



# RUSHMOOR BOROUGH COUNCIL

## CABINET

***Tuesday, 31st May, 2016 at 7.00 p.m.***  
*at the Council Offices, Farnborough*

Councillor D.E. Clifford (Leader of the Council)  
Councillor K.H. Muschamp (Deputy Leader and Business, Safety and  
Regulation Portfolio)

Councillor Sue Carter (Leisure and Youth Portfolio)  
Councillor Barbara Hurst (Health and Housing Portfolio)  
Councillor G.B. Lyon (Concessions and Community Support Portfolio)  
Councillor P.G. Taylor (Corporate Services Portfolio)  
Councillor M.J. Tennant (Environment and Service Delivery Portfolio)

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 **14th June, 2016**.

1. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 26th April, 2016 were confirmed and signed by the Chairman.

2. **GENERAL FUND PROVISIONAL OUTTURN REPORT 2015/16 –**  
(Leader of the Council/Corporate Services)

The Cabinet considered the Head of Financial Services' Report No. FIN1610, which set out the provisional outturn position on the General Fund (revenue and capital) for 2015/16, 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, in its original budget for 2015/16, the

Council had set a savings figure of £500,000 to be achieved through reductions in service costs and additional income generation, in addition to £315,000 of expected staff turnover savings. A significant proportion of these savings had been achieved during the first half of 2015/16 and the efficiencies identified had been built into the Council's revised budget, as set out in Appendix A to the Report. The revised budget figure had been further adjusted to reflect any subsequent virements, supplementary estimates and use of the service improvement fund, to form the current approved budget, with estimated year-end balances of £1.47 million.

The provisional outturn showed an improvement in the Council's financial position, with a net underspend of approximately £473,000 against the current approved budget and a net underspend of £337,000 compared with the last budget monitoring position, before accounting for any change due to the operation of the business rates retention scheme. A list of the principal variations between the provisional outturn position and the current approved budget was set out in Appendix B to the Report. The effect of the net underspend was to increase the General Fund revenue balance to approximately £1.94 million, which was close to the top of the range of balances set out in the Medium Term Financial Strategy (£1 million - £2 million).

The Report set out how the operation of the Business Rates Retention Scheme could cause large swings in the General Fund balance at the end of the financial year. Financial transactions in this respect would increase the General Fund balance from £1.94 million to £2.47 million, which would be above the approved range of balances. It was, therefore, proposed that a transfer of £473,000 should be made to the Stability and Resilience Reserve. The Report also gave details of financial risks to the Council which had been identified to date. These included the outcomes of the review of the Business Rates Retention Scheme, the uncertain future of the New Homes Bonus and the implications of legislation around welfare reform. As part of the outturn process, and, in line with proper accounting practices, all outstanding potential liabilities would be reviewed to ensure that the appropriate level of reserves was being held against the risks that the Council faced.

Appendix C of the Report set out the Capital Outturn Summary and showed a total net underspend of £5,919,000 against the current approved budget. This underspend was due mainly to the re-scheduling of work on a number of projects with a consequent slippage of expenditure of £5,893,000 into 2016/17. After accounting for this slippage, the Capital Programme had underspent by around £26,000. The most significant variations in expenditure were listed in Appendix D to the Report.

The Cabinet discussed many aspects of the Report, including the effect of business rate appeals, the purpose of and contributions to the Stability and Resilience Reserve and how income generation could be maximised to help to close any budgetary gap

**The Cabinet RESOLVED** that

- (i) the General Fund provisional outturn for 2015/16 for both revenue and capital be noted; and
- (ii) the approach to reserves and balances, as set out in the Head of Financial Services' Report No. FIN1610, be approved.

3. **CORPORATE STRATