



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, 8th October, 2020 at 7.00 pm** for the transaction of the business set out on the Agenda given below.

A G E N D A

1. **MINUTES –** (Pages 1 - 4)

To confirm the Minutes of the Ordinary Meeting of the Council held on 30th July 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 - COVID-19 TESTING –**

To consider the following Notice of Motion, which has been submitted by Cllr Sophie Porter pursuant to Standing Order 9 (1):

“In the light of evidence about:

- the recent difficulties faced by Rushmoor residents in accessing COVID-19 testing; and
- the increasing number of COVID-19 cases in Rushmoor, particularly Aldershot Town and Hawley Lane & Fox Lane areas;

this Council resolves as a matter of urgency to establish a Covid-19 testing site in the Borough in cooperation with NHS Test and Trace, but, if necessary, independently, so that all Rushmoor residents who have COVID-19 symptoms can access the testing they need when they need it.”

5. **RECOMMENDATION OF THE CABINET – (Pages 5 - 16)**

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

Future Provision of CCTV Service

To receive a report from the Cabinet (copy attached – Annex 1) which recommends proposals for the future delivery of the Council’s CCTV Service, and associated budget provision, following a recent review. The Portfolio Holder for Operational Services (Cllr M.L. Sheehan) will introduce this item.

6. **QUESTIONS FOR THE CABINET –**

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

7. **REPORTS OF CABINET AND COMMITTEES – (Pages 17 - 42)**

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

Cabinet	11th August, 2020 15th September, 2020
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Committees

Development Management	22nd July, 2020
Licensing, Audit and General Purposes	28th July, 2020
Development Management	19th August, 2020
Development Management	16th September, 2020

8. **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD – (Pages 43 - 58)**

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

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

23rd July, 2020
25th August 2020
3rd September 2020

A.E. COLVER
Head of Democracy and Community

Council Offices
Farnborough
Hampshire GU14 7JU

Wednesday 30 September 2020

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BOROUGH OF RUSHMOOR

MEETING OF THE BOROUGH COUNCIL held remotely on Thursday, 30th July, 2020 at 7.00 pm.

The Worshipful The Mayor (Cllr M.S. Choudhary (Chairman))
The Deputy Mayor (Cllr B.A. Thomas (Vice-Chairman))

Cllr Gaynor Austin	Cllr Mrs. D.B. Bedford
Cllr T.D. Bridgeman	Cllr J.B. Canty
Cllr Sue Carter	Cllr Sophia Choudhary
Cllr A.K. Chowdhury	Cllr D.E. Clifford
Cllr R.M. Cooper	Cllr P.I.C. Crerar
Cllr P.J. Cullum	Cllr K. Dibble
Cllr Veronica Graham-Green	Cllr C.P. Grattan
Cllr Christine Guinness	Cllr A.J. Halstead
Cllr L. Jeffers	Cllr Prabesh KC
Cllr Mara Makunura	Cllr Nadia Martin
Cllr S.J. Masterson	Cllr T.W. Mitchell
Cllr Marina Munro	Cllr K.H. Muschamp
Cllr A.R. Newell	Cllr Sophie Porter
Cllr M.J. Roberts	Cllr M.L. Sheehan
Cllr M.D. Smith	Cllr C.J. Stewart
Cllr P.G. Taylor	Cllr M.J. Tennant
Cllr B.A. Thomas	Cllr Jacqui Vosper

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

Before the meeting was opened, the Mayor's Chaplain, the Reverend George Newton, led the meeting in prayers.

20. **MINUTES**

It was **MOVED** by Cllr D.E. Clifford; **SECONDED** by Cllr K.H. Muschamp and

RESOLVED: That the Minutes of the Ordinary Meeting of the Council on 25th June, 2020 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

21. **MAYOR'S ANNOUNCEMENTS**

The Mayor reported that he had held a meeting of his charity fundraising committee that day. Whilst being severely restricted on the events that could be held, the committee was planning a series of activities for his Mayoral Year. During the Autumn, the events would be more virtual, but it was hoped that, in the early part of 2021, it would be possible to run some charitable events, including a quiz night, golf day,

charity walk and the banquet and ball, which was currently scheduled for 5th March 2021. Members would be informed of any developments.

22. **STANDING ORDER 8 - QUESTIONS**

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

23. **NOTICE OF MOTION - VOLUNTARY ORGANISATIONS**

The Council was asked to consider a Motion which had been submitted by Cllr Christine Guinness in accordance with the provisions of Standing Order 9 (1).

"This Council records our gratitude and thanks to the many organisations, community groups and individuals who stepped forward at a time of great uncertainty, during the Covid-19 pandemic, to help the most vulnerable and isolated residents in Rushmoor. They were able to provide an essential point of contact and aid before Government support could be put in place.

The Council commits to the on-going support of voluntary organisations within the Borough, reflecting the invaluable contribution they make to our communities, and ensuring their ability to react quickly to future need."

In moving the Motion, Cllr Guinness made an amendment to the wording to include an additional paragraph at the end of the Motion, as follows:

"Additionally, this Council congratulates all key workers who live or work in Rushmoor – particularly those in education, the NHS and social care – for their service in supporting those directly affected by COVID-19 and maintaining essential public services during the pandemic."

The amended Motion received the support of the seconder, Cllr Mara Makunura. The amended Motion therefore became the substantive Motion.

Speaking on her Motion, Cllr Guinness thanked all volunteers who had come forward during this unprecedented time of the coronavirus pandemic and particularly praised the work of the Aldershot and Farnborough Facebook groups that had formed to co-ordinate volunteers to organise neighbourhood activities, including shopping, collecting prescriptions and being on the end of a phone to talk to the lonely and isolated. Food banks had also become an important part of work being carried out by volunteers as well as people volunteering to sew scrubs and masks for the NHS. Cllr Guinness stressed the vital importance to continue to support the work of the voluntary services.

During discussion, Members gave their support to the work of voluntary sector groups and volunteers. The Cabinet Member for Democracy, Strategy and Partnerships (Cllr A.R. Newell) referred to discussions being held with community groups to help keep services going as the Council moved into "recovery phase". The Council would be working with other major sector groups, including Hampshire County Council, Rushmoor Voluntary Services and Citizens Advice to work out what was needed to support the community going forward. In 2019/20, the Council had awarded £105,000

in support of 64 local projects and supporting such projects would continue in 2020/21, however, Cllr Newell stressed the need to ensure that individual organisations were sustainable going forward.

Members also referred to the work of Aldershot Response to Coronavirus (ARC) and Farnborough Covid-19 and the vital support both groups had provided to the community. Both groups had now ceased operating as the country had emerged from lockdown and a number of volunteers had had to return to their places of work. There were several volunteers, however, who had indicated their wish to continue being a volunteer. Reference was also made to the importance of the befriending service provided by volunteers and that this vital work should also continue. Volunteers had also provided cooked meals, given cookery lessons, created community gardens which had provided fresh fruit and vegetables. The view was expressed that it was vital that the Council should work with partners to continue to support such work and that the work of volunteers should never be taken for granted – all unpaid with people giving up their own time to support the community.

All Members paid tribute and gave their thanks to everyone in the community who had extended help in any way they could. Gratitude was also expressed to those who had put the safety of the community above their own. Their sacrifice was inspiring and humbling and a legacy that the country's history would remember forever. It was felt that the Borough would get through these difficult times and emerge stronger by working together.

In seconding the Motion, Cllr Mara Makunura paid tribute to the work of Rushmoor Voluntary Services, which had shared the Council's commitment to support the most vulnerable in Rushmoor. She wanted to place on record the Council's immense gratitude for the work of all the Borough's heroic, dedicated and selfless volunteers who had made a major contribution to the quality of life in Rushmoor during the coronavirus pandemic.

The Motion was put to the Meeting. There voted FOR: 35; AGAINST: 0 and the Motion was **DECLARED CARRIED unanimously**.

24. **RECOMMENDATION OF THE CABINET - RUSHMOOR BOROUGH COUNCIL BUSINESS PLAN 2020-23**

The Cabinet Member for Democracy, Strategy and Partnerships (Cllr A.R. Newell) introduced the Report of the Cabinet Meeting held on 14th July 2020 which recommended the approval of the Council Business Plan (April 2020 to March 2023), which built on the 16 priorities identified by the Cabinet in support of the delivery of "Your Future, Your Place – A Vision for Aldershot and Farnborough 2030", under the four themes of People, Place, Partnerships and Better Public Services. It was MOVED by Cllr A.R. Newell and SECONDED by Cllr M.J. Tennant – That the Council Business Plan 2020-23 be approved.

There voted FOR: 21; AGAINST: 0; ABSTAINED: 12 and the Recommendation was **DECLARED CARRIED**.

25. **QUESTIONS FOR THE CABINET**

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

26. **REPORTS OF CABINET AND COMMITTEES**

RESOLVED: That the Reports of the following meetings be received:

Cabinet	14th July 2020
Development Management	24th June 2020

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

RESOLVED: That the Reports of the meetings of the Policy and Project Advisory Board held on 10th June and 15th July 2020 and the meeting of the Overview and Scrutiny Committee held on 11th June 2020 be received.

The meeting closed at 8.50 pm.

COUNCIL MEETING – 8TH OCTOBER 2020**AGENDA ITEM NO. 5****FUTURE PROVISION OF CCTV SERVICE**

Report from a meeting of the Cabinet held on 11th August 2020

SUMMARY & RECOMMENDATIONS:

At its meeting on 11th August 2020, the Cabinet considered a report setting out options for the future delivery of the Council's CCTV Service. This followed an in-depth review of the service and the associated costs required to operate and maintain it.

At that meeting, the Cabinet gave approval for (i) the establishment of a legal agreement for the Council's CCTV service to be provided by agreement with Runnymede Borough Council, subject to the addition of mobile cameras to the specification, (ii) the commencement of all necessary technical feasibility and preliminary works to effect the external provision of the service, and (iii) the termination of the existing shared service agreements with Hart District Council.

The Cabinet RECOMMENDS to Council that approval be given to:

- (i) an additional revenue budget of £10,000 to meet the costs of these works in financial year 2020/21;
- (ii) a separate capital budget programme of works of £400,000 to upgrade the Councils CCTV camera stock and network to a partially wireless system in preparation for the change; and
- (iii) a revenue budget of £75,000 in 2021/22 for the decommissioning of the current CCTV control room.

