**

Cllr J.H. Marsh (Chairman)  
Cllr C.J. Stewart (Vice-Chairman)

Cllr Mrs. D.B. Bedford  
Cllr J.B. Canty  
Cllr R.M. Cooper  
Cllr P.I.C. Crerar  
Cllr P.J. Cullum  
Cllr K. Dibble  
Cllr C.P. Grattan  
Cllr Nadia Martin  
Cllr B.A. Thomas

## **Non-Voting Member**

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

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

There were no declarations of interest.

### **2. MINUTES**

The Minutes of the meeting held on 11th March, 2020 were approved and signed by the Chairman.

### **3. 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:

20/00213/FULPP (Kings Moat Car Park, Westmead, 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. EPSH2013, be noted;

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

- \* 19/00873/FULPP (Nos. 2-4 Mount Pleasant Road, Aldershot);
- \* 20/00229/FULPP (Woodcot Court, No. 2A Woodcot Gardens, Farnborough);
- 20/00248/FULPP (No. 29 Whites Road, Farnborough);

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

- 18/00367/OUTPP (Former Police Station, Pinehurst Avenue, Farnborough);
- 20/00149/FULPP (Units 2A & 3, Blackwater Shopping Park, 12 Farnborough Gate, Farnborough);
- 20/00171/FULPP (Development at Union Street, Aldershot);
- 20/00287/FULPP (Land at Solartron Retail Park, Solartron Road, Farnborough);
- 20/00301/FULPP (Farnborough College of Technology, Boundary Road, Farnborough).

- \* The Head of Economy, Planning and Strategic Housing's Report No. EPSH2013 in respect of these applications was amended at the meeting

#### 4. 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>
19/00873/FULPP	Nos. 2-4 Mount Pleasant Road, Aldershot	Ms. E. Wicks	Against

5. **APPLICATION NO. 19/00873/FULPP - NOS. 2-4 MOUNT PLEASANT ROAD, ALDERSHOT**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2013 (as amended at the meeting) regarding the erection of 17 dwellings (11x3 beds, 4x2 beds and 2x1 bed) with associated parking and landscaping, following the demolition of the existing industrial buildings.

In discussion, the concern over parking was raised a number of times. The Committee was advised that denying planning permission on highways grounds was only justified and appropriate where the safety or convenience of highway users would be subject to 'severe' harm. The parking stress and availability survey did not indicate such a detrimental impact and any refusal on the grounds of parking congestion would not be sustainable were the applicant to submit such an appeal.

**RESOLVED:** That:

- (i) subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 by 30th June, 2020 to secure Special Protection Area and Public Open Space financial contributions and on-site provision of six affordable housing units as 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 subject to the conditions and informatives set out in Report No. EPSH2013 (as amended at the meeting);
- (ii) in the event that a satisfactory S106 Agreement was not received by 30th June, 2020, 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 does not provide a financial contribution to mitigate the effect of the development on the Thames Basin Heaths Special Protection Area in accordance with The Rushmoor Thames Basin Heaths Special Protection Area Interim Avoidance and Mitigation Strategy and adopted New Rushmoor Local Plan Policy NE1; and appropriate financial contribution in respect of Public Open Space in accordance with Policy DE6 of the adopted New Rushmoor Local Plan (2014-2032); and appropriate provision of on-site affordable housing in accordance with Policy LN2 of the adopted New Rushmoor Local Plan (2014-2032).

6. **APPLICATION NO. 20/00229/FULPP - WOODCOT COURT, NO. 2A WOODCOT GARDENS, FARNBOROUGH**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2013 (as amended at the meeting) regarding the proposed change of use from general industrial (Use Class B2) to residential (Use Class C3), including the demolition of the existing buildings and the erection of seven two-storey houses



(comprising 5 x 3-bedroom 4-person occupancy and 2 x 4-bedroom 5-person units), landscaping and associated works.

**RESOLVED:** That:

- (i) subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 by 7th August, 2020 to secure the SAMMs Special Protection Area contribution as set out in the Report, 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. EPSH2013 (as amended at the meeting);
- (ii) in the event that a satisfactory S106 Agreement was not received by 7th August, 2020, 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 does not provide a financial contribution to mitigate the effect of the development on the Thames Basin Heaths Special Protection Area in accordance with The Rushmoor Thames Basin Heaths Special Protection Area Interim Avoidance and Mitigation Strategy and adopted New Rushmoor Local Plan Policy NE1.

**7. APPLICATION NO. 20/00248/FULPP - NO. 29 WHITES ROAD, FARNBOROUGH**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2013 regarding the proposed new attached 3-bedroom 4-person occupancy dwelling house following demolition of existing garage; and provision of a pair of forecourt parking spaces to both the existing dwelling (No. 29) and the proposed new house (amended scheme following withdrawal of 2-bedroom new house scheme 20/00138/FULPP).

**RESOLVED:** That:

- (i) subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 by 17th June, 2020 to secure the Special Protection Area contributions as set out in the Report, 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. EPSH2013;
- (ii) in the event that a satisfactory S106 Agreement was not received by 17th June, 2020, 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 does not provide a financial contribution to mitigate the effect of the development on the Thames Basin Heaths Special Protection Area in accordance with The Rushmoor Thames Basin Heaths Special

**8. ESSO PIPELINE PROJECT**

The Head of Economy, Planning and Strategic Housing gave an update on the current position with regard to the application (our ref: 19/00432/PINS) submitted to the Planning Inspectorate for a Development Consent Order in respect of a Major Infrastructure Project to permit the renewal and partial realignment of an existing Southampton to London fuel pipeline which crossed the Borough.

The Committee was advised that the Examination had concluded on 9th April, 2020, with the Council submitting final documents to the Examination Panel on 2nd April, 2020, and, with the Examination Panel's permission, further documents were submitted during the following week. ESSO submitted a case on 9th April, 2020. The Council was concerned that ESSO had questioned the Council's open-mindedness with regard to the method of construction in Queen Elizabeth Park. The Council had sought throughout to ensure that ESSO properly and fully considered the alternative options to minimise impact on the trees and park, and had been clear that it was not close-minded. The Examination Panel had three months to make a recommendation to the Secretary of State, who then had a further three months to make a decision.

It was noted that the Council was having ongoing discussions with ESSO in relation land agreements as Compulsory Acquisition of Rights was part of National Infrastructure Enquiries. The Council would ensure that, in negotiating these, it did not prejudice its position on Queen Elizabeth Park.

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

**9. URGENT ACTION - BLANDFORD HOUSE AND MALTA BARRACKS, SHOE LANE, ALDERSHOT**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2018, regarding urgent decisions, made in consultation with the Chairman on 30th April, 2020, and the Vice-Chairman on 5th May, 2020, to extend the deadline for the completion of the legal agreement in respect of 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).

Members were reminded that the Committee had resolved to grant planning permission on 6th November, 2019 for the above development, subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 by 28th February, 2020. At its meeting on 11th March, 2020, the Committee approved an amendment to allow for additional flexibility in the timescale beyond the then completion deadline date of 27th March, 2020, to be

agreed by the Head of Economy, Planning and Strategic Housing in consultation with the Chairman, should it prove necessary.

The Committee noted that the legal agreement was completed on 15th May, 2020, and noted the changes to the conditions necessary to provide consistency with the negotiated terms of the s106 legal agreement. The key changes to conditions 20, 24 and 25 were set out in the Report.

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

## 10. ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT

### (i) **No. 148 Marrowbrook Lane, Farnborough –**

The Committee was advised that the overlooking issues in respect of a playhouse erected in the rear garden of the above property had been rectified and, were an application to be submitted to regularise the breach of planning control, it would be granted.

**RESOLVED:** That the decision taken in accordance with the Council's Scheme of Delegation and outlined in the Head of Economy, Planning and Strategic Housing's Report No. EPSH2014 (as amended at the meeting in respect of this item) that no further action be taken in respect of this property, be noted.

### (ii) **'Briarwood', Sorrel Close, Farnborough –**

The Committee noted that the property had been vacant and unused for some years and had been shuttered-up due to persistent problems with vandalism and unauthorised access. Following a fire in autumn 2019, the roof of the building was largely missing and open to the weather. It was considered that the amenity of the surrounding area was adversely affected by the continued presence of the building in its current state. Given the reluctance of the property owner to demolish the building and the lack of planning proposals forthcoming, the Council intended to serve an 'Untidy Site Notice' on the property.

**RESOLVED:** That the decision to instruct the Council's Corporate Manager – Legal Services to prepare and serve an 'Untidy Site Notice' under Section 215 of the Town & Country Planning Act 1990 to require the demolition of the buildings at the site and the removal of the demolition materials from the site within an appropriate time period to be considered in consultation with the Council's Building Control Manager, more particularly specified in the Head of Economy, Planning and Strategic Housing's Report No. EPSH2014, be noted.

## 11. APPEALS PROGRESS REPORT

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2015 concerning the following appeal decisions:

<b>Application / Enforcement Case No.</b>	<b>Description</b>	<b>Decision</b>
19/00367/FULPP	Against the refusal of planning permission for the erection of a two-storey side extension at No. 145 Alexandra Road, Farnborough.	Dismissed
19/00606/ADVPP	Against the refusal for the display of one advertising billboard measuring 6m x 2m on side wall of No. 101 Ash Road, Aldershot	Dismissed

**RESOLVED:** That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2015 be noted.

## 12. PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER JANUARY - MARCH 2020 AND FOR THE FINANCIAL YEAR 2019-2020

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2016 which provided an update on the position with respect to achieving performance indicators for the Development Management section of Planning and the overall workload of the section for the quarter from 1st January to 31st March, 2020. The Report also provided summary figures for the financial year 2019-2020.

**RESOLVED:** That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2016 be noted.

## 13. APPOINTMENTS TO STANDING CONSULTATION GROUP

**RESOLVED:** That the Chairman and Vice-Chairman and Cllrs D.B. Bedford and C.P. Grattan be appointed to the Standing Consultation Group for the 2020/21 Municipal Year.

## 14. APPOINTMENTS TO DEVELOPMENT MONITORING GROUPS

### (1) Farnborough Town Centre -

**RESOLVED:** That the Vice-Chairman and the three Empress Ward Councillors be appointed to the Farnborough Town Centre Development Monitoring Group for the 2020/21 Municipal Year.

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

**RESOLVED:** That the Chairman and the two North Town Ward Councillors be appointed to the North Town Development Monitoring Group for the 2020/21 Municipal Year.

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

**RESOLVED:** That the Vice-Chairman and the three Wellington Ward Councillors be appointed to the Wellesley Development Monitoring Group for the 2020/21 Municipal Year.

The meeting closed at 9.10 pm.

CLLR J.H. MARSH (CHAIRMAN)

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## Development Management Committee

### Appendix "A"

**Application No. & Date Valid:**      **20/00248/FULPP**                      **9th April 2020**

**Proposal:**                      Proposed new attached 3-bedroom 4-person occupancy dwellinghouse following demolition of existing garage; and provision of pair of forecourt parking spaces to both the existing dwelling (No.29) and the proposed new house (amended scheme following withdrawal of 2-bedroom new house scheme 20/00138/FULPP) at **29 Whites Road Farnborough Hampshire GU14 6PB**

**Applicant:**                      Pinecraft Development Ltd

**Conditions:**                      1              The development hereby permitted shall be begun before the expiration of one year 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, to reflect the objectives of the Council's Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy as amended August 2019 and to accord with the resolution of Rushmoor's Cabinet on 17 June 2014 in respect of Planning Report no PLN1420.

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

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

3              Notwithstanding any indication of materials which may have been given in the application, or in the absence of such information, construction of the following elements of the development hereby approved [the external walls, roofing materials, window frames/glazing, and rainwater goods] shall be undertaken using materials matching those used in the existing dwelling and thereafter retained.

Reason - To ensure satisfactory external appearance. \*

- 4 Construction or demolition work of any sort within the area covered by the application shall only take place between the hours of 0800-1800 on Monday to Fridays and 0800-1300 on Saturdays. No work at all shall take place on Sundays and Bank or Statutory Holidays.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on traffic and parking conditions in the vicinity.

