



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, 3rd December, 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 - 6)

To confirm the Minutes of the Ordinary Meeting of the Council held on 8th October, 2020 (copy attached).

2. **MAYOR'S ANNOUNCEMENTS** –

3. **STANDING ORDER 8 - QUESTIONS** –

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

4. NOTICES OF MOTION –

(1) Children and Food Poverty -

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

“This Council thanks volunteers and organisations who stepped up over the half-term period to help feed children in the Borough.

This Council resolves to support these volunteers and organisations, if necessary, in order to ensure that all local children are fed, whether term-time or not. This Council recognises the COVID-19 pandemic has increased levels of food poverty and food insecurity within the Borough.

This Council believes:

- all Rushmoor residents should have access to sufficient safe, nutritious food;
- local councils can and must play a key role in tackling food poverty.

This Council therefore commits to:

- nominate a Cabinet Member to have specific responsibility for reducing food poverty and insecurity in Rushmoor;
- work to increase the take-up of Free School Meals;
- urge the Government to enshrine its existing commitment to UN Sustainable Development Goal 2 (eradicating hunger by 2030) in legislation;
- ask the Overview and Scrutiny Committee to investigate the extent and causes of hunger in Rushmoor and make recommendations to tackle it;
- work with HCC and other partners to develop and implement a comprehensive and sustainable Food Access Plan which would look to eliminate food poverty in Rushmoor through the formalisation of an inclusive local Food Partnership.”

(2) Citizens Advice Rushmoor –

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

“This Council congratulates Citizens Advice Rushmoor for eighty years of service and support to the residents of Aldershot and Farnborough since the establishment of the first Citizens Advice branch in Aldershot in 1940.

Additionally, this Council affirms its commitment to this long and close partnership with Citizens Advice Rushmoor, and puts on the record its thanks for the advice, support and advocacy given and available to all residents including members of our armed forces in the Borough.”

5. **QUESTIONS FOR THE CABINET –**

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

6. **REPORTS OF CABINET AND COMMITTEES – (Pages 7 - 24)**

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

Cabinet	29th September 2020 13th October 2020 10th November 2020
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Committees

Licensing, Audit and General Purposes	28th September 2020
Development Management	14th October 2020
Development Management	11th November 2020

7. **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE AND POLICY AND PROJECT ADVISORY BOARD – (Pages 25 - 34)**

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

Policy and Project Advisory Board	7th October 2020
Overview and Scrutiny Committee	22nd October 2020

A.E. COLVER
Head of Democracy and Community

Council Offices
Farnborough
Hampshire GU14 7JU

Wednesday 25 November 2020

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BOROUGH OF RUSHMOOR

MEETING OF THE BOROUGH COUNCIL held via Microsoft Teams and streamed live on Thursday, 8th October, 2020 at 7.00 pm.

The Worshipful The Mayor (Cllr M.S. Choudhary (Chairman))
The Deputy Mayor (Cllr. B. 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 R.M. Cooper
Cllr A.H. Crawford	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 J.H. Marsh
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.L. Sheehan
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 D.E. Clifford, Cllr M.J. Roberts and Cllr M.D. Smith.

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 K.H. Muschamp; **SECONDED** by Cllr M.J. Tennant and

RESOLVED: That the Minutes of the Ordinary Meeting of the Council held on 30th July, 2020 (copy having been circulated previously) be taken as read, approved and signed as a correct record.

21. **MAYOR'S ANNOUNCEMENTS**

- (1) The Mayor reported that he had attended a service to commemorate the 75th anniversary of VJ Day at the Cenotaph in Municipal Gardens, Aldershot on 15th August 2020. This had been an invitation only event, in accordance with the Covid-19 restrictions, and had been attended by the Deputy Lieutenant of Hampshire (The Honourable Hugo Cubitt DL), the High Sheriff of Hampshire (Reverend Sue Colman), the Aldershot Garrison Commander (Lt. Col. Paddy

Baines MBE), High Sheriff of Surrey and Chairman of Aldershot Town Football Club (Mr Shahid Azeem), representatives of the Aldershot and Farnborough Branches of the Royal British Legion, as well as standard bearers representing the Royal British Legion, Royal Air Force Association, Parachute Regimental Association and the Royal Naval Association.

- (2) The Mayor reported that, on 3rd September 2020, he had attended a short and poignant flag raising ceremony at the Council Offices to mark Merchant Navy Day.

22. **STANDING ORDER 8 - QUESTIONS**

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

23. **NOTICE OF MOTION - COVID-19 TESTING**

The Council was asked to consider a Motion which had been submitted by Cllr Sophie Porter in accordance with the provisions of 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 and Fox Lane areas;

this Council resolves as a matter of urgency to establish a Covid-19 testing site in the Borough in co-operation 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.”

In moving the Motion, Cllr Porter made an amendment to the wording, as follows:

“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;

this Council applauds the work done to date to establish a Covid-19 testing station in the Borough in co-operation with Test and Trace as rapidly as possible, in order that all Rushmoor residents who have Covid-19 symptoms can access the testing they need when they need it.

Should it prove to be necessary, this Council resolves to seek all other means by which to establish such a testing station.”

The amended Motion received the support of the seconder, Cllr Sue Carter and, with the leave of the Council, the amended Motion therefore became the substantive Motion for debate.

Speaking on her Motion, Cllr Porter stated that, in view of the imminent announcement regarding a mobile testing site, she wanted to thank publicly the emergency planning and engineering teams for their hard work on establishing a mobile testing site in the Borough.

Cllr Porter advised Members that the previous month some residents had reported that they had been unable to get a Covid-19 antigen test. A survey of the local area had showed residents being offered tests in Scotland, the Isle of Wight and Northern Ireland; the latter two would have involved a ferry ride, putting others at increased risk of contracting the virus.

Members were advised that Covid-19 tests were carried out through a number of different routes:

- Pillar 1 - Swab tests in Public Health England labs and NHS hospitals
- Pillar 2 - Swab testing for the wider population
- Pillar 3 - Serology testing for antibodies
- Pillar 4 - Surveillance testing

Information about these pillars was outlined in the Department of Health and Social Care paper titled "Coronavirus: scaling up our testing programmes", which also stated that "anyone who needs a test should have one". Cllr Porter questioned this statement as Rushmoor residents had been unable to access tests. Cllr Porter stated that the Council would like to establish a permanent Pillar 2 testing site for those who had symptoms as per the Government guidelines.

Cllr Porter said that the track, trace and isolate system had been developed to reduce the risk of transmission of Covid-19 and was of the opinion that, if one element of this did not function, the whole system would break down and the virus would be at risk of getting out of control. Cllr Porter advised Members that an article in the British Medical Journal on Covid-19 mass testing had summed up local testing sites well - "The system must ensure that testing is accessible, trusted, and tailored to all sections of society (especially ethnic minority groups and those at disadvantage) - otherwise those who most need testing will not be reached". Cllr Porter queried why Rushmoor's residents were expected to travel long distances to be tested and felt that localised testing was important. This was because it allowed for a local positive rate to be confirmed which was a crucial metric as it measured how adequately regions were dealing with the virus relative to their population size.

Cllr Porter said that her passion to improve the offerings on testing capacity and improve the test, trace and isolate system locally stemmed from her personal battles with Covid-19, which she detailed for Members. Cllr Porter also referred to the sad death of the former Deputy Mayor, Cllr Frank Rust, who lost his life to the virus. As a NHS employee, Cllr Porter stressed how important testing was within the system of test, track and trace and urged Members to support the Amended Motion to ensure

that, if the Council was unable to secure a permanent testing site in the Borough, the Council would use any means at its disposal to establish a testing site in Rushmoor.

During debate, it was announced to Members that, thanks to the efforts of officers who had worked so hard on this issue, the Borough had been successful in securing a mobile testing unit on two days per week. In summing up, Cllr Porter stressed the need therefore for the Council to get a permanent testing station for the Borough. This would be the best outcome for the Borough's residents.

The Motion was put to the Meeting. There voted FOR: 34; AGAINST: 0 and the Motion was **DECLARED CARRIED unanimously**.

24. **RECOMMENDATION OF THE CABINET**

The Operational Services Portfolio Holder (Cllr M.L. Sheehan) introduced the Report of the Cabinet Meeting held on 11th August, 2020 which recommended proposals for the future delivery of the Council's CCTV service and associated budget provision following a recent review. It was **MOVED** by Cllr M.L. Sheehan and **SECONDED** by Cllr K.H. Muschamp – 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 Council's 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.

There voted FOR: 33; AGAINST:0; ABSTAINED: 1 and the Recommendations were **DECLARED CARRIED**.

25. **QUESTIONS FOR THE CABINET**

The Mayor reported that one question had been submitted by Cllr M.J. Roberts for response by the Planning and Economy Portfolio Holder (Cllr Marina Munro) about housing associations' rent and service charges.

In response, Cllr Munro stated that, unfortunately, the Council did not collect the information requested by Cllr Roberts. However, the Government had restricted the amount Registered Providers could increase rent charges to CPI plus 1% each year. Service charges were handled differently and are set on a block by block basis and therefore based on individual costs. Average information across Registered Providers was not held.

26. **REPORTS OF CABINET AND COMMITTEES**

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

Cabinet	11th August 2020
Cabinet	15th September 2020
Development Management Committee	22nd July 2020
Licensing, Audit and General Purposes Committee	28th July 2020
Development Management Committee	19th August 2020
Development Management Committee	16th September 2020

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

RESOLVED: That the Reports of the meetings of the Overview and Scrutiny Committee held on 23rd July 2020, Policy and the Project Advisory Board held on 25th August and 3rd September 2020 be received.

The meeting closed at 8.00 pm.

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CABINET

Meeting held remotely on Tuesday, 29th September, 2020 at 7.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council
Cllr K.H. Muschamp, Deputy Leader and Customer Experience and Improvement
Portfolio Holder

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

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

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **12th October, 2020**.

27. 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
28	3	Information relating to financial or business affairs

THE FOLLOWING ITEM WAS CONSIDERED IN THE ABSENCE OF THE PUBLIC

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

The Cabinet considered Exempt Report No. RP2015, which set out a proposal to acquire the freehold investments in two properties, as part of the Commercial Property Investment Strategy in the Council's Medium Term Financial Strategy.

The Cabinet was informed that the acquisitions proposed were in line with the Commercial Property Investment Strategy. Initial due diligence and risk assessment had been undertaken by officers and had been supported by Lambert Smith Hampton Investment Management. The properties had scored highly on the matrix for assessing potential purchases and it was considered that the proposed

acquisitions would deliver a positive net return for the Council, with low risk. Members expressed strong support for the proposed purchases.