1. INTRODUCTION

- 1.1. Against a backdrop of ageing CCTV camera stock and equipment, consultant recommendations and research on alternative service provision, this report seeks approval for budget provision to enable the Council to outsource the future delivery of its CCTV service as recommended by the Cabinet.

2. BACKGROUND

CCTV Service Overview

- 2.1. There is no direct statutory duty requiring the provision and management of CCTV by local Councils. However, the Crime & Disorder Act 1998 (CDA98) requires each authority to exercise its functions to prevent crime and disorder; and the Council has, in part fulfilment of this, operated a CCTV service to monitor sites across its town centres since 2002.
- 2.2. First established as a stand-alone service, the Council has subsequently, since 2013, operated a joint CCTV service in conjunction with Hart District Council (HDC). The purpose of the joint service is to ***'help deter and prevent crime and disorder and reduce the fear of crime'*** with the overarching objective to ***'help make Hart and Rushmoor safer areas in which to live'***.
- 2.3. The joint service comprises a dedicated control centre located within the Rushmoor Borough Council Offices. The control room is staffed by six staff (6.38 FTE) and manned between 07:00 and 01:00 Sundays to Wednesdays and between 07:00 and 04:00 Thursdays to Saturdays on a shift rota basis. A number of these posts are currently vacant and covered by other Council staff. Here, a total of 116 mixed analogue and digital cameras are monitored and recorded 365 days per year 24 hours a day.
- 2.4. Save for a hosting charge and the specific camera maintenance and transmission costs of each authority, the overall costs of the joint service are split 55:45 between Rushmoor and Hart respectively. This split was established on the basis of the number of CCTV cameras monitored in each area at the time of its launch and is embedded in a 10-year deed of operation between the two Council's which is subject to 12 months' notice of termination (we are currently in year 6 of this agreement). The costs and work of the shared CCTV service is overseen by a Joint Governance Group (JGG), made up of representatives from Rushmoor and Hart in accordance with this deed.
- 2.5. The current budget for the CCTV service is £298,380 which includes direct service costs and overheads such as support service costs and accounting charges. The service budget also includes a contribution from Hart for the aforementioned hosting of the service. The 2020/21 budget administered by Rushmoor on behalf of Hart is £133,310 not including the £15,310 hosting charge, and other costs such as transmission of Hart cameras. A breakdown of the current service budget is shown in the table below:

CCTV Service	2020/21 Budget (£)
Employees	129,590
Supplies and Services	69,730
Subtotal	199,320
Less: Contribution	(15,310)
Net Direct Cost	184,010
Shared Costs	133,310
Less: Shared Costs - Contribution	(133,310)
Net Direct Cost (inc Shared costs)	184,010
SSCs and Notional charges	
Pension/Capital Charges	32,570
Support Service Costs	81,800
Net Total Cost	298,380

- 2.6. Whilst unable to effectively quantify its deterrence effect, the joint service was involved in over 2438 incidents during 2019-20; leading to a known 149 arrests, and 481 ancillary service transactions (e.g. copies and reviews of footage). Incidents included the monitoring of suspicious individuals or groups, road traffic incidents, shoplifters and night-time economy venues etc. The CCTV Control Room and Police are in direct contact and share intelligence on a daily basis. The CCTV service also acts as the primary reception and co-ordination point for all out of hours calls for both Council's; taking 722 out of hours calls during 2019/20.
- 2.7. For Rushmoor, this breaks down as 1864 incidents, leading to 130 known arrests, 301 ancillary transactions and 486 out of hours calls. For Hart, this breaks down as 559 incidents, leading to a known 22 arrests, 178 ancillary transactions, and 232 out of hours calls.

CCTV Service issues and current situation

- 2.8. Despite the above, and following comprehensive service review, the following issues and risks have been identified with the joint CCTV service provision and arrangements. Whilst some of these issues are circumstantial, are historic and/or arise from when the service was first established, some are interdependent and create a degree of complexity to the considerations now required on the future of the service. These include -
- a) **Partnership with Hart** - Should Hart choose to withdraw from the service at any point, this would have financial implications for Rushmoor who would be liable for additional costs around staffing and maintenance of the control room in order to maintain current levels of service.
 - b) **CCTV Cameras** – Much of the existing CCTV infrastructure and cameras throughout Farnborough and Aldershot is, in many cases dated, at end of life and/or no longer fit for purpose; requiring review, replacement and upgrade at a significant capital cost. This would sit separately from any decision to outsource the control room and require

a full tendering process. This will be managed via a separate workstream.

- c) **Compliance with CCTV Standards** – Following audit, the CCTV Service is not fully compliant with the Surveillance Camera Commissioner’s Code of Practice. Issues surrounding privacy impact assessments and auto-redaction of associated privacy zones require both hard and software upgrades and associated configuration(s). Upgrading the control room and cameras to be compliant with these requirements will come with significant capital cost expenditure.
- d) **CCTV Maintenance arrangements** - The CCTV Service is currently out of maintenance contract and is on an interim pay as you go maintenance arrangement. Whilst this has not proved more expensive so far, maintenance arrangements require appropriate procurement in accordance with contract standing orders. As equipment becomes older, costs and associated equipment failure risks are also likely to increase.
- e) **Control Room infrastructure** – Much of the control room infrastructure is also at end of life and/or experiencing increasing faults and failure. These increasingly have an impact on the costs and delivery of the service; and can affect both Hart and Rushmoor coverage. For example, a recent Network Video Recorder (NVR) failure resulted in a number of a Rushmoor cameras not being recorded for over four weeks with knock on effects for the rest of the system. A spare Network Video Recorder has since been acquired to mitigate future failures.

3. PROPOSAL(S)

Proposal background and context

- 3.1. In view of these complex and interdependent issues, the Council engaged SGW Consulting in 2018 in order to assess the joint CCTV Service and advise on the costs of refreshing the control room, cameras and related infrastructure. SGW are security consultant specialists with significant experience in advising local authorities on their CCTV requirements and have been in the market since 2003.
- 3.2. Following their commission, SGW subsequently produced a full specification for a new CCTV control room, cameras and infrastructure. This estimates the cost of refitting the current control room at approximately £300,000. This includes reconfiguration of the room to a more appropriate layout, as well as replacement of end of life equipment and a new video management system. The cost of camera replacement and upgrading of the network to a recommended mixed wireless/cabled system is also estimated to be £400,000 (this includes new system installations and control room links at the Princes Hall, Crematorium and technical services depot on Ively Road). This gives a total capital project cost of £700,000 for both project streams.

- 3.3. Given the high capital expenditure required for this project, alternative delivery models including outsourcing of the control room and monitoring arrangements were also explored. Whilst a capital expenditure of £400,000 for camera and network upgrades would still be required (which would be treated as a separate work stream), outsourcing of the control room would provide the following identified benefits; namely -
- a) Decommissioning of the current control room, allowing the office space to be re-purposed;
 - b) Saving on capital spend on refitting the current control room;
 - c) Saving on any future upgrades of the control room, which would be the responsibility of any outsourced provider; and
 - d) No costs of providing a new control room and associated office space should the Council move premises in the future.
- 3.4. Accordingly, a number of public and private sector companies were consulted on a 'soft market testing' basis regarding alternatives for provision of a CCTV control room and monitoring services. As an exemption from full EU Procurement rules it is open to the Council to enter into arrangements with another local authority in the provision of public services to achieve common objectives in the public interest. In light of this more detailed exploration of potential costs was subsequently explored with interested local authorities. Of those, Runnymede Borough Council proffered an enhanced service provision with the most significant cost saving opportunities as outlined below.

Cabinet's Preferred Option

In provision of outsourced control room and monitoring services, Runnymede quote projected costs of approximately £98,000 per annum. Costs associated with CCTV equipment maintenance, data transmissions and support service costs are estimated at £177,510 giving a Total Net costs of the preferred option of £275,510.

The table below shows a comparison between 3 broad options:

- Option 1 – Current service provision costs (shared with Hart)
- Option 2 – In-house service costs (not shared with Hart)
- Option 3 – Contracted-out service

Comparison of Costs	Option 1 - Current	Option 2 - In-house	Option 3 - Contracted out
Employees	129,590	129,590	0
Supplies and Services	69,730	65,080	193,710
Subtotal	199,320	194,670	193,710
Less: Contribution	(15,310)	0	0
Net Direct Cost	184,010	194,670	193,710
Shared Costs	133,310	111,010	0
Less: Shared Costs - Contribution	(133,310)	0	0
Net Direct Cost (inc Shared costs)	184,010	305,680	193,710
SSCs and Notional charges			
Pension/Capital Charges	32,570	32,570	0
Support Service Costs	81,800	81,800	81,800
Net Total Cost	298,380	420,050	275,510

- 3.5. Runnymede offer a modern, up to date and compliant service, with monitoring 24 hours a day – an enhancement on our current monitoring. There are opportunities to further modernise working practices, with Runnymede able to provide remote access to footage to both Rushmoor and Police colleagues – negating any impact from the control room being based out of borough. Runnymede also provide a Careline service for their local area and have confirmed they will cover out of hours calls within the costs quoted.
- 3.6. Should Hart and Rushmoor choose to continue in the current or an amended shared service agreement, there are financial benefits to the outsourcing of the control room for both Councils, including the saving of capital expenditure for upgrade of the control room and associated infrastructure. Should Hart or Rushmoor choose to terminate the current shared service, it would present even greater savings.
- 3.7. Additional indirect contract monitoring and management costs will likely arise in provision of any outsourced service. However, whilst these are unquantifiable at this stage, it is anticipated that these can be borne by existing budgets. Accordingly, given the enhanced service offered and the financial benefits outlined above, the Cabinet has proposed that Rushmoor outsource its control room and monitoring services to Runnymede Borough Council.

4. ALTERNATIVE OPTIONS

- 4.1. The alternative options outlined below have also been considered by the Cabinet, with some commentary thereon.

(a) Continue to operate service in-house

- 4.2. The Council could continue to operate the service in-house. In addition to ongoing running costs, this would result in an additional capital spend of

£300,000 on refitting the Control Room, and a further £400,000 spend on cameras and related network infrastructure.

(b) Leasing

- 4.3. As part of their remit, SGW also advised on the potential for the leasing of new control room equipment and cameras. Quotes were obtained for an upfront purchase of certain equipment against a quote for leasing of the same equipment for a period of 5 years. The results are shown in the table below.

	Upfront	Leasing
Equipment	£240,000	£420,000
Maintenance	£60,000	-
Non-leasable/other costs	£300,000	£300,000
Total	£600,000	£720,000

- 4.4. Upfront cost of purchase and maintenance over 5 years would come to £240,000 and £60,000 respectively, a total of £300,000.
- 4.5. Leasing of control room equipment and cameras would cost £7,000 per month, or a total of £420,000 over a 5-year period. This means that whilst a leasing arrangement is feasible, this will cost 40% more over a 5-year period and there will be no longer term asset for the Council. Any equipment purchased by the Council would also be expected to last for longer than the initial 5-year period.
- 4.6. Significantly, these figures do not include the £300,000 costs quoted for the refit of the control room such as a new server room, new furniture and the rearrangement of the existing layout.
- 4.7. Whilst it would be feasible to combine equipment leasing with other options (e.g. for Rushmoor to outsource the control room monitoring to Runnymede, whilst leasing cameras only), analysis shows that this is again likely to cost more over any extended time period.

(c) Cease CCTV Service provision

- 4.8. The Council is under no statutory obligation to provide a public space surveillance service and could choose to cease provision entirely. This would result in a saving of approximately £184,000 on direct service costs.
- 4.9. Whilst providing for some savings, it should be noted that support costs and other charges would need to be redirected to other cost centres. There would also be additional one-off costs of decommissioning the control room, cameras and associated infrastructure; totalling approximately £75,000. Following SGW survey, it should also be noted that the service remains popular with the public, Members and police alike and there would be a significant impact on the work of the Police locally.

(d) Seeking of external contributions to service

- 4.10. Given the positive impact that service provision has on local Policing, an approach was made to the Office of the Police and Crime Commissioner and Chief Constable to enquire as to whether a contribution to service costs would be possible. Both have confirmed that due to current and ongoing financial constraints this would not be possible.

5. CONSULTATION ON PROPOSALS

Joint Governance Group

- 5.1. The Joint Governance Group (JGG) responsible for overseeing the shared service on behalf of Hart and Rushmoor have been informed of the outcome of this review and that in principle, outsourcing of the service to Runnymede would be Rushmoor's preferred option. This option would also be financially advantageous to Hart and they have been provided a cost of Runnymede monitoring and operating their cameras.

Member consultation

- 5.2. The Cabinet has been involved in progress of the project so far, including the Leader and Portfolio Holder for Operational Services. The outcome of the review has also been discussed with the Shadow Portfolio Holder for Operational Services.

CCTV staff and operatives

- 5.3. There are currently 4 full time members of staff within the Service who would be affected by outsourcing of the Control Room and monitoring services. Consultation on the proposals will be carried out with staff affected.

6. IMPLICATIONS

Legal Implications

- 6.1. The Council is under no statutory obligation to provide a public space surveillance system, although, following survey work undertaken by SGW, it remains popular with the public, Members and Police alike in furthering the duty to prevent crime and disorder in the borough.
- 6.2. However, to ensure compliance with Data Protection legislation and the Surveillance Camera Commissioner's code of practice, upgrades to the Control Room are required to facilitate privacy impact assessment and redaction of identified privacy impact zones. Should the Council fail to carry out these upgrades, there is risk of breaching legislation and associated codes.
- 6.3. Whilst separate quotes for provision of an outsourced service have been provided to both Hart & Rushmoor and outsourcing can be pursued

separately as necessary, this has obvious implications for the existing shared service agreement (under deed) which will need to be terminated if outsourcing is to be progressed.

- 6.4. With the Cabinet's preferred approach, the Council will enter into an appropriate agreement with Runnymede Borough Council, and also start a procurement process for the camera and network project stream.

Financial and Resource Implications

(a) Capital spend

- 6.5. As highlighted in paragraphs 4.8 and 6.1 of this report, there is no statutory obligation for the Council to provide a CCTV service. The Council has not made any capital budget provision for either the replacement of the CCTV cameras or the refurbishment of the Control Room.
- 6.6. Given the impact of Covid-19 on the Council's finances, it is important that members consider the revenue implications of any additional capital expenditure.
- 6.7. Should the Council choose to retain the CCTV service in-house the necessary upgrade of the Control Room will require approximately £300,000 capital expenditure, and a further £400,000 capital expenditure on cameras and associated network infrastructure. By outsourcing the control room, a large portion of this capital spend can be negated, with only camera and network replacement costs required, along with some decommissioning costs of the old Control Room.

Capital spend required for the camera and network upgrade is not currently included in the approved capital programme and will require additional resources of £400,000 in the current financial year.

- 6.8. There will be further budget requirement for progressing this work, regardless of outcome chosen. This will include staff time and additional £10,000 consultancy fees. There may be further considerations to be taken into account around wider finance constraints and limitations due to Covid-19.
- 6.9. For the purposes of this report, it is assumed that further borrowing would be undertaken to finance the capital expenditure, which in turn incurs an annual revenue cost.
- 6.10. Indicative figures are based on the Council borrowing from the PWLB over a 10-year period. The revenue cost of servicing the debt is estimated at £36,000 on a spend of £300,000 for the control room upgrade, and £48,000 on a spend of £400,000 on the camera and network upgrade.
- 6.11. The Council could utilise other sources of capital finance to fund the capital expenditure but given the limited resources available at the time of writing

this report it is prudent to assume additional borrowing would need to be undertaken.

(b) Termination of shared service agreement

- 6.12. There are additional financial risks associated with terminating the current shared service agreement with Hart. These include a clause stating equipment purchased for the benefit of the shared service shall belong to Rushmoor, subject to payment to Hart of a sum equal to their contribution, having regard to the current estimated value. Should the agreement be terminated by mutual agreement then this may be able to be negated. The 10-year agreement is scheduled to run till 2024, having commenced in 2014.

Conversely, should Hart choose to leave the shared service and Rushmoor continue to operate the service in-house, this would result in a need for £121,670 additional budget as outlined above.

(c) Redundancy / TUPE costs

- 6.13. Should current staff be made redundant, there are potential redundancy costs of nearly £25,000. Should any staff be able to TUPE to Runnymede, Rushmoor would agree to meet those costs on behalf of Runnymede although these are currently unknown. Any costs are not envisioned to be significant, and likely limited to the costs of drafting and finalising any TUPE agreements. HR have confirmed that these are likely to be minimal.

(d) Decommissioning of control room equipment

- 6.14. If Rushmoor choose to cease the current service altogether or outsource to Runnymede there will be costs associated with the decommissioning of current control room equipment and returning the room to normal office space. These costs are estimated to be £75,000.

Equalities Impact Implications

- 6.15. There are no known equalities impact implications arising from the proposed recommendations.

Crime and Disorder Implications

- 6.16. Should the Council choose to continue the service as it currently is whether in-house or outsourced, there should be no implications and the service should be able to continue to help deter and prevent crime and disorder.
- 6.17. Should the Council choose to cease the service altogether, there may be significant implications impacting the Police, their ability to resolve incidents that would have otherwise been evidenced by our existing CCTV arrangements and subsequent arrests. There would be significant impacts to intelligence gathered and shared across the Borough. The impact on Policing locally cannot be underestimated should the service cease altogether.

7. CONCLUSIONS

- 7.1. The Council's CCTV Control Room needs refurbishment and replacement. This will require a significant capital spend of £300,000. In order to mitigate some of this and other issues, several future service delivery options have been analysed and considered. In consequence of this, the Cabinet has agreed that the control room and monitoring services should be outsourced to Runnymede Borough Council. This will save much of the capital expenditure as well as create a reduction in future revenue budget required, whilst providing for an enhanced service. Any saving would be reported by the Head of Service during future budget monitoring once service alterations had been carried out.
- 7.2. The current CCTV service is a joint service run under a 10-year deed in conjunction with Hart District Council. The outsourcing will necessitate the termination of the existing shared service agreement.
- 7.3. The Council's CCTV camera and transmission network also requires upgrading at a capital cost of £400,000, and this cost cannot be mitigated further. Collectively, this capital spend is not currently in the capital programme and requires Council approval.
- 7.4. The Cabinet's preferred option will reduce the level of capital expenditure required to provide the CCTV service.

CLLR M. L. SHEEHAN
OPERATIONAL SERVICES PORTFOLIO HOLDER

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CABINET

Meeting held remotely on Tuesday, 11th August, 2020 at 5.00 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 **24th August. 2020.**

13. MINUTES –

The Minutes of the meeting of the Cabinet held on 14th July, 2020 were confirmed.

14. REVENUE BUDGET MONITORING AND FORECASTING 2020/21 - POSITION AT JULY, 2020 –

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2022, which set out the anticipated financial position for 2020/21, based on the monitoring exercise carried out during June and July, 2020. Members were informed that Covid-19 was having a widespread impact on local authority budgets, nationally. The Report provided an update on the likely impact on the Council's finances and set out any known significant variations to budgets for the current financial year, along with any associated key issues and actions to be taken. The Cabinet had been advised in June 2020 that the net adverse variation had been forecasted to be £633,000 but, following the further review of the revenue budget, this figure had risen to £789,000. It was confirmed that this figure would be covered by the use of reserves at the current time. In response to a comment, it was acknowledged that the acceleration of projects within the Council's transformation programme, as a result of the Covid-19 pandemic, had incurred additional costs but that this had been required to continue to provide the Council's services to its customers.

The Cabinet RESOLVED that

- (i) the latest revenue forecasts and financial impact from Covid-19, as set out in Report No. FIN2022, be noted; and
- (ii) the establishment of a reserve to support work on the Council's view on devolution proposals, as set out in paragraph 7.6 of the Report, be approved.

15. **CAPITAL PROGRAMME MONITORING AND FORECASTING 2020/21 - POSITION AT JULY, 2020 –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet received Report No. FIN2023, which provided the latest forecast regarding the Council's Capital Programme for 2020/21, based on the monitoring exercise carried out during June, 2020. The Report advised that the Capital Programme for 2020/21, allowing for slippages from the previous financial year and additional approvals, totalled £56,319,000. It was noted that projects of major financial significance to the Council in the Capital Programme for 2020/21 included the Aldershot Town Centre Integration and Union Street developments, the Farnborough Civic Quarter development, the replacement of cremators at the Rushmoor Crematorium, the conversion of Voyager House, the establishment of a housing company and the further acquisition of investment properties. The Report also set out details of a contribution of £460,000 from the North East Hampshire and Farnham Clinical Commissioning Group to support the conversion of Voyager House and the withdrawal of a budget for improvements at the Aldershot Park Angling Club.

The Cabinet RESOLVED that

- (i) The latest Capital Programme monitoring position, as set out in Report No. FIN2023, be noted;
- (ii) contributions of £460,000 from the North East Hampshire and Farnham Clinical Commissioning Group, to support the conversion of Voyager House, be approved; and
- (iii) the withdrawal of a budget of £20,000 for the Aldershot Park Angling Club improvement project, as set out in the Report, be approved.

16. **PROCUREMENT STRATEGY 2020 - 2024 –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2021, which sought approval for a revised Procurement Strategy for the Council.

Members were informed that the Strategy had been updated so that it would more clearly reflect the Council's strategic objectives, build upon the new National Procurement Strategy and incorporate new legislation and best practice. It was explained that the Strategy would not only focus on financial matters but would also consider the social implications of procurement practices. The use of local contractors would be encouraged and environmental factors would receive high priority.

In considering this item, the Cabinet requested that the following amendments should be made to the document before adoption:

- that procurement activities should be coordinated across Council departments to enable the Council to achieve potential economies of scale; and

- that the Council's commitment to supporting, wherever possible, local businesses in its procurement activities should be highlighted early in the document.

It was confirmed that these changes would be made and the revised document circulated to members of the Cabinet prior to adoption.

The Cabinet RESOLVED that, subject to the changes to the document and the process set out above, the adoption of the Procurement Strategy 2020 - 2024, as set out in Report No. FIN2021, be approved.

17. **COUNCIL BUSINESS PLAN QUARTERLY UPDATE APRIL - JUNE 2020/21 –**
(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet received Report No. ELT2003, which set out progress against the Council Business Plan, as at the end of the first quarter of the 2020/21 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 had continued to perform well in all areas, despite restrictions imposed as a result of Covid-19.

The Cabinet NOTED the progress made towards delivering the Council Business Plan, as set out in Report No. ELT2003.

18. **FARNBOROUGH LEISURE AND COMMUNITY HUB - APPROVAL OF PROPOSED MAIN CONTRACTOR PROCUREMENT ROUTE –**
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. RP2012, which set out a proposed procurement route to appoint a construction contractor to deliver the Leisure Centre and Community Hub.

Members were informed that, whilst the scheme was in the early stages of feasibility at present, the approval of the proposed procurement route at this time would allow for early engagement and input from the contractor, prior to the formal appointment of a main contractor, should the decision be taken to proceed with the scheme. The Report set out the procurement routes available to the Council. It was recommended that the Procurement Hub Major Projects Framework would be the most effective model for the Council and this would result in the appointment of Wilmott Dixon Construction as contractor. Members were informed that this company was based locally and had good experience of delivering combined leisure and civic developments.

The Cabinet expressed strong support for the proposed approach, especially in light of Wilmott Dixon Construction's local connection.

The Cabinet RESOLVED that

- (i) the proposed procurement approach to appoint a construction contractor to deliver the Leisure Centre and Community Hub project via a direct award framework, as set out in Report No. RP2012, be approved; and
- (ii) the engagement of Wilmott Dixon Construction, through the Procurement Hub Consortium Major Projects Framework, as set out in the Report, be approved.

19. **CIVIC QUARTER PLACEMAKING PRINCIPLES –**
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. RP2013, which set out a set of proposed placemaking principles in relation to the next stage of the masterplanning process for the Civic Quarter development.

The Report set out the process by which a set of sixteen placemaking principles had been established, including input from the Policy and Project Advisory Board. These would now be passed onto the Rushmoor Development Partnership, for use in its RIBA Stage 2 masterplanning process.

In response to a question, it was confirmed that the green agenda had been given the highest priority rating and that good quality buildings and the provision of a landmark building as part of the scheme had been set out in the document.

The Cabinet RESOLVED that

- (i) the Civic Quarter placemaking principles, established as a result of input from Members and the Policy and Project Advisory Board, as set out in Report No. RP2013, be approved to inform the next stage of the masterplanning process by the Rushmoor Development Partnership; and
- (ii) the next steps in further developing the Council's policy position on the key principles, particularly in terms of sustainable regeneration, as set out in the Report, be noted.

20. **FUTURE PROVISION OF CCTV SERVICE –**
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2011, which set out options for the future delivery of the Council's CCTV service, following a recent review.

Members were reminded that the CCTV service had started in 2002 and had, since 2013, operated jointly in conjunction with Hart District Council. It was reported that many of the cameras and associated equipment were now outdated and were approaching end of life. In considering how the service might be provided in future, the review had indicated that the best option for the Council would be to enter into an agreement with an external provider rather than to provide an in house service. The provision of an external service would necessitate the ending of the shared service arrangement with Hart District Council. The Council had entered into a 'soft market testing' process with a number of public and private sector companies and this had shown that Runnymede Borough Council was best placed to offer both an enhanced service and significant cost saving opportunities for the Council.

The Cabinet was supportive of the suggested approach but requested that the provision of mobile cameras should be added to the specification and that the wording of this should be agreed with the Leader of the Council, prior to the making of the legal agreement with Runnymede Borough Council.

The Cabinet

- (i) **RESOLVED** that approval be given to:
 - (a) the establishment of a legal agreement for the Council's CCTV service to be provided by agreement with Runnymede Borough Council, as set out in Report No. OS2011, subject to the addition of mobile cameras to the specification, in consultation with the Leader of the Council, as set out above;
 - (b) the commencement of all necessary technical feasibility and other preliminary works to effect the external provision of the service;
 - (c) the termination of the existing shared service agreements with Hart District Council; and

- (ii) **RECOMMENDED TO THE COUNCIL** that approval be given to:
 - (a) an additional revenue budget of £10,000 to meet the costs of the associated works in 2020/21, as set out in the Report;
 - (b) a separate capital budget programme of works of £400,000 to upgrade the Council's camera stock and network to a partially wireless system in preparation for the change; and
 - (c) a revenue budget of £75,000 in 2021/22 for the decommissioning of the current CCTV control room.

21. **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
22	3	Information relating to financial or business affairs

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

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

The Cabinet considered Exempt Report No. RP2014, which set out an update on progress in relation to the disposal of the Parsons Barracks Car Park, Aldershot. The Chairman invited the Leader of the Labour Group (Cllr K. Dibble) to attend and contribute to this item.

Members were reminded that the decision to dispose of the Council's freehold interest associated with the Parsons Barracks Car Park had been taken by the Cabinet at its meeting on 15th October, 2019. The purpose of bringing back the item to Cabinet was to agree terms in relation to the clawback clause in favour of the Ministry of Defence, included in the 1988 transfer from the Ministry of Defence to the Council. Negotiations had taken place with the Ministry of Defence and it was now proposed that a settlement should be made to facilitate the removal of the clause. The Ministry of Defence had indicated that it was prepared to settle at the figure set out in the Report.

At the meeting, Exempt Report No. RP2014 was amended at paragraph 4.1 to remove the word "neither", which had been included in error.

In considering this item, Members were assured that the settlement figure would be partly offset by a contribution from the end user of the site.

The Cabinet RESOLVED that the payment to release the covenant, in the sum set out in Exempt Report No. RP2014, as amended at the meeting, be approved, subject to the agreement of the Rushmoor Development Partnership Board that it is treated as a priority return and paid contemporaneously to the Council from the receipt of the monies from the end user.

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

The Meeting closed at 6.14 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

CABINET

Meeting held remotely on Tuesday, 15th September, 2020 at 5.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council

Cllr Marina Munro, Planning and Economy Portfolio Holder
Cllr M.L. Sheehan, Operational Services Portfolio Holder
Cllr P.G. Taylor, Corporate Services Portfolio Holder
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

Apologies for absence were submitted on behalf of the Deputy Leader of the Council (Cllr K.H. Muschamp) and Cllr A.R. Newell.

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **28th September, 2020**.

23. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 11th August, 2020 were confirmed.

24. **GENERAL FUND REVENUE BUDGET OUTTURN 2019/20 –** (Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2024, which set out the provisional outturn position on the General Fund revenue budget for 2019/20, subject to audit.

The Report set out the General Fund Revenue Summary and revenue balances, with the principal individual variations between the current approved estimates and actual expenditure. The Cabinet was advised that, given the timing of the report and the impact of Covid-19 on the Council's finances in the current financial year, the Report did not provide a detailed analysis of all of the outturn variations on the revenue budget. Members were informed that the outturn position was positive and that this could be utilised to mitigate the financial impact from Covid-19 in 2020/21 and over the medium term. The Report also set out the latest position relating to the Council's treasury management activities, the Savings Plan and Government funding, Council Tax and Business Rates. It was confirmed that, for the time being, the Council would continue to utilise the Stability and Resilience Reserve to cover the forecasted deficits on the General Fund in 2020/21 and to mitigate the expected impact from Covid-19 over the medium term. It was acknowledged that the Council's budget strategy would need to ensure that balances and reserves would be maintained at an adequate level.

The Cabinet RESOLVED that

- (i) the draft revenue budget outturn position for 2019/20, as set out in Report No. FIN2024, be noted;

- (ii) the carry forward requests from 2019/20 into 2020/21, as set out in Table 3a of the Report, be approved; and
- (iii) the transfers to reserves to support the Council's financial sustainability in light of the impact from Covid-19, as set out in Table 8a of the Report, be approved.

25. **CAPITAL PROGRAMME OUTTURN 2019/20 –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2025, which set out the provisional outturn position on the General Fund Capital Programme for 2019/20, subject to audit.

The Report set out an overview of performance and any material variations to the capital budget. Key issues and actions were also highlighted. Members were reminded that the Council had approved the revised Capital Programme of £50.628 million at its meeting on 20th February, 2020. It was reported that a number of variations within the Capital Programme were due to timing differences on major projects and these would be treated as slippage from 2019/20 to 2020/21. The major variations related to the Voyager House project, regeneration activities at Union Street, Aldershot and the establishment of the Housing Company.

The Cabinet RESOLVED that

- (i) the draft Capital Programme outturn position for 2019/20, as set out in Report No. FIN2025, be noted;
- (ii) the slippages totalling £4.188 million from 2019/20 to 2020/21, as set out in the Report, be approved.