- 5 Prior to occupation or use of the development hereby approved, screen and boundary walls, fences, hedges or other means of enclosure shall be installed in accordance with details to be first submitted to and approved in writing by the Local Planning Authority. For the avoidance of doubt this shall include the installation of a 2 metre high close-boarded timber fence or imperforate brick wall along the section of the boundary shared with No.31 Whites Road adjacent with the new house hereby permitted. The boundary treatment shall be completed and retained in accordance with the details so approved prior to the first occupation of the new dwelling hereby permitted.

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

- 6 The development hereby permitted shall not be occupied until the parking spaces shown on the approved plans have been constructed, surfaced and made available to occupiers of, and visitors to, the development and also to the existing dwellinghouse at No.29 Whites Road to be retained as indicated on the approved plans. Thereafter these facilities shall be kept available at all times for their intended purposes as shown on the approved plans. Furthermore, the parking spaces shall not be used at any time for the parking/storage of boats, caravans or trailers.

Reason - For the avoidance of doubt and to ensure the provision, allocation and retention of adequate off-street car parking. \*

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

Reason - In the interests of visual amenity.

- 8 Prior to first occupation of the development hereby approved a fully detailed landscape and planting scheme (to include, where appropriate, both landscape planting and ecological/biodiversity enhancement) shall be first submitted to and approved in writing by the Local Planning Authority.

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

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

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

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

- (a) the provision to be made for the parking and turning on site of operatives and construction vehicles during construction and fitting out works;
- (b) the arrangements to be made for the delivery of all building and other materials to the site;
- (c) the provision to be made for any storage of building and other materials on site;
- (d) measures to prevent mud from being deposited on the highway; and
- (e) the protective hoarding/enclosure of the site.

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

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

- 11 No construction works pursuant to this permission shall



take place until measures to incorporate Sustainable Drainage Systems (SUDS) into the new built development have been submitted to and approved in writing by the Local Planning Authority. Such details as may be approved shall be implemented in full prior to the first occupation of the new building and retained in perpetuity.

Reason - To reflect the objectives of Policy NE8 of the New Rushmoor Local Plan (2014-2032). \*

- 12 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.

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

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

- 14 Prior to occupation of any part of the development hereby approved, details of the siting and means of enclosure of refuse bin storage areas which, (where appropriate, shall include facilities for the storage of wheelie bins,) have been submitted to and approved in

writing by the Local Planning Authority. The development shall be carried out and retained in accordance with the details so approved.

Reason - To safeguard the amenities of the area. \*

- 15 Prior to occupation of any part of the development hereby approved, details of the siting and means of enclosure of cycle storage areas have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out and retained in accordance with the details so approved.

Reason - In the interests of visual amenity and highway safety. \*

- 16 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England), Order 2015 (or any Order revoking and re-enacting that Order), no development falling within Classes A, B, C and D of Part 1 of Schedule 2 shall be carried out without the prior permission of the Local Planning Authority.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on traffic and parking conditions in the vicinity.

- 17 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015, (or any Order revoking and re-enacting that Order), no additional windows, doors or openings of any kind shall be inserted in the side elevations and roof of the new development hereby permitted without the prior permission of the Local Planning Authority.

Reason - To protect the amenities of neighbouring residential properties.

# LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Thursday, 28th May, 2020 at 6.30 pm  
via Microsoft Teams and streamed live.

## Voting Members

Cllr S.J. Masterson (Chairman)  
Cllr Mara Makunura (Vice-Chairman)

Cllr Sophia Choudhary  
Cllr A.K. Chowdhury  
Cllr A.H. Crawford  
Cllr Veronica Graham-Green  
Cllr Christine Guinness  
Cllr A.J. Halstead  
Cllr L. Jeffers  
Cllr Prabesh KC  
Cllr Jacqui Vosper

## 1. MINUTES

The Minutes of the meeting held on 23rd March, 2020 were approved and would be signed by the Chairman at a later date.

## 2. STATEMENT OF ACCOUNTS 2018/19 - UPDATE

The Committee received the Executive Head of Finance's Report No. FIN2016 which provided Members with an update on audit progress for the Council's Statement of Accounts for 2018/19 and on the provision of audit opinion since the last meeting on 23rd March, 2020, and included a timetable for the completion and publication of the 2019/20 Statement of Accounts.

The Executive Head of Finance reminded members that at its meeting in March 2020, they were advised that the external auditors had largely concluded their audit work and had issued a draft Audit Results Report, and delegated approval had been given to authorise the Chairman of the Committee and the Executive Head of Finance to approve formally and certify the audited Statement of Accounts 2018/19 and to receive the External Auditor's Report.

Subsequent to this meeting, the Committee was advised that Ernst & Young (EY), in response to the Covid-19 pandemic, placed a temporary moratorium on the issuing of audit opinions on 24th March, 2020. Whilst this moratorium has been lifted, EY now had to consider whether Covid-19 gave rise to a Post Balance Sheet Event (PBSE) and posed an ongoing risk. Officers were in discussion with EY and were providing information concerning the impact of Covid-19 on the Council's finances. The Committee noted that a statement from the Executive Head of Finance

concerning the financial standing of the Council was currently being reviewed by EY and that the final Statement of Accounts and Audit Opinion were now expected in early June 2020 and would be considered by the Committee at its next meeting on 28th July, 2020. The delegated authority given to the Chairman and Executive Head of Finance was therefore no longer needed.

In respect of the 2019/20 Statement of Accounts, in response to Covid-19, the Committee noted that the deadlines for the completion and publication of these accounts had been changed, as set out in the Accounts and Audit (Coronavirus)(Amendment) Regulations 2020 which came into force on 30th April, 2020, and detailed in the Report.

**RESOLVED:** That the approval given to the Chairman of the Committee and the Executive Head of Finance to approve formally and certify the audited Statement of Accounts 2018/19 and to receive the External Auditor's Report be removed.

### 3. **INTERNAL AUDIT - AUDIT UPDATE**

The Committee considered the Audit Manager's Report No. AUD20/04 which provided an update on work carried out by Internal Audit for quarter 4 and the changes required to deliverables due to the current Covid-19 situation. The Committee noted the need to change work priorities to focus on assurance work around the payment of grants to businesses and to provide general advice to the organisation, and also noted the adjustments to the previously communicated deliverables for quarters 1 and 2.

One member was concerned that the assurance ratings given by Internal Audit to the fees and processing of records in relation to taxi licensing did not fully take into account the reputational risk to the Council of the high percentage of errors. The Committee was assured that actions had been taken to improve the systems used and that this was an area of work that managers had acknowledged required further attention.

**RESOLVED:** That the audit work carried out in quarter 4, including work slipped from quarter 3, and the expected deliverables for quarters 1 and 2, as set out in the Audit Manager's Report No. AUD20/04, be noted.

### 4. **INTERNAL AUDIT - AUDIT OPINION**

The Committee considered the Audit Manager's Report No. AUD20/05 which set out the Internal Audit coverage, findings and performance for 2019/20 and presented the Audit Manager's overall assurance opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control environment. The Report also covered the self-assessment carried out against the Public Sector Internal Audit Standards (PSIAS) and the progress on the Quality and Assurance Improvement Plan (QAIP) for the year.

It was noted that, in assessing the level of assurance to be given for 2019/20, the opinion was based on:

- written reports on all internal audit work completed during 2019/20;
- results of any follow-up exercises undertaken in respect of previous years' internal audit work;
- results of work of other review bodies (where appropriate) eg PSN certification;
- counter-fraud work carried out by the Corporate Investigations Team;
- quality and performance of the internal audit service and the extent of compliance with the Standards;
- NFI data match checks;
- participation on the corporate governance group;
- mitigations in place to minimise the risks identified within the Corporate Risk Register

The Report advised that the Audit Manager had given an overall reasonable assurance opinion on the effectiveness of the Council's framework of governance, risk management and management control for 2019/20. In respect of the four key areas of non-compliance for the PSIAS, appropriate corrective actions and a timescale for improvement have been agreed with management. These four key areas were:

- an external assessment on audit activity;
- performance targets not in place;
- updates to policies and procedures;
- review of the Council's Ethics related objectives, programmes and activities.

The Report set out a summary of the results of the PSIAS self-assessment. It was noted that there were eleven overall standards, which were broken down into 336 fundamental principles against which compliance was measured. The Report advised that, in 2019/20, the Council had been 95% compliant, 4% partially compliant and 1% not compliant.