The Cabinet RESOLVED that the purchase of the freeholds of both properties, subject to due diligence and as set out in Exempt Report No. RP2015, be approved.

The Meeting closed at 7.10 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

CABINET

Meeting held remotely on Tuesday, 13th October, 2020 at 7.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council
Cllr K.H. Muschamp, Deputy Leader and Customer Experience and Improvement
Portfolio Holder

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

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **26th October, 2020**.

29. **MINUTES –**

The Minutes of the meetings of the Cabinet held on 15th September, 2020 and 29th September, 2020 were confirmed.

30. **KAREN EDWARDS - AWARD OF BRITISH EMPIRE MEDAL –**

The Cabinet wished to place on record its congratulations to Karen Edwards, Executive Director, who had been awarded a British Empire Medal (BEM) in the Queen's Birthday Honours List 2020 in recognition of her services to the community during the Coronavirus pandemic.

31. **BUDGET STRATEGY 2021/22 –**

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2029, which set out the budgetary framework to support the preparation of the Council's 2021/22 budget.

The Cabinet was informed that Covid-19 had had a significant impact on the Council's financial position in 2020/21 and was likely to continue to have an impact on the Council's finances in 2021/22 and beyond. The Report set out the Council's current financial position and proposed a strategy for addressing the projected core budget deficit highlighted in the Medium Term Financial Strategy, which had been published in February, 2020. Members heard that the strategy would also consider options to mitigate the impact from Covid-19. The main pressures on the revenue budget in the current year were due to a shortfall in income from sales, fees and charges, in particular car parking income, planning fees and income from the Princes Hall. It was confirmed that the shortfall in the Council's finances would be funded from reserves in the short term. The Council would need to take steps to mitigate the pressure on the revenue budget for 2021/22 and would look at controlling

expenditure and continuing to act in a commercial way to improve the Council's net budget position.

The Cabinet RESOLVED that

- (i) the Budget Strategy 2021/22, as set out in Section 5 of Report No. FIN2029, be approved; and
- (ii) the impact from Covid-19 on the financial planning process and associated risks and uncertainties, as set out in Section 7 of the Report, be noted.

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

The Cabinet considered Report No. FIN2026, which set out details of applications for rate relief from The Source Young People's Charity (Suite No.2, Quarter Masters Stores, Browning Barracks, Alison's Road, Aldershot) and WSX Developments Limited (St. Anne's House / Mandora, Louise Margaret Road, Aldershot).

The Cabinet RESOLVED that

- (i) 20% discretionary relief be awarded to The Source Young People's Charity until 31st March, 2022; and
- (ii) 50% discretionary relief be awarded to WSX Developments from 1st April, 2017 to 31st March, 2020.

The Meeting closed at 7.23 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

CABINET

Meeting held remotely on Tuesday, 10th November, 2020 at 7.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council
Cllr K.H. Muschamp, Deputy Leader and Customer Experience and Improvement
Portfolio Holder

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

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **23rd November, 2020**.

33. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 13th October, 2020 were confirmed.

34. **REVISED PERFORMANCE REPORTING ARRANGEMENTS AND COUNCIL BUSINESS PLAN PROJECT PROGRESS REPORT JULY - SEPTEMBER 2020/21–**

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

The Cabinet received Report No. ACE2001, which set out details of changes to the process by which the Council's performance was reported to Members. The Report also detailed progress in delivering the Council Business Plan projects during the second quarter of the 2020/21 municipal year. Members were informed that this was the first of a number of proposed changes following the appointment of the Council's Assistant Chief Executive. The changes were intended to strengthen and improve policy development, performance reporting and risk management activities across the Council. It was explained that, from this point, the Summary Project Progress Report would only provide information in relation to projects that were not on track. It was confirmed that over two thirds of projects were identified as making good progress and details of these could be found on the Council's website (www.rushmoor.gov.uk/councilplan). It was reported that, generally, good progress was being made against a very ambitious programme of work, taking account of the current pandemic and ongoing resource constraints.

The Cabinet NOTED the progress made towards delivering the Council Business Plan, as set out in Report No. ACE2001.

35. **CLIMATE CHANGE ACTION PLAN –**
(Cllr Ken Muschamp, Deputy Leader of the Council)

The Cabinet considered Report No. DCS2002, which set out an action plan in support of the Council's Climate Change Strategy Statement 2020-2030. The Chairman welcomed the Leader of the Labour Group (Cllr K. Dibble) to the meeting. Cllr Dibble had requested to address the Cabinet on this matter.

Members were reminded that the Cabinet had, at its meeting on 2nd June, 2020, approved a Climate Change Strategy Statement for 2020–2030. This document contained the strategic framework for addressing the climate emergency that had been declared by the Council at its meeting on 20th June, 2019. Since that time, work had been undertaken to develop an action plan that took account of the priorities set out in the Council Business Plan, practice from other places and the work being carried out by other authorities in this area, especially Hampshire County Council. It was explained that the action plan contained a long list of actions that would be carried out over the ten-year period. It was proposed that the action plan would be updated on an annual basis to reflect the work undertaken, changes in priorities and progress towards achieving the Council's objectives. The Report included a number of actions to be carried out over the following year, including the establishment of a food waste collection service and the setting up of a cross party Cabinet Working Group to assist with the delivery of this. The Leader of the Labour Group expressed support for the action plan and commented that it was essential that the projects should receive adequate funding. It was confirmed that discussions had been held with Stagecoach in relation to the reduction of the carbon footprint of local public transport. It was also confirmed that the Council would continue to promote green initiatives in its regeneration activities and in its discussions with local developers.

In response to a question, it was confirmed that the Council would communicate clearly with local residents in relation to green initiatives and, in particular, would try to use language that could be understood by all.

The Cabinet RESOLVED that

- (i) the Climate Change Action Plan 2020-2030, as set out in Report No. DCS2002, be approved;
- (ii) the adoption of a separate food waste collection service in 2021/22 and the appointment of a Cabinet Working Group to guide the development and detail of the implementation plan, as set out in paragraph 4 and Annex 2 of the Report, be approved; and
- (iii) the proposed expenditure, as set out in paragraph 5 of the Report, and the process for allocating resources from the earmarked reserve fund in the Council's budget, be approved.

The Meeting closed at 8.00 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 28th September, 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 A.H. Crawford
Cllr Veronica Graham-Green
Cllr Christine Guinness
Cllr A.J. Halstead
Cllr L. Jeffers
Cllr Prabesh KC
Cllr Jacqui Vosper

11. MINUTES

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

12. STATEMENT OF ACCOUNTS AND AUDIT RESULTS 2018/19

The Committee welcomed Andrew Brittain and Justine Thorpe from Ernst & Young (EY). Mr Brittain presented the company's revised Audit Results Report, which summarised EY's audit conclusion in relation to the audit for 2018/19.

The Committee was reminded that most of the outstanding audit issues had been resolved previously with EY, with adjustments made to the accounts by Officers. However, the outbreak of the Coronavirus pandemic had given rise to a Post Balance Sheet Event (PBSE) as it posed an ongoing risk to the Council's financial standing. 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 Committee received the Executive Head of Finance's Report No. FIN2028 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 July, 2020.

It was noted that an updated Disclosure Note had been sent to EY on 25th September, 2020. Once this had been reviewed by EY, it was expected that a final

audit opinion and audit results report would be received in early October 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 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.

During discussion, the Executive Head of Finance responded to questions on the Corporate Risk Register and management of the Risk Management process.

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.

13. **INTERNAL AUDIT - AUDIT UPDATE**

The Committee considered the Audit Manager's Report No. AUD20/08 which provided an update on work carried out by Internal Audit for quarter 2 2020/21, including the work slipped from quarter 1, and the expected deliverables for quarter 3.

During discussion, the Audit Manager and Executive Head of Finance responded to questions on S106 payments and the process for monitoring revenue and capital budgets.

RESOLVED: That the audit work carried out in quarter 2 2020/21, including work slipped from quarter 1, and the expected deliverables for quarter 3 2020/21, as set out in the Audit Manager's Report No. AUD20/08, be noted.

14. **TREASURY MANAGEMENT AND NON-TREASURY INVESTMENT OPERATIONS 2019/20**

The Committee received the Executive Head of Finance's Report No. FIN2027 which set out the main activities of the Treasury Management and non-Treasury Investment Operations during 2019/20, and noted that prudential indicators for the 2019/20 financial year had been updated for all treasury management and non-treasury activity during 2019/20.

The Committee was advised that the report was a statutory requirement under the CIPFA Code of Practice on Treasury Management. It was noted that, whilst the restructuring of the investment portfolio during 2018/19 had improved diversification of funds and increased the yield on all treasury management investments by £344,000 from 2018/19, this was less than anticipated due to the down-turn in pooled fund interest at the end of March 2020 caused by COVID-19. The impact of COVID-19 on the return on investments would be monitored closely in 2020/21.

Members were advised that the treasury team continually reviewed the borrowing strategy, weighing up interest rate levels and risk of refinancing. During the 2019/20 financial year, short-term interest rates had remained low and were forecast to remain low. However, borrowing levels had increased, raising refinancing risk. To mitigate, a proportion of borrowing had been moved to one- and two-year durations.

In respect of total borrowing, at 31st March, 2020 this was £90m, an increase of £28.8m from the 2018/19 year-end position. It was noted that the increased level of borrowing had resulted in interest costs increasing by £772,000.

The Committee noted that as at 31st March, 2020 the Council's non-treasury investments risk exposure was £113.6m of which £72.8m was funded via external loans, whilst the return of non-treasury investments was below the estimated return for 2019/20 due to the cost associated with commercial property being clarified during the financial year and the impact of COVID-19.

During discussion, the Executive Head of Finance responded to questions on investment activity, including investment in commercial property.

RESOLVED: That the Executive Head of Finance's Report No. FIN2027 be noted.

The meeting closed at 8.15 pm.

CLLR S.J. MASTERSON (CHAIRMAN)

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 14th October, 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)

38. DECLARATIONS OF INTEREST

There were no declarations of interest.

39. MINUTES

The Minutes of the meeting held on 16th September, 2020 were approved and signed by the Chairman.

40. PLANNING APPLICATIONS

RESOLVED: That

- (i) planning permission/consent be refused in respect of the following application as set out in Appendix "A" attached hereto for the reasons mentioned therein:

20/00593/FULPP (No. 16 Churchill Avenue, Aldershot);

- (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. EPSH2030, 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).

41. REPRESENTATIONS BY THE PUBLIC

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

Application No.	Address	Representation	In support of or against the application
20/00593/FULPP	No. 16 Churchill Avenue, Aldershot	Mr. L. Ralph	Against
		Mr. J. Mandozai	In support

42. APPEALS PROGRESS REPORT

(1) New Appeal

Address	Description
No. 162 Fleet Road, Farnborough	Against an enforcement notice requiring removal of a two-metre high timber fence with access front gate to the front of property and covered carport. It was noted that this appeal would be considered by way of the written method, together with the planning appeal against refusal of permission to retain the unauthorised development which had been reported in July 2020.

(2) Appeal Decision

Application / Enforcement Case No.	Description	Decision
19/00368/FULPP	Against the Council’s refusal of planning permission for the erection of a single storey side extension at No. 91 Cranmore	Split decision – allowed

Lane, Aldershot, and alterations to detached garage to form store. solely in respect of the garage/store conversion

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2031 be noted.

43. **ESSO PIPELINE PROJECT**

The Head of Economy, Planning and Strategic Housing gave a verbal update on the position with regard to application 19/00432/PINS following the issue on 7th October, 2020 of the Development Consent Order (DCO) to ESSO for the Major Infrastructure Project to renew and partially realign the Southampton to London fuel pipeline which crossed Rushmoor Borough.

The Committee noted that ESSO had provided revised Site Specific Plans (SSP) for both Queen Elizabeth Park (QEP) and Southwood Country Park. In respect of the SSP for QEP, the revised plan was an improvement on the previous version but did not fully address the significant local concerns regarding the impact of the development in relation to the loss of trees in the park, albeit that the removal of any mature or veteran trees was now prohibited within the SSP. The Committee was also advised that ESSO required the Council's approval on noise mitigations and on the Construction Management Plan.

In response to queries that had been raised, the Head of Planning, Economy and Strategic Housing advised that there was no right of appeal against a decision by the Secretary of State to grant a DCO; a decision could only be judicially reviewed if there was a clear error of law or procedure.

The Head of Planning, Economy and Strategic Housing responded to queries from Members, which included a second pipeline replacement and timescales.

RESOLVED: That the report be noted.

The meeting closed at 8.05 pm.

CLLR J.H. MARSH (CHAIRMAN)

Appendix "A"

Application No. & Date Valid: **20/00593/FULPP** **14th August 2020**

Proposal: Alterations and extensions to existing dwelling to form 2 three-bedroom semi-detached dwellings and 1 three bedroom detached dwelling house with parking and additional dropped kerb at **16 Churchill Avenue Aldershot Hampshire GU12 4JR**

Applicant: Mrs Fahmida Mandozai

- Reasons:**
- 1 The proposed development, by reason of the number and design of dwellings proposed, the lack of spacing around the buildings, their position within the plot, and with a frontage dominated by parking, would result in an incongruous development that would be over dominant in the street scene and which does not reflect the prevailing character of the area, to its detriment. The proposal would therefore constitute an unacceptable overdevelopment of the site, contrary to Policies DE1 and DE11 of the Rushmoor Local Plan and the National Planning Policy Framework/Practice Guidance.
 - 2 The proposal, by reason of the bulk and mass of building alongside the boundary with the adjoining property to the north-west, would have unacceptable impact upon the light, outlook and amenity of the occupiers of that property, contrary to Policies DE1 and DE11 of the Rushmoor Local Plan.
 - 3 The proposed development makes no provision to address the likely significant impact of the additional residential unit on the objectives and nature conservation interests of the Thames Basin Heaths Special Protection Area. The proposal does not include any information to demonstrate how the development will enhance biodiversity within the site to produce a net gain in biodiversity. The proposals are thereby contrary to the requirements of retained South East Plan Policy NRM6 and Policies NE1 and NE4 of the Rushmoor Local Plan.
 - 4 The proposals fail to provide details of appropriate surface water drainage for the development as required by adopted Rushmoor Local Plan Policy NE8.

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 11th November, 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)

44. DECLARATIONS OF INTEREST

There were no declarations of interest.

45. MINUTES

The Minutes of the meeting held on 14th October, 2020 were approved and signed by the Chairman.

46. PLANNING APPLICATIONS

RESOLVED: That

(i) the following application be deferred pending consideration at a future meeting:

- * 20/00149/FULPP (Units 2A & 3, Blackwater Shopping Park, No. 12 Farnborough Gate, Farnborough);

(ii) planning permission/consent be refused in respect of the following application as set out in Appendix “A” attached hereto for the reasons mentioned therein:

* 20/00700/COU (Parkside Centre, No. 57 Guildford Road, Aldershot);

(iii) 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. EPSH2033, be noted;

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

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

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

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

* 20/00394/FULPP (No. 145 Alexandra Road, Farnborough).

* The Head of Economy, Planning and Strategic Housing’s Report No. EPSH2033 in respect of these applications was amended at the meeting

47. REPRESENTATIONS BY THE PUBLIC

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

The Committee also considered a request from Cllr M.J. Roberts to speak at the meeting. The Committee agreed to this request and Cllr Roberts spoke on the application in respect of The Galleries, High Street, Aldershot.

Application No.	Address	Representation	In support of or against the application
20/00508/FULPP	The Galleries, High Street, Aldershot	Mr. D. Rose	In support
20/00700/COU	Parkside Centre, No. 57 Guildford Road, Aldershot	Mr. C. Harris	In support

48. **APPLICATION NO. 20/00508/FULPP - THE GALLERIES, HIGH STREET, ALDERSHOT**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2033 regarding the redevelopment of the High Street Car Park, The Galleries Shopping Centre and the Arcade Shopping Centre to provide a phased development comprising 596 flats (330 one-bedroom and 266 two-bedroom), flexible commercial uses within Use Class E (commercial, business and services uses) and/or Use Class F.1 (learning and non-residential institutions; excluding schools and places of worship), public car parking and residents' car and cycle parking, together with external amenity areas including roof gardens and public realm.

RESOLVED: That, subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 to secure the following:

- (i) £3,293,300 (comprising £3,021,714 Suitable Alternative Natural Green Space (SANGS) and £271,586 Strategic Access Management and Monitoring Strategy (SAMMS) contributions) towards Special Protection Area avoidance and mitigation and access management at Southwood Country Park; OR, alternatively, an appropriate payment to secure equivalent mitigation at the Blandford House/Malta Barracks SANGS site;
- (ii) £100,000 for improvements to off-site Public Open Space comprising either (a) landscaping, park furniture infrastructure and footpath renewal (including renovation of historic hard/soft landscape features) and habitat improvements at Manor Park, Aldershot; OR, (b) landscaping, park furniture infrastructure and footpath renewal and habitat improvements at Redan Hill Gardens, Windmill Road, Aldershot;
- (iii) provision of a full Travel Plan prior to occupation along with associated approval, monitoring fees (£1,500 for approval and £3,000 per annum for five years for monitoring - £16,500 in total) and bond;
- (iv) both mid-term and late-stage financial viability re-assessment clauses in accordance with the recommendations of the PBS Independent Viability Review (3rd August, 2020);
- (v) Requirements to secure the provision, retention and management/allocation of parking spaces within the development for the lifetime of the development; and
- (vi) £5,000 Monitoring and Administration Fee;

the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to grant planning permission, subject to the conditions and informatives set out in Report No. EPSH2033 and to the establishment of a

Development Monitoring Group to monitor the progress of the development, as appropriate.

49. **APPLICATION NO. 20/00700/COU - PARKSIDE CENTRE, NO. 57 GUILDFORD ROAD, ALDERSHOT**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2033 regarding the continued siting of a portable cabin, the change of use from café to day centre and enclosing an area of public open space (12 metres by 15.5 metres) to be used by the Parkside Centre.

During the consideration of the application, it was proposed that it should be deferred to allow further investigation and discussion with the applicant. The Committee felt unable to support this proposal and, following further debate, agreed to refuse the application.

RESOLVED: That planning permission/consent be refused, as set out in Appendix "A" attached hereto for the reasons mentioned therein.

50. **APPEALS PROGRESS REPORT**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2034 concerning the following appeal decision:

Application / Enforcement Case No.	Description	Decision
19/00482/FULPP	Against the Council's refusal of planning permission for the demolition of existing garage at No. 15 Hilder Gardens, Farnborough and the erection of two new detached dwellings to the rear, with ancillary parking and access road.	Dismissed

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2034 be noted.

51. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER JULY - SEPTEMBER 2020**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2035 which provided an update on the position with respect to achieving performance indicators for the Development Management section of Planning and the overall workload of the section for the quarter from 1st July to 30th September, 2020.

The meeting closed at 8.55 pm.

CLLR J.H. MARSH (CHAIRMAN)

**Development Management Committee
11 November 2020
Appendix "A"**

Application No. & Date Valid: **20/00/700/COU** **1 October 2020**

Proposal: Continued siting of a portable cabin and change of use from café to day centre and enclosing area of public open space 12m x 15.5m to be used by Parkside Centre **on land at Parkside Centre, 57 Guildford Road, Aldershot**

Applicant: Mr Chris Harris

- Reasons for refusal:**
- 1 The proposed development results in the loss of an area of public open space used for recreation and is not for sports and recreation provision accessible to the public and therefore conflicts with the provisions of Policy DE6 of the Rushmoor Local Plan (2019).

 - 2 The proposed fencing, by way of its design and appearance, creates an incongruous form of development contrary to the green and natural character of Aldershot Park in this location and therefore fails to preserve the character and appearance of the countryside and conflicts with the provisions of Policy NE5 of the Rushmoor Local Plan (2019).

POLICY AND PROJECT ADVISORY BOARD

Minutes of the Remote Meeting held on Wednesday, 7th October, 2020 at 7.00 pm.

Voting Members

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

Cllr Sophia Choudhary
Cllr P.J. Cullum
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 Prabesh KC.

17. MINUTES

The Minutes of the Special Meeting held on 25th August, 2020 were agreed as a correct record.

The Chairman provided an update on the Local Government Association (LGA) Peer Review Challenge that had been recommended at the meeting. Following discussions with the Chief Executive, a way forward had been scoped, as follows:

- The use of the equality framework for local government – focussing on elements most relevant to the motion and scope agreed in August, 2020 by the Board
- A draft scope to be shared with the Board before agreement with LGA
- The Council's new Assistant Chief Executive, Rachel Barker, to be the main point of contact with the LGA
- The review to include interviews with community groups and interested parties - work with the LGA to explore engagement options/how this work would be carried out
- Once the scope was agreed, the Peer Review would be undertaken with the aim to be completed by December 2020/Januray 2021
- The Board's recommendations following the Peer Review to be presented to the Cabinet before the end of the 2020/21 Municipal Year

It was proposed that the Board move forward on this basis to scope out the finer detail of the Review.