26. **CORPORATE POLICY AND GUIDANCE ON SURVEILLANCE AND THE USE OF THE REGULATION OF INVESTIGATORY POWERS ACT 2000 –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. LEG2001, which set out a proposed update to the Council's corporate policy on the use of covert investigatory techniques, including surveillance within and outside of the scope of the Regulation of Investigatory Powers Act 2000 (RIPA).

The Report set out the reasons why the policy had been reviewed at this time. Members were informed that the revision took into account that most, if not all, of the surveillance undertaken by the Council would be outside of RIPA. It also implemented the latest guidance, took account of both of the recommendations made by the inspector in 2020 and reflected changes in the Council's structure. It also included new provisions relating to communications data and the use of social networking sites when carrying out investigations.

The Cabinet RESOLVED that the revised corporate Surveillance and Regulation of Investigatory Powers Act 2000 (RIPA) Policy and Guidance, as set out in Appendix 1 to Report No. LEG2001, be approved.

The Meeting closed at 5.18 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 22nd July, 2020 at 7.00 pm via Microsoft Teams and streamed live.

Voting Members

Cllr C.J. Stewart (Vice-Chairman), in the Chair

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

Apologies for absence were submitted on behalf of Cllr J.H. Marsh, Cllr Nadia Martin and Cllr B.A. Thomas.

Cllr Sophie Porter attended the meeting as a Standing Deputy.

Non-Voting Member

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

22. DECLARATIONS OF INTEREST

There were no declarations of interest.

23. MINUTES

The Minutes of the meeting held on 24th June, 2020 were approved and signed by the Vice-Chairman.

24. PLANNING APPLICATIONS

RESOLVED: That

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

20/00301/FULPP (Farnborough College of Technology, Boundary 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. EPSH2024, be noted;

(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);

20/00149/FULPP (Units 2A & 3, Blackwater Shopping Park, 12 Farnborough Gate, Farnborough);

20/00400/FULPP (Land at former Lafarge site, Hollybush Lane, Farnborough).

25. REPRESENTATIONS ON APPLICATIONS

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

Application No.	Address	Representation	In support of or against the application
20/00301/FULPP	Farnborough College of Technology, Boundary Road, Farnborough	Mr. M. Miller	In support

26. APPEALS PROGRESS REPORT

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2025 concerning the following new appeal:

Application /Enforcement Case No.	Description
20/00056/FUL	Against the refusal of planning permission for the retention of a two-metre-high timber fence with access gate to the front of the property and covered carport at 162 Fleet Road, Farnborough.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2025 be noted.

The meeting closed at 7.40 pm.

CLLR C.J. STEWART (VICE-CHAIRMAN)

Development Management Committee

Appendix "A"

Application No. & Date Valid: 20/00301/FULPP 7th May 2020

Proposal: Erection of replacement part single storey, part two storey building for aerospace research and development ancillary to existing educational use at **Farnborough College Of Technology Boundary Road Farnborough Hampshire**

Applicant: Farnborough College of Technology

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

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

2 The permission hereby granted shall be carried out in accordance with the following approved drawings and details

- o 1001, 1005, 2005, 2006, 2007, 4001, DR102 A, 3001 A.
- o Mach Group Environmental Noise Assessment dated 19/03/2020.
- o Hambleton Partnership Consulting Engineers Aerospace and Innovation Centre Drainage Strategy and SuDS Report March 2020.
- o The Construction & Traffic Management Plan by Stuart Michael Associated Ltd dated May 2020
- o 'Indigo Surveys Trees and Construction BS5837:2012 Tree Survey, Arboricultural Implications Assessment & Method Statement Ref: 19581/A2/AIA/AMS March 2020'.

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

3 Prior to the occupation of the development a Travel Plan shall be submitted to and approved in writing by the local planning authority. The travel plan shall include a programme of implementation and proposals to promote alternative forms of transport to and from the site, other

than by the private car and provide for periodic review. The travel plan shall be fully implemented, maintained and reviewed as approved.

Reason: To encourage the use of all travel modes. Relevant policy: NPPF Section (Sustainable Transport) and Local Plan policy IN2.

- 4 Construction above ground level of the of the development hereby approved shall not start until a schedule and/or samples of the materials to be used in them have been submitted to, and approved in writing by, the Local Planning Authority.

Reason - To ensure satisfactory external appearance.

- 5 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.

- 6 The Construction & Traffic Management Plan by Stuart Michael Associated Ltd dated May 2020 so approved shall be adhered to at all times as specified within 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.

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

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

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

- 8 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

- 9 All plant and machinery shall be enclosed with soundproofing materials and mounted in a way which will minimise transmission of structure-borne sound in accordance with the recommendations set out within Mach Group Environmental Noise Assessment dated 19/03/2020.

Reason - To protect the amenity of neighbouring occupiers.

- 10 Prior to use of the building hereby approved, the drainage system shall be constructed in accordance with the Recommendations and within the submitted Hambleton Partnership Consulting Engineers Aerospace and Innovation Centre Drainage Strategy and SuDS Report March 2020 and proposed Drainage Layout Plan Dr.102 Rev A. Any changes to the approved documentation must be submitted to and approved in writing by the Local Planning Authority and

Lead Local Flood Authority. Any revised details submitted for approval must include a technical summary highlighting any changes, updated detailed drainage drawings and detailed drainage calculations.

Reason: To reflect the objectives of Policy NE8 of the Rushmoor Local Plan (2019)

- 11 During construction the existing trees and hedges which are to be retained shall be adequately protected from damage during site clearance and works in accordance with the recommendations within 'Indigo Surveys Trees and Construction BS5837:2012 Tree Survey, Arboricultural Implications Assessment & Method Statement Ref: 19581/A2/AIA/AMS March 2020'.

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

LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Tuesday, 28th July, 2020 at 7.00 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 Veronica Graham-Green
Cllr Christine Guinness
Cllr A.J. Halstead
Cllr L. Jeffers
Cllr Prabesh KC
Cllr Jacqui Vosper

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

6. MINUTES

The Minutes of the meeting held on 28th May, 2020 were approved and would be signed by the Chairman at a later date.

7. AUDIT RESULTS REPORT AND STATEMENT OF ACCOUNTS 2018/19 - UPDATE 5

The Committee received the Executive Head of Finance's Report No. FIN2019 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 28th May, 2020.

The Executive Head of Finance reminded members that at the meeting in May 2020, they were advised that Covid-19 had given rise to a Post Balance Sheet Event (PBSE) and posed an ongoing risk to the Council's financial standing. It had been noted that, in order to complete the Accounts and Audit Opinion process, the Statement of Accounts needed to include a detailed Disclosure Note that addressed the impact on the Council's finances from Covid-19 and consideration of the Going Concern basis.

The Executive Head of Finance advised that whilst a draft Disclosure Note had been prepared and shared with Ernst & Young (EY) in early July, 2020, it required amendment to include the latest financial information, based on the Q1 2020/21 budget monitoring position, and a projection of the Council's cashflow for the following twelve months and reserves over the current Medium Term Financial

Strategy (MTFS) period. Once these amendments had been made, the Disclosure Note would be subject to EY's audit and assurances processes.

To agree the accounts and audit opinion before the next scheduled meeting of the Committee on 28th September, 2020, 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 2018/19 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.

The Committee noted the new deadlines for the completion and publication of the 2019/20 Statement of Accounts, as set out in the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 which came into force on 30th April, 2020.

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.

8. INTERNAL AUDIT - AUDIT UPDATE

The Committee considered the Audit Manager's Report No. AUD20/06 which provided an update on work carried out by Internal Audit for quarter 1 2020/21, including the work slipped from quarter 4 2019/20, and the expected deliverables for quarter 2.

The Audit Manager responded to queries on 'Timing of Invoice Issue' and 'Changes to Insurance Requirements'. In respect of compliance with the Payment Card Industry Data Security Standards (PCI DSS) in relation to a card terminal at Princes Hall, the Executive Head of Finance would provide Members with a written response on this matter.

RESOLVED: That the audit work carried out in quarter 1 2020/21, including work slipped from quarter 4 2019/20, and the expected deliverables for quarter 2 2020/21, as set out in the Audit Manager's Report No. AUD20/06, be noted.

9. ANNUAL GOVERNANCE STATEMENT

The Committee considered the Audit Manager's Report No. AUD20/07, which set out the Annual Governance Statement 2019/20 for publication alongside the Council's Statement of Accounts.

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

year. In particular, the Committee noted that, due to the current Covid-19 pandemic, details of the changes impacting on the governance arrangements within the Council had been included, to provide an update on the current situation and the potential challenges facing the Council during 2020/21.

RESOLVED: That approval be given to:

- (i) the Council's Annual Governance Statement 2019/20;
- (ii) authorising the Chief Executive and Leader of the Council to sign the Annual Governance Statement; and
- (iii) the publication of the Annual Governance Statement alongside the Council's Statement of Accounts for 2019/20.

10. **MODEL CODE OF CONDUCT CONSULTATION**

The Corporate Manager – Legal Services introduced the Model Code of Conduct Consultation. The Committee noted that the Local Government Association (LGA) was carrying out a review of the current model member code of conduct and had recently published a consultation document on the new model code for comment by 17th August, 2020. Members were encouraged to provide feedback on the proposed new Code which would then be presented in its final form to the LGA General Assembly in Autumn 2020.

RESOLVED: That the consultation on a revised Model Code of Conduct be noted.

The meeting closed at 7.55 pm.

CLLR S.J. MASTERSON (CHAIRMAN)

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 19th August, 2020 at 7.00 pm via Microsoft Teams and streamed live

Voting Members

Cllr C.J. Stewart (Vice-Chairman), in the Chair

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

Apologies for absence were submitted on behalf of Cllr J.H. Marsh.

Non-Voting Member

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

27. DECLARATIONS OF INTEREST

There were no declarations of interest.

28. MINUTES

The Minutes of the meeting held on 22nd July, 2020 were approved and would be signed by the Vice-Chairman at a later date.