During discussion, concern was raised about the number of limited assurances in the report. The Audit Manager acknowledged that the number had increased during 2019/20 but that the overall trend was downwards. It was her view that a limited assurance was not necessarily negative as it meant that a risk had been identified and controls were being applied to mitigate the risk.

**RESOLVED:** That

- (i) the coverage of assurance obtained across the Council to allow the Audit Opinion to be formulated be noted;
- (ii) the level of internal control assessed in 2019/20 through opinion-based audit assurance work be noted;
- (iii) the Audit Opinion given for 2019/20 be noted;
- (iv) the Performance Indicators for the internal audit activity for 2020/21 be endorsed;
- (v) the self-assessment exercise against the Public Sector Internal Audit Standards and the areas of non-conformance with the standards be noted; and

- (vi) the Quality and Assurance Improvement Plan for 2019/20, as set out in Appendix C to the Report, be endorsed.

## 5. APPOINTMENTS 2020/21

### (1) Outside Bodies –

**RESOLVED:** That the appointment of representatives to outside bodies for the 2020/21 Municipal Year, as set out in the attached Appendix, be approved.

### (2) Appointments and Appeals Panels –

**RESOLVED:** That the Head of Democracy, Strategy and Partnerships be authorised to make appointments to the Appointments and Appeals Panels in accordance with the Membership criteria set out in the Officer Employment Procedure Rules in the Constitution.

### (3) Licensing Sub-Committee –

**RESOLVED:** That the following Members be appointed to serve on the Licensing Sub-Committee for the 2020/21 Municipal Year (three Conservative; two Labour):

Conservative Group: Cllrs Mara Makunura, S.J. Masterson and Jacqui Vosper

Labour Group: Cllrs A.H. Crawford and Christine Guinness.

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

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

### (5) Constitution Working Group –

**RESOLVED:** That the Head of Democracy, Strategy and Partnerships be authorised to make appointments on the basis of six Members including two Cabinet Members, the Chairman of the Licensing, Audit and General Purposes Committee and representatives of other groups.

The meeting closed at 7.40 pm.

CLLR S.J. MASTERSON (CHAIRMAN)

**LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE  
28TH MAY 2020**

**REPRESENTATION ON OUTSIDE BODIES**

<b>NAME OF ORGANISATION</b>	<b>REPRESENTATIVE(S) 2020/21</b>
Age Concern, Farnborough	Cllrs C.P. Grattan and Jacqui Vosper
Aldershot & Farnborough Festival of Music & Art	Cllrs Gaynor Austin, T.W. Mitchell and K.H. Muschamp
Aldershot Military Museum Strategic Local Agreement Meeting	Cllrs Mrs. D.B. Bedford and Sophie Porter
Aldershot Town Centre Business and Retailers Group	Cllrs Gaynor Austin, M.S. Choudhary, Sophia Choudhary, Christine Guinness and Prabesh KC
Basingstoke Canal Joint Management Committee	Cllrs Veronica Graham-Green and J.H. Marsh with Cllrs C.P. Grattan and P.G. Taylor as Standing Deputies
Blackbushe Airport Consultative Committee	Cllr P.J. Cullum with Cllr Veronica Graham-Green as Standing Deputy
Blackwater Valley Advisory Panel for Public Transport	Cllrs M.L. Sheehan and M.J. Roberts with Cllrs T.D. Bridgeman and R.M. Cooper as Standing Deputies
Blackwater Valley Countryside Partnership	Cllrs Mrs D.B. Bedford and P.G. Taylor with Cllrs C.P. Grattan and A.J. Halstead as Standing Deputy
Brickfield Country Park, Friends of	Three Manor Park Ward Members (Cllrs D.E. Clifford, P.I.C. Crerar and B.A. Thomas)
Cove Brook Greenway Group	Cllrs Veronica Graham-Greenn and L. Jeffers