18. TRANSITION AND RECOVERY PLAN ALDERSHOT

The Board welcomed Tim Mills, Head of Economy, Planning and Strategic Housing, who reported on the Transition and Recovery Plan for Aldershot.

The Board noted that the Council's approach to Aldershot had been split into two elements:

- Support for the town to transition during the re-development works (Transition Plan)
- Longer-term strategy

However, since the Transition Plan had last been presented to the Board, COVID-19 had emerged and the Institute of Place Management, who delivered the High Street Task Force, had developed a Post COVID-19 Framework for Recovery which had four stages; crisis, pre-recovery, recovery and transformation. The Council was currently in the recovery stage.

The framework had four elements; managing social distancing and cleaning, gathering data and managing footfall, telling the story and showing kindness and reacting quickly. The Board noted that under the main framework there had been seven priorities identified by the Council:

1. Managing safety, distancing and cleaning – measures taken included zoning, signage, marshals, hotspot areas and use of planters to create flexible safe spaces/pop up performance spaces. Issues around anti-social behaviour in Aldershot were reported on and it was noted that work had been stepped up, in conjunction with the Police, to help tackle the problem.
2. Gathering data and monitoring footfall – the key aim was to collate good data through tracking businesses and monitoring footfall. A new automatic footfall tracking system was hoped to be in place by March, 2021.
3. Telling the story and communication – A new communications officer would be in post from November, 2020 to work specifically on the promotion of the town centre. Engagement with key stakeholders/businesses would continue through fortnightly newsletters.
4. Encouraging town centre use – work had been carried out on the adaptation of events and on information on using public spaces i.e. parks and accessibility.
5. Supporting businesses – a number of initiatives were in place including support and advice from the environmental health teams, business rate grants until 31st March, 2021, business support provider schemes, in particular a Building Business Resilience package, digital training and advice.
6. Attracting and monitoring external funding – it was noted that £82,000 had been received from the “Re-opening High Streets Safely Fund” and exploration of further funding options, with the Local Enterprise Partnership

(LEP), Hampshire County Council (HCC) and Department for Transport (DfT) was underway.

7. Engaging with the High Street Task Force – virtual guidance and webinars had replaced the original process at the peak of the pandemic. However, it was advised that resumption of the original processes was imminent.

In response to a query, it was noted that the Princes Hall was currently being used by local community groups in a socially distanced environment, but all large scale performances had been cancelled. It was noted that an update was expected from the central Government in November, 2020. In respect of digital performances, options were being explored, although as most shows were provided commercially, ultimately the decision would lie with the provider.

In response to a comment on the digital games hub, it was advised that the building would be ready to occupy imminently. However, some legalities had been delayed by COVID-19 and these were currently being finalised to enable the first occupier, Rocket Desk, to move in. The first floor of the building had faced some issues but procurement options were being considered for leasing the space.

Following discussions on the planters creating space for pop up performances, it was advised that the procurement of the planters had considered the risk of antisocial behavior and would not be easily moved by individuals. Consideration would also be given to locating some in the Westgate area to support the existing businesses with the temporary closure of Cineworld.

A request was made for some pre-COVID-19 comparable data on footfall figures and this would be provided to the Board.

The presentation was **NOTED**.

19. **DEPRIVATION AND SUPPORTING COMMUNITIES**

Andrew Colver, Head of Democracy and Community, and Emma Lamb, Community and Partnerships Manager, attended the meeting to give a presentation on the current position on the development of the Deprivation/Supporting Communities Strategy and Action Plan. The presentation covered the background and context, data and evidence, impacts from COVID-19 and the emerging priorities and proposals.

Mr. Colver talked through the data and evidence available to the Council, which would help inform any future work. It was noted that the Council were working with partners, such as the Clinical Commissioning Group, and gathering information from various sources including, Frimley Integrated Care Services and Public Health England to build a robust evidence base.

The Board was advised of an initial project that would be targeted in the Aldershot Park ward. The area had been considered one of the most deprived areas in the Borough and a range of issues were present, including income deprivation, poor

education and skills and health inequalities. A number of proposals had been outlined for the project, these included:

- Developing local health and physical activity opportunities and increased social interaction
- Activities to reduce social isolation and improve mental health
- Utilisation of local sporting facilities and green spaces for local residents
- Promotion of healthy lifestyles – by improving awareness of the benefits of an active lifestyle, and improving access to activities in the area
- Identifying and enabling longer term community projects – such as community gardens

It was advised that other projects would be run in other areas across the Borough where similar issues were present.

In response to a query, it was noted that data from the healthy weights audit had been used and this had been supplemented by data from the CCG for the whole Borough. Other areas had also been identified which could be picked up as Borough wide issues, including mental health, smoking and cardio vascular disease. Information was also requested on comparators between hospital admissions relating to injury from violence and crime data, this would be looked into and reported back separately.

The Board discussed the local response figures to COVID-19 and it was advised that demand was currently very low. The situation would continue to be monitored closely as the situation would evolve with the ending of the furlough scheme and a potential rise in cases.

A discussion was held regarding foodbanks and it was noted that a number of different models were being looked at for food provision, including the Trussell Trust. It was important to find the right model for Rushmoor and a report would be prepared for the Board once the review had been completed.

The Board **ENDORSED** the work and **NOTED** that the Strategy and Action Plan would be drafted by November 2020.

It was advised that the meeting would be followed by a workshop for Members of the Board to discuss in further detail the main themes to be covered in the work, wards or parts of wards where the work could be undertaken and actions to be taken that would make an immediate difference to people's lives.