29. PLANNING APPLICATIONS

RESOLVED: That

- (i) the applications dealt with by the Head of Economy, Planning and Strategic Housing, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Head of Economy, Planning and Strategic Housing's Report No. EPSH2026, be noted;
- (ii) the current position with regard to the following applications be noted pending consideration at a future meeting:

20/00149/FULPP (Units 2A & 3, Blackwater Shopping Park, 12 Farnborough Gate, Farnborough);

20/00400/FULPP (Land at former Lafarge site, Hollybush Lane, Farnborough);

20/00508/FULPP (The Galleries, High Street, Aldershot);

(iii) the receipt of a petition in respect of the following application be noted:

20/00310/FULPP (The Old Bakery, Hawley Road, Blackwater).

30. **ITEM WITHDRAWN**

The Committee noted that the following planning application had been withdrawn:

Application No.	Address
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20/00310/FULPP	The Old Bakery, Hawley Road, Blackwater
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31. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT - THE OLD BAKERY, HAWLEY ROAD, BLACKWATER**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2026 (as amended at the meeting following the withdrawal of the associated planning application by the applicant) regarding the unauthorised use of the premises as a mixed use comprising a hand car wash and a MOT Testing Station and vehicle repairs.

The Committee noted that the unauthorised change of use had exposed the occupants of the adjoining residential properties to excessive noise, to the detriment of their residential amenity and was thereby contrary to Policies DE1 and DE10 of the Rushmoor Local Plan (2014-2032).

The Committee was advised that the applicant's agent had advised that the unauthorised use had ceased. This was confirmed by a site visit carried out on 17th August, 2020. In order to preclude any resumption of the unauthorised use, it was proposed that authority should be given to enable an enforcement notice to be issued.

RESOLVED: That the Corporate Manager, Legal Services, be authorised to issue an Enforcement Notice with regard to the unauthorised use of the premises as a mixed use comprising a hand car wash and a MOT Testing Station and vehicle repairs at The Old Bakery, Hawley Road, Blackwater, Camberley, GU17 9ES, for the reason that the unauthorised change of use had exposed the occupants of the adjoining residential properties to excessive noise, to the detriment of their residential amenity and was thereby contrary to Policies DE1 and DE10 of the Rushmoor Local Plan (2014-2032), with one month for compliance.

32. **APPEALS PROGRESS REPORT**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2027 concerning the following new appeal:

Application /Enforcement Case No. Description

19/00482/FULPP	Against the refusal of planning permission for the demolition of existing garage and erection of two detached dwellings to the rear with ancillary parking and access road at No. 14 Hilder Gardens, Farnborough. It was noted that this appeal would be dealt with by means of the written procedure.
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RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2027 be noted.

33. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER APRIL - JUNE 2020**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2028 which provided an update on the position with respect to achieving performance indicators for the Development Management section of Planning and the overall workload of the section for the quarter from 1st April to 30th June, 2020.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2028 be noted.

The meeting closed at 7.55 pm.

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 16th September, 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)

34. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

35. **MINUTES**

The Minutes of the meeting held on 19th August, 2020 were approved and signed by the Chairman.

36. **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:

- * 20/00440/RBCRG3 Manor Park, Church Hill, Aldershot;
- 20/00441/RBCRG3 King George V Playing Field, Sycamore 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. EPSH2029, be noted;

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

20/00149/FULPP (Units 2A & 3, Blackwater Shopping Park, 12 Farnborough Gate, Farnborough);

20/00400/FULPP (Land at former Lafarge site, Hollybush Lane, Farnborough);

20/00508/FULPP (The Galleries, High Street, Aldershot);

(iv) the receipt of a petition in respect of the following application be noted:

20/00511/FULPP (Gold Valley Lakes, Government Road, Aldershot).

* The Head of Economy, Planning and Strategic Housing's Report No. EPSH2029 in respect of this application was amended at the meeting

37. SITE VISIT

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

Application No.	Address	Reason for Site Visit
20/00400/FULPP	Land at former Lafarge site, Hollybush Lane, Aldershot	To assist in consideration of the application given its inaccessibility to the public.

The meeting closed at 7.45 pm.

CLLR J.H. MARSH (CHAIRMAN)

Development Management Committee
16th September 2020
Appendix "A"

Application No. & Date Valid: **20/00440/RBCRG3** **29th June 2020**

Proposal: Erection of a 'Big Rig' outdoor gym frame near playground and removal of Chestnut Tree at **Manor Park Church Hill Aldershot Hampshire**

Applicant: Mr Martin Sterio

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 External materials of the frame will be in accordance with the submitted Design and Access Statement.

Reason - To ensure satisfactory external appearance and impact on the Conservation Area.

Location Plan scale 1:1250 Block Plan scale 1:500
HK8716 00 Elevation Plan HK8716 01 Elevation Plan

4 Prior to first occupation or use of the development hereby approved a planting scheme incorporating location and species of replacement tree as suggested in the Arboricultural Report dated 31.08.20 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.*

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

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

Application No. & Date Valid: **20/00441/RBCRG3** **26th June 2020**

Proposal: **Erection of 'Big Rig' outdoor gym frame near playground at King George V Playing Field Sycamore Road Farnborough Hampshire**

Applicant: Mr Martin Sterio

- 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:

Location Plan scale 1:1250 Block Plan scale 1:500 HK 8716 00 Elevation Plan HK 8716 01 Elevation Plan

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

- 3 External materials of the frame will be in accordance with the details submitted in the Design and Access Statement.

Reason - To ensure satisfactory external appearance.

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of the Remote meeting held on Thursday, 23rd July, 2020 at 7.00 pm.

Voting Members

Cllr M.D. Smith (Chairman)
Cllr Mrs. D.B. Bedford (Vice-Chairman)
Cllr Veronica Graham-Green (Vice-Chairman)

Cllr Gaynor Austin
Cllr T.D. Bridgeman
Cllr Sue Carter
Cllr R.M. Cooper
Cllr Christine Guinness
Cllr L. Jeffers
Cllr Mara Makunura
Cllr S.J. Masterson

10. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 11th June, 2020 were agreed as a correct record

11. APPOINTMENT OF VICE-CHAIRMAN

The committee was advised that following a change in responsibilities in the Conservative Group it was necessary to appoint a new Vice-Chairman to replace Cllr Sue Carter.

RESOLVED: That Cllr. Veronica Graham-Green be appointed as Vice-Chairman of the Committee for the remainder of the 2020/21 Municipal Year.

12. WORKFORCE REPORT

Alison McBride, Corporate Manager - People, presented the Workforce Report to the Committee, the highlights of which included:

- A snapshot of the Council's headcount which showed the number of FTE's decreasing year on year
- Gender breakdown - there had been a limited change since the previous report (37% male/63% female)
- Gender pay gap – Rushmoor's pay gap was 12%, it was noted that the Local Government Association (LGA) average was 6.1%
- Part time Staff – the majority of part time staff were employed at Grade 5 or below
- Ethnicity profile – 22.6% of staff chose not to report their ethnicity, of those that did, 75.2% identified as white and 2.2% as Black and Minority Ethnic (BAME)

- Profile Age – of which 31% were over 55 and 18% aged under 34
- Apprenticeship programme – Rushmoor currently reported above average numbers and were spending 57% of the allocated apprenticeship levy

Ms McBride advised that a People Strategy was being developed in-line with the Council's strategic objectives and it was hoped that a draft would be available in August for Members to comment on.

In response to a query regarding the data relating to women in higher positions and the gender pay gap within the Council, consideration would be given to how women could be encouraged to apply for higher paid positions and what could be implemented to make these roles more appealing, including flexibility and working arrangements. It was noted that the Leadership Development Programme was assisting to address this with 13 of the 14 enrolled in the second cohort being female.

Long term absence was raised as a concern by Members, as the data showed an increase in lost working days on the previous year. It was noted that, since the Employee Assistance Programme had been introduced in 2018, it's utilisation had steadily increased. In addition, there had been a marked increase since the outbreak of the Coronavirus Pandemic in March, 2020. Being a relatively small local authority, 1-2 cases of long-term absence made a significant difference to the figures and it was advised that the 22% of staff absence attributed to anxiety, stress and depression figure was slightly outdated. During the Pandemic, emphasis on wellbeing was greater across the Council. Managers were carrying out regular check-ins with staff and data was showing a difference in dealing with change and crisis, which could cause anxiety, stress and depression.

A request was made for more detailed data on the ethnicity profile. It was noted that the 2.2% of Council staff who identified as BAME equaled to six people across the authority. The number of employees who identified as BAME who had been or were part of the Leadership Programme was also requested and this information would be provided. The comparator used in the report had been the 2011 census findings, a more recent comparator would be sought and if identified, shared in the presentation for the special meeting of the Policy and Project Advisory Board to discuss the Notice of Motion on Black Lives Matter on 25th August, 2020.

In response to a query regarding attracting more young people into the Council, it was noted that a number of initiatives were in place. An officer group had been formed to liaise with schools to showcase career opportunities within local government and assist with CV writing and interview skills in both schools and colleges. Working relationships were in place with the local colleges for the apprenticeship schemes.

The Chairman thanked Ms McBride for her report.

13. **HEALTHY WEIGHTS PROJECT - UPDATE**

Martin Sterio, Health and Physical Activity Officer, attended the meeting to give a presentation on the Council's Healthy Weights Project.

An initial update on healthy weights had been provided to Members of the Leisure and Youth Panel in 2016. The initiative had developed on the back of obesity figures reported in 2016 which showed high levels of obesity in young people across the Borough. A healthy weights audit had been carried out in all schools in the Borough and the findings had showed that 1 in 4 infant school children had been recorded as being overweight; this had risen to 1 in 3 at the end of Year 6. The audit reported that deprivation had been a main factor within communities and infrastructure improvements would have a positive impact on residents' health. The infrastructure in the catchment area of each school had been looked at in detail and information had been provided on proximity to green space, sports facilities, takeaways, access to swimming pools etc. to get a clear understanding for each school.

It was noted that Public Health Hampshire, the local Clinical Commissioning Group (CCG), local schools, community champions and sports partners had formed a Local Action Group (LAG) to focus on key themes identified in the audit. These included the physical infrastructure, physical activities and healthy eating environments and education. A number of initiatives had since been delivered, these included:

- Junior Park Run
- Park Run
- Couch to 2k family programme
- Promotion of leisure facilities and green spaces,
- The daily mile in schools - 25 schools now involved up from 8 initially
- School travel schemes
- Improved healthy menus in schools
- Balance and ride scheme in infants schools Year R and Year 1
- Moor Road playing fields improvement - new playground/sports facilities in one of the Boroughs most deprived areas

It was realised however, that one-time events wouldn't change things long term, so therefore a Whole System Approach Steering Group had been established with partners to ensure healthy lifestyles were maintained long term. Themed action registers would be created to change systems that would lead to long term goal achievements.