NAME OF ORGANISATION	REPRESENTATIVE(S) 2020/21
District Council's Network (DCN)	Leader of the Council (Cllr D.E. Clifford)
Enterprise M3 Joint Leaders Board	Leader of the Council (Cllr D.E. Clifford)
Farnborough Aerodrome Consultative Committee	Cabinet Member (Cllr M.L. Sheehan) and Cllr P.G. Taylor (as a representative of an adjoining ward) with Cllr M.J. Tennant as Standing Deputy
Farnborough and Cove War Memorial Hospital Trust Ltd	Cllr C.J. Stewart
457 Farnborough Squadron	Cllr J.H. Marsh
Hampshire and Isle of Wight Local Government Association	Leader of the Council (Cllr D.E. Clifford) and Cllr P.G. Taylor (Cabinet Member)
Hampshire Districts Health and Wellbeing Forum	Cllr Marina Munro (Cabinet Member)
Hampshire Police and Crime Panel	Cllr K.H. Muschamp (Cabinet Member)
Hampshire Buildings Preservation Trust AGM	Cllrs Veronica Graham-Green and Marina Munro
Local Government Association - General Assembly	Leader of the Council (Cllr D.E. Clifford)
North Hampshire Area Road Safety Council	Cllr Mara Makunura with Cllr P.G. Taylor as Standing Deputy
North Hampshire Community Safety Partnership	Cllr M.L. Sheehan (Cabinet Member)
Joint Scrutiny Committee (Hart/Basingstoke/Rushmoor) North Hampshire Community Safety Partnership	Two representatives from Chairman and Vice-Chairmen of the Overview and Scrutiny Committee and Cllr A.H. Crawford, with Cllr K. Dibble and remaining Scrutiny Chairman or Vice-Chairman as nominated substitutes



NAME OF ORGANISATION	REPRESENTATIVE(S) 2020/21
Parity for Disability	Cllr S.J. Masterson with Cllr Sue Carter as Standing Deputy
Project Integra Strategic Board	Cllr M.L. Sheehan (Cabinet Member)
Royal British Legion (Farnborough Branch) Remembrance Day Arrangements	Cllr Mrs D.B. Bedford
Citizens' Advice Rushmoor Trustee Board	Cllrs C.J. Stewart and Nadia Martin
Rushmoor Development Partnership LLP (RDP) Board	Cllrs D.E. Clifford and M.J. Tennant and Executive Director (Mrs Karen Edwards)
Rushmoor Homes Company – Board of Directors	Cllrs K. Dibble, K.H. Muschamp and P.G. Taylor
Rushmoor In Bloom Forum	Cllrs Mrs D.B. Bedford, M.S. Choudhary, C.P. Grattan, T.W. Mitchell and Sophie Porter
Rushmoor Partners Network	Cllrs D.E. Clifford (Leader of the Council), K.H. Muschamp (Deputy Leader of the Council) and Marina Munro (Cabinet Member)
Rushmoor Voluntary Services Board	Cllr S.J. Masterson
Rushmoor Youth Forum (currently a virtual forum)	Cllrs J.B. Canty, Sue Carter and A. J. Halstead
South East Employers – Full Meeting	Cllr P.G. Taylor (Cabinet Member)
South East England Councils (SEEC) All Member Meeting	Leader of the Council (Cllr D.E. Clifford)
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Marina Munro (Cabinet Member)

NAME OF ORGANISATION	REPRESENTATIVE(S) 2020/21
Wellesley Residents Trust Ltd	Cllr Prabesh KC
West End Centre Management Committee	Cllrs M.S. Choudhary and Sophie Porter

# OVERVIEW AND SCRUTINY COMMITTEE

Meeting held on Thursday, 13th February, 2020 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 Nadia Martin  
Cllr S.J. Masterson

Apologies for absence were submitted on behalf of Cllr M.S. Choudhary and Cllr Mara Makunura

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

The minutes of the meeting held on 24th October, 2019 were agreed as a correct record.

An update was requested on the actions set out in the previous minutes relating to pavement parking. It was advised that this had been raised with the Parking Team and an update would be given at the next Progress Group meeting.

## **27. HIGHWAYS AGENCY**

At the Council meeting on 5th December a Motion was presented by Cllr Abul Chowdhury which related to the Highways Agency. At its meeting, the Council had agreed to refer the Motion to the Committee which had been asked to hold a preliminary discussion and agree the process to be followed in considering it. Cllr Chowdhury was in attendance at the meeting.