20. **WORK PROGRAMME**

The Board **NOTED** the current Work Programme.

The updates on the Rowhill and Southwood Management Plans, Farnborough Civic Centre, the End Violence at Work Charter and the Homelessness strategies were **NOTED**.

The meeting closed at 8.48 pm.

CLLR J.B. CANTY (CHAIRMAN)

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of the Remote meeting held on Thursday, 22nd October, 2020 at 7.00 pm.

Voting Members

Cllr M.D. Smith (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

Apologies for absence were submitted on behalf of Cllr Mrs. D.B. Bedford

21. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 3rd September, 2020 were agreed as a correct record.

22. WORK PLAN

The current work plan was agreed. Updates were given on the Highways Task and Finish Group and the car boots and markets workshop, which were both held in August, 2020.

- **Highways Task and Finish Group** – the Group had agreed to meet with the Local Area Highways Manager, unfortunately this had been delayed and a date would be circulated as soon as possible.
- **Car Boot and Markets Workshop** – since the meeting it was reported that Officers had been working with the Operational Services Portfolio Holder to seek a new approach to the provision of car boots and markets in the town centres.

In response to a query on the Educational Improvement Task and Finish Group, it was noted that discussions were continuing with Hampshire County Council. Understandably, the current focus was on getting the schools back to normal after the lockdown closures but it was intended to invite the County Executive Member for Education and Skills to a meeting of the Task and Finish Group in the New Year.

23. EXCLUSION OF THE PUBLIC

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

Minute Nos.	Schedule 12A Para. No.	Category
24	3	Information relating to financial or business affairs

24. COMMERCIAL PROPERTY INVESTMENT

The Committee welcomed Paul Brooks, Executive Head of Regeneration and Property, Helen Bristow, Property and Estates Manager and Chris Hornung, Managing Director Lambert Smith Hampton Investment Management (LSHIM), who attended the meeting to give a presentation on the Council's commercial property investment portfolio. The presentation covered the management arrangements, the quarterly performance report and the impacts of COVID-19.

Ms. Bristow, gave an overview of the management arrangements. It was noted that between 2016 - 2018 the Council's property investment portfolio had increased in value to £105 million and it had been decided that more expertise was required to help manage the existing portfolio and develop it further. In November, 2019, LSHIM had signed a three year contract with the Council to manage the portfolio. It was advised that LSHIM worked closely with the Council's Estates Team and the Property Investment Advisory Group (PIAG) to manage two portfolios, the "Investment Portfolio", including all new acquisitions and the "Legacy Portfolio" which included properties which had been owned by the Council for some time and had an amalgamated annual income of around £40,000.

It was noted that monthly meetings were held with LSHIM to discuss asset management, the action plan, individual cases/events and managing agent updates and monitoring. Quarterly reports were also provided to the PIAG, which covered rental data, portfolio data updates and market and sector advice. This way of working encouraged collaboration, with mutually agreed objectives and understanding of the Council's requirements that worked well for both parties. The benefits of working with LSHIM were considered to include:

- A market wide and cross sector analysis of the existing portfolio
- A sifting process of opportunities and recommendations for future investment purchases
- A review process of the existing portfolio with options for change/disposal
- Access to specialists and a sounding board on specific projects
- Advice on regeneration projects, particularly the Civic Hub development

The Committee was advised of the working arrangements and purpose of the PIAG. The purpose of the non-decision making group was to review any potential opportunities for acquisitions, raise any queries or concerns and discuss the merits of proposals before the opportunity was submitted to the Cabinet for agreement and any offers were made. In addition, the PIAG also reviewed the running of the portfolio and could make recommendations as part of that review process. It also reviewed the risk and use of the property reserve held by the Council and acted as a consultee on acquisitions and disposals.

Mr. Brooks then gave an overview of the Council's Property Investment Strategy, the key objectives of which were:

- A low risk profile
- A £170 million proportionate level of investment
- An ensured net income of 0.8% (after borrowing)
- A balanced investment portfolio across different property types

Mr. Hornung, then gave an overview of the quarterly report, this included an executive summary which detailed key areas, including:

- Sector portfolio split, maximum limits had been set at – retail 25%, office space 35%, industrial 35% and alternative (living sector) 15%
- Acquisition and disposal information – none in the current quarter
- Asset management arrangements by property
- Performance and objectives
- Financial summary by property

In response to a query regarding future procurement, Mr. Hornung advised on the importance of ensuring the balance of the portfolio matched the limits set. Currently the portfolio was over weighted in retail, so future opportunities would be focused on industrial/office spaces which were currently performing well. Should there be any doubt over the viability of an opportunity the team would look elsewhere.

Measures for dealing with tenants/businesses struggling due to the COVID-19 pandemic were discussed. It was noted that the situation would be monitored closely with the management agents and options considered to fill the space should the property become empty. Should a property need to be disposed of, it was noted that all opportunities would be maximised to gain the best deal available.

The Committee discussed the financial aspects of the portfolio and understood that it was important to have a realistic budget to continue growing the portfolio without overspending. Commercial property investment had been part of the Council's wider savings programme by securing significant income and it was imperative that it was a balanced and proportionate part of it.

The Chairman thanked Mr. Hornung, Mr. Brooks and Ms. Bristow for their presentation.

The meeting closed at 8.40 pm.

CLLR M.D. SMITH (CHAIRMAN)

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