The issue of obesity was a long term challenge with no single element to address it that would alter the situation in the longer term. It was considered that many things needed to change to slowly make a difference over time.

In response to a query regarding deprivation and it's definition, it was explained that Rushmoor had several areas that were considered "lower super output areas" this was determined on a number of domains including educational attainment, employment and skills, income by household. Areas were scored nationally against certain criteria and, within Rushmoor, several areas had been scored in the top worse 20% in the country on the Indices of Multiple Deprivation (IMD).

Following a discussion regarding school lunches and packed lunches it was noted that the majority of younger school children had school lunches and as they got older, switched to packed lunches. Improvements had been made over the past six

months to the school dinner offer making the offer more healthy. It was noted that all schools had a packed lunch policy but some schools monitored pack lunches more strictly than others.

Weighing of Year R and Year 6 children was also discussed. It was noted that the percentage of those that opted out was not known, but the Committee was advised that 24% of the Year R pupils that were weighed were classed as obese and this figure rose to 33% in Year 6. The data on weights was released every two years and figures would be due later in 2020. Any impacts of COVID-19 would show in these figures.

In response to a query, it was advised that, following the balance and ride scheme, schools had advised parent on safe routes to schools to encourage pupils to ride to school. Unfortunately, parents still had a fear of road safety and vehicle movements and felt it unsafe for their children to ride to school.

A discussion was held on how the Council could influence/educate parents/households to lead healthier lifestyles. This was considered a difficult area to tackle, but the LAG were considering targeting pre-school families to try and influence, from an early age, healthier lifestyles. It was suggested that cookery skills could be taught to parents to help address the issue.

The Committee was advised that in the future the audit that was completed by all schools at the beginning of the process would be re-circulated to gain comparable data on how the initiatives were having an impact.

The Chairman thanked Mr. Sterio for his presentation and the work of the Local Action Group was **ENDORSED**.

14. **SCRUTINY TRAINING SESSION**

It was noted that Thursday 20th August had been secured for the Scrutiny training. It was agreed that the session would be best held face to face and the training would be held in the Concorde Room at the Council Offices.

15. **WORK PLAN**

The current work plan was noted.

At the next meeting of the Committee, representatives from the Safer North Hampshire Team and the Police would provide updates and the Quarter 1 performance data would also be reported to the Committee.

Moor Road Playing Fields Update – The Committee was informed that consultation had taken place with the community and a plan had been established to install a destination playground, basketball court, cycle track and outdoor gym facilities. The facility now had the destination playground and gym facilities installed and work would be starting on the Multi Use Games Area (MUGA) and cycle track in September. Improvement work to the car park would also take place at this time.

In response to a query regarding the skatepark, it was advised that the one located in Farnborough Town Centre was coming to its end of life and would be replaced within the new civic quarter development and not relocated to Moor Road.

The meeting closed at 8.12 pm.

CLLR M.D. SMITH (CHAIRMAN)

POLICY AND PROJECT ADVISORY BOARD

Meeting held remotely on Tuesday, 25th August, 2020 at 7.00 pm.

Voting Members

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

Cllr Sophia Choudhary
Cllr P.J. Cullum
Cllr Prabesh KC
Cllr Nadia Martin
Cllr T.W. Mitchell
Cllr Sophie Porter
Cllr M.J. Roberts
Cllr B.A. Thomas

Apologies for absence were submitted on behalf of Cllr C.J. Stewart.

1. MINUTES

The Minutes of the meeting held on 15th July, 2020 were approved and would be signed by the Chairman at a later date.

2. BLACK LIVES MATTER

The Chairman reminded Members that this special Board meeting had been arranged to consider the scope and next steps to be followed by the Council in light of the Motion agreed by the Council at its meeting on 25th June, 2020 to support the establishment of an all-party review led by the Policy and Project Advisory Board to include black, Asian and minority ethnic members of the community, to review processes, policies and organisational attitudes regarding racism.

In accordance with the guidelines for public participation at meetings, the following three members of the public made representations which were duly considered by the Board:

- Ms Julia Longrigg, who highlighted the need for a 'grass roots model' which included a mechanism to capture feedback from Rushmoor residents on their experiences of Council services. The suggestion was that Ward Councillors would meet on an ongoing basis with members of black and ethnic minority communities to listen to and capture the specific issues being experienced by residents in their Wards and pass this ground-level evidence of the impact of the Council's ways of working up to the decision makers within the Council.

- Revd Malcolm Cummins, Pastor at the New Testament Church of God in Aldershot, which had a significant Afro-Caribbean community. He highlighted areas where direct racial abuse was being suffered by this community in Rushmoor and encouraged the Council to listen to these experiences and to confront the issues in order to build a better and fairer Rushmoor.
- Mr Jib Belbase, former Chair of the Greater Rushmoor Nepali Community organisation, spoke about the education and training the Nepali community had put in place, with the support of the Council, in order to better integrate with the communities they lived in. The Nepali community had developed a close working arrangement with the Council which was mutually beneficial but he recognised that there was still work to do.

In discussion, there was broad agreement to the principle of a proposed 'grass roots model' with wide engagement process.

Before asking the Head of Democracy and Community to give his presentation, the Chairman reminded the Board that the key items to be agreed were the outcome measures and actions that would set the direction of this work over the Municipal Year 2020/21.

Andrew Colver, Head of Democracy and Community, then gave his presentation which covered:

- Data relating to Rushmoor which included the 2011 census and other information, a 2020 school census of ethnic groups and information from Citizens' Advice, Supporting Families and the Police / Community Safety Team;
- Rushmoor Council's policies and guidance and how they dealt with ethnicity and diversity, and reported incidents. These included the equalities and diversity policies and dignity at work.
- Process to review Rushmoor's policies and processes around Equality, Diversity and Inclusion were fit for purpose.

Mr Colver then presented four draft outcomes for consideration, which had been discussed with the Chairman. The outcomes included outline tasks as follows:

- Rushmoor's policies and processes around equality, diversity and inclusion are reviewed and are fit for purpose:
 - Understanding current provisions, guidance and best practice;
 - Examining the policies to ensure they reflect the above;
 - Complete the review of the Equalities Policy and processes;
 - Reflect the provisions in the emerging People Strategy;
 - Independent assessment from within the public sector eg LGA
- The Council improves training for staff and Members around equality, diversity and inclusion:
 - Development of an updated module for the Rushmoor Learning Pool
 - Inclusion of specific information in Member and staff induction programmes

- Member training – LGA online course
 - Guidance notes for officers to be prepared on meeting the equalities provisions
 - Raising awareness through messaging on the Council’s intranet
- The Council to introduce new arrangements for supporting community projects and processes to promote integration:
 - Specific provisions included in emerging deprivation/supporting communities plans;
 - Engage with ethnic minority community groups through the Council’s cohesion work;
 - Work with faith groups to support engagement activities
- The Council to improve its understanding of BAME communities in Rushmoor and this insight to be used to inform its strategies and policies:
 - Review and update the Council’s database of BAME groupings;
 - Hold a networking event with BAME groupings to ascertain information about needs, capacity and barriers;
 - Work with partner organisations eg HCC/CCG to establish a picture of BAME residents to support the deprivation/supporting communities work;
 - Work with partner organisations, including faith groups, to target support work with BAME communities.

In discussion, there was broad support for an independent peer review to ensure that, internally, best practice was being followed. It was noted that the Head of HR was in the process of developing a People Strategy for a diverse and equal work force, and that issues such as ‘fair recruitment’ would form part of that work.

The Head of Democracy and Community highlighted that there could be resource implications that could delay some of the work or impact on other priorities.

The Board agreed:

1. the draft outcomes and associated tasks, as set out in the presentation and above;
2. the Progress Group would support the development of the work, reporting back to the Board as necessary;
3. the principle of carrying out a LGA peer review as soon as possible;
4. to request clarification of the Cabinet’s involvement;
5. the initial work to be completed and recommendations prepared by the end of the 2020/21 Municipal Year.

The meeting closed at 9.00 pm.

CLLR J.B. CANTY (CHAIRMAN)

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of the Remote meeting held on Thursday, 3rd September, 2020 at 7.00 pm.

Voting Members

Cllr M.D. Smith (Chairman)
Cllr Mrs. D.B. Bedford (Vice-Chairman)
Cllr Veronica Graham-Green (Vice-Chairman)

Cllr Gaynor Austin
Cllr T.D. Bridgeman
Cllr Sue Carter
Cllr R.M. Cooper
Cllr Christine Guinness
Cllr L. Jeffers
Cllr Mara Makunura
Cllr S.J. Masterson

16. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 23rd July, 2020 were agreed as a correct record.

17. ALDERSHOT TOWN FOOTBALL CLUB - REPRESENTATIONS FROM THE SHOTS TRUST

The Committee was informed that a request had been received from the Aldershot Town Football Club Supporters' Trust (the Shots Trust) for it to consider representations on issues relating to the Football Club. The representations related in particular to:

- the conclusion of a new lease of the site in line with the principles set by the Cabinet
- the engagement approach between the Football Club and its supporters
- future options for running the Football Club

The Chairman welcomed Alan Hilliar, Laura Smart (Trust Secretary), and Nick Bond (Trustee), to the meeting to make the representations. Mr. Hilliar, explained that they were representing members of the Shots Trust and wanted to raise concerns, on their behalf, for the future of the Club linked to the new long term lease and future potential development of the ground.

Ms. Smart gave an overview of the current financial position of the Club, it was noted that currently creditors stood at £1.2 million, up from £113,000 in 2014, when the Club was taken over by the current owners. These losses had been underwritten by loans, primarily from the Club's directors, who had contributed, to date, over £1 million to the Club. The Shots Trust felt that the Club saw the extension of the lease and potential redevelopment as a lifeline to pay back the loans leading to an

uncertain future for the Club. Ms Smart raised some questions on behalf of the Shots Trust relating to:

- The position of the new lease and the processes being followed
- The assignment of the lease and the conditions to be met by the leaseholder
- The viability of the Club in the long term

Mr. Bond, long term supporter of the Club and Trustee of the Shots Trust, raised concerns about the footballing aspects of supporting the Club, off field activity and the potential redevelopment. He pointed out that over the years the Club had slipped into non-league football, having once played against teams now at a higher level like Bournemouth, Reading, Swindon, Bradford City and Oxford United.