Cllr Chowdhury reported on examples that had led to the Motion, which asked that the Council take back some control of our own highways issues from Hampshire County Council and asked Members to share experiences in their Wards. It was reported that the majority of case work received by Cllr Chowdhury related to highways issues that could only be dealt with by the County Council and he was asking the Committee to seek improvement in the level of highways maintenance in Rushmoor for the residents.

The following was suggested to take this issue forward:

- To establish a task and finish group to look at the issue
- For all Members to consider the issues in their Wards
- To invite Hampshire County Council to attend a meeting to respond to the issues and discuss potential options
- To consider options which might include seeking to take back some control on the provision of highways maintenance

It was agreed that:

- A task and finish group would be established with the following political make up:
  - 4 Conservative
  - 2 Labour
  - 1 Liberal Democrat (Cllr Abul Chowdhury)
- Scoping work should be carried out by the Task and Finish Group to include a discussion on arrangements for attendance by the County Council

## 28. PERFORMANCE MANAGEMENT

### (1) Crime and Disorder Data

The Committee welcomed Chief Inspector John Halfacre, from Hampshire Constabulary who was in attendance to provide an overview on the crime statistics for Quarter 3. The information provided gave high level data on types of crime and statistics, against the same quarter for the previous three years.

The Committee reviewed the data and were informed that some of the categories listed encompassed a variety of crimes, i.e. "Violence Without Injury", incorporated common assault and malicious communications/cybercrime. The Committee discussed the integrity of the data and the importance of recording correctly. A request was made for data on "clear up rates" and this would be reported on at a future meeting. The Hampshire County Council street lights initiative was discussed, where street lights were being turned off during certain hours in the night. Information was requested on any crime data that related to this initiative and the perceived fear of crime as a result of the lights being off. The North Hampshire Community Safety Team would be asked to report on this issue.

### (2) Council Business Plan – Quarter 3 Monitoring

The Committee then reviewed the Q3 data for council activities. It was reported that there had been some slippages, this was partly attributed to changes in the ICE and regeneration programmes. An overview of the four P's (People, Place, Partnership and Public Services) was given:

- People: there had been good progress this quarter. The targets on events and grants had been completed and the work on tackling deprivation was on track.
- Place: again there had been good progress in this area. However, it was noted that there had been a slight delay in responding to the climate change emergency and the proposals for the closed circuit cycle track had been delayed whilst a new site was identified.
- Partnerships: Good progress was reported in this area, however the Skills Strategy had been deferred to 2020/21 to follow the completion of the Strategic Economic Framework.
- Public Services: Good progress was reported. However it was noted that the review work to the revised Constitution had taken slightly longer than anticipated.

The Regeneration and ICE Programmes were discussed and it was felt that appropriate Members/Officers should be invited to attend future meetings to give updates on projects within these programmes.

Arising from the discussions, the Committee requested that the review of the Litter Enforcement Pilot by East Hampshire District Council should receive pre-decision scrutiny prior to consideration by the Cabinet. This would be followed up and arranged for a future meeting.

### (3) Performance Framework

The Committee reviewed the new performance framework. It was noted that work was ongoing to refine and improve the corporate planning and performance management system which aimed to be completed by the end of March 2020. Once the work was complete, approval would be sought from the Cabinet. As part of the arrangements, the Committee would monitor the data quarterly with closer scrutiny of particular areas/programmes carried out by task and finish groups.

#### ACTIONS:

What	Who	When
Data to be provided on clear up rates	Chief Inspector John Halfacre	October, 2020
Update on the Hampshire County Council Street Lights Pilot	Safer North Hampshire Team	October, 2020
Update on the Regeneration and ICE Programmes	Karen Edwards, Corporate Director	June, 2020
Update on the Litter Pilot by East Hants District Council	James Duggin, Head of Operations	2nd April, 2020

29. **WORK PLAN**

The current work plan was noted.

A request was made for information on the consequences of the roll out of 5G in the Borough. It was noted that a paper had been prepared by the Head of Economy, Planning and Strategic Housing which could be circulated to the Committee.

The meeting closed at 8.48 pm.

CLLR M.D. SMITH (CHAIRMAN)

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