Mr. Bond was of the view that communication with fans was abysmal. He stated that recently the Club had taken the decision to stop free entry for under 11s with a paying adult. The Shots Trust felt that this would lose the Club more adult supporters, reducing gate numbers.

Mr. Bond then expressed the view that the Club needed to create a culture of intention and vibrancy to enable it to survive. The option to redevelop the ground could not be more welcomed by fans, and he felt that a successful team could command gates of 5,000 or more. Attendance was currently at 1,500 and falling due to a lack of success and leadership. He suggested that increased gate numbers would increase footfall in the town centre, generating income for the town. Change was needed, and help required to ensure the ground was redeveloped with a real say from fans on the facilities that could be made available.

Mr. Hilliar shared the Shots Trust's considered options for the future running of the Club, which were:

- Establishing a Community Interest Company (CIC)
- The Council taking on redevelopment responsibilities

The Chairman thanked the Trust for their representations and reminded Members that discussions and negotiations were ongoing between the Council and the Club on the lease and that these were commercially confidential. A record of the representations and discussions would be made from this meeting and would be relayed to the Portfolio Holder for Major Projects and Property.

The Committee then discussed various aspects of the representations and Members raised a number of issues including:

- The number of members of the Shots Trust – it was reported that there were around 200 direct paid up members and more who supported the Trust through different initiatives/fundraising activities.

- In response to a query regarding the Shots Trust’s membership of the Football Supporters Association (FSA), the representatives advised that some complaints had been made against the Trust, which had resulted in a temporary suspension from the FSA. Following agreement with the FSA a number of things had been done to rectify the situation, this included all the trustees being required to attend a diversity awareness course. The face to face course had been delayed due to COVID-19 and would be carried out as soon as restrictions allowed. A statement addressing the accusations had been issued by the FSA and this would be shared with Members after the meeting.
- The Committee considered it important that there was a thorough process to ensure the new lease agreement protected all parties involved.

The Committee **NOTED** the representations made by the Shots Trust and **AGREED** that the information be relayed to Cllr Martin Tennant, the Major Projects and Property Portfolio Holder.

NOTE: Cllrs T.D Bridgeman and Sue Carter each declared a personal but non prejudicial interest in this item, Cllr Bridgeman in respect of his ownership of share in Aldershot Town Football Club and Cllr Carter in respect of her status as a Trustee for the Shots foundation. In accordance with the Members’ Code of Conduct, both remained in the meeting during the discussion.

18. **COMMUNITY SAFETY AND POLICING - UPDATE**

The Committee welcomed Police Inspector Kirsten Troman and Police Sergeant Phil Mayne (Hampshire Police) and James Knight, Community Safety Team Leader, Safer North Hampshire, who were in attendance to give a general update on community safety in the Borough and to provide information on a number of issues raised by Members. These were:

- (1) **Crime clear up rates** – Members were advised that the integrity of the crime data was subject to high levels of scrutiny to ensure that the force correctly reported crime data and to instill the trust and confidence of the public. It was reported that the data for Rushmoor had been compared with data from the Hampshire and Isle Of Wight (HIOW) force area average. Some specific categories were as follows:

Type	HIOW	RBC
Outcomes attached to crimes where formal action was taken	-1.6% on previous year	-4% on previous year
Most serious violence where formal action was taken	+18% on formal action taken outcomes	stayed the same – key focus to achieve more
Violence with injury where formal action was taken	-8.7% compare to last year	dropped further – recruitment of Inspector Troman would free up PS Mayne to focus on

		this area and improve outcomes going forward
Burglary residential	+14%	up three times on previous year

(2) **Racial Issues** – Police use of stop and search was considered an essential tactic for the force and would help considerably with the work PS Mayne would be carrying out relating to high harm crime. An independent scrutiny structure was in place. It was also noted that each quarter Chief Inspector John Halfacre posted a stop and search scrutiny overview report on the Hampshire Police website, alongside the other forces across the region.

In the first 6 months of 2020 it was noted that 245 stop and searches took place, of which 24% resulted in positive action being taken. Of the 245 stop and searches that took place, 185 were white, 20 were Asian and 29 were black.

The Black Lives Matter movement was raised. In Rushmoor only one event had taken place and no real issues had occurred. Hampshire Constabulary had a very structured and staged approach to managing protests to enable the right to protest and community life to continue around it. It was noted that some scrutiny would take place over the coming months around engagement with different ethnic groups and cultures within the community. There was already a strong relationship with the Nepali Community Leaders but it was felt this needed to be built on with other groups within the community.

(3) **Speeding/Speedwatch** – it was noted that there was a three tier approach to speeding:

- Community Speed Watch – Volunteer led approach, halted due to COVID-19. It was hoped to reinstated this in late September, 2020. There was reliance on volunteers to highlight the dangers of excess speed and the implications should offenders continue
- Neighbourhood Policing enforcement teams
- Safer roads - road policing division

A request was made that the Road Safety Week that had taken place in the past could be reinstated. This would be looked at.

(4) **General** - PS Mayne reported on the serious violence and drug related violent crimes across the Borough. The county lines drug operation was highlighted and it was noted that recently some disruption had occurred to three of the known networks, with some key members receiving custodial sentences. Despite the successes, the police continued to target networks and in the past three months, 23 arrests for possession with intent to supply had taken place.

Knife crime, which was linked with drug crime, was also an issue across the Borough. Rushmoor was the only district in the County to have permanent knife bins, one on the Totland estate and the other located at the Aldershot Police Station. In

the previous six months, over 100 knives had been surrendered. It was hoped that the number of knife bins could be increased across the force area.

The Committee was advised that disruption had been caused by the spread of Covid-19. A district plan had been established, with emphasis to look at open spaces where Anti-Social Behaviour (ASB) was considered an issue. Visits were being made and dispersal orders were enforced in some places. Across the force, 243 penalty notices had been issued, 11 of which were in Rushmoor. Work was continuing with shops and the community to support the safety guidelines and the use of the three E's – educate, engagement, explain.

James Knight, Community Safety Team Leader, then reported on street lighting. Contact had been made with Hampshire County Council (HCC) who had monitored the impacts and had concluded that there had been no measurable impact, either negative or positive, on crime as a result of the lights being out. It was noted that a small spike had occurred in June when COVID-19 restrictions had been relaxed.

It was advised that incidents of Anti-Social Behaviour (ASB) had increased since the easing of lockdown. A significant number of complaints relating to late night noise, littering, vandalism and more recently vehicle meets/cruising had been reported by residents. Residents were encouraged, with support from the police, to report incidents via the 101 reporting system at the time of the incident to help build a picture. If individuals could be identified, the Community Safety Team could intervene to try and prevent further incidents.

The activities of the street attached in Aldershot Town Centre had been raised as a concern and Mr. Knight reported that ASB was considered a priority area for the Community Safety Team and gathering evidence to allow the issuing of community protection warning was also key. The situation had improved during COVID-19. However, with the relaxing of restrictions the group was larger than ever. A uniformed presence from the Community Patrol Officers had been used to gather statements from store owners to build an evidence base; Civil Enforcement Officers had also been utilised in the town centre as an additional uniformed presence. It was noted that CCTV logs had been reviewed, and a number of the individuals had been identified and Community Protection Warnings issued. This action could be followed up with a Community Protection Notice if ignored and no changes in behaviour were seen. Court proceeding could then be initiated should the notice be ignored.

Following discussions a number of queries were raised, including:

- In response to a query regarding an increase/decrease in hate crime reports since the BLM campaign, it was noted that there had been a 9.9 % increase in the last twelve months in Rushmoor and a 13.7% increase for the whole force. This type of crime was significantly under reported and an rise could show both an increase in confidence to report such crimes or/an increase of incidents. It was noted that reported hate crimes were reviewed daily and all directions and outcomes were fed through Inspector Troman.
- It was noted that residents trying to report crime via 101 had complained of a poor or no response from the telephone system. Inspector Troman advised

that online reporting had been available for about eight months and encouraged residents, with internet access, to report non-emergency crimes through this platform. All website reported crimes were triaged and handled accordingly. Data was requested on how many calls were dropped through the 101 phone system.

- In response to a query regarding the Independent Advisory Volunteers' Groups, who carried out independent scrutiny of police activities, it was advised that Hampshire Constabulary currently advertised for help to increase participation from seldom heard groups both strategically and locally across Hampshire.
- Reports of residents complaining of individuals/residents smoking suspected class B drugs was raised as a concern. In response it was advised that it was difficult for the police to enter a property without hard evidence. However, through working with the Community Safety Team a plan had been devised to utilise the Community Protection Warning notice system to collate information to give police more power to move forward. The police encouraged Members to continue asking residents to report incidents.

Following further discussion, it was **AGREED** that contact details for Inspector Troman and PS Mayne would be shared with Members to allow further question to be raised.

The Chairman thanked Inspector Troman, Police Sergeant Mayne and James Knight for their presentations.

19. **COUNCIL BUSINESS PLAN - Q1 PERFORMANCE MONITORING**

Cllr Adrian Newell, the Portfolio Holder for Democracy, Strategy and Partnerships introduced the Quarter 1 Performance Monitoring. It was noted that in July, 2020 the Council had agreed the updated three year Council's Business Plan based on four themes:

- People
- Places
- Partnerships
- Better Public Services

It was advised that quarterly update monitoring reports for Cabinet were provided on all four aspects of the Business Plan: Corporate Projects, the ICE Programme, the Regeneration Programme and the Organisational Health dashboard. For the purposes of this meeting the quarterly monitoring focused on the Corporate Projects only.

It was noted that overall 72 % of the projects were on track or completed. Key successes in the quarter had been highlighted and projects that had been delayed due to COVID-19 had been identified. It was also noted that since the last report a "trend" column had been added to compare progress since the previous quarter and a colour coded RAG (Red/Amber/Green) status checker had been added.

It was noted that the ICE and Regeneration Programmes would be focussed on at future meetings.

The Chairman thanked Cllr Newell for his presentation.

20. **WORK PLAN**

The Committee noted the current work programme and it was agreed that it would be considered further at the next meeting of the Progress Group.

The meeting closed at 9.12 pm.

CLLR M.D. SMITH (CHAIRMAN)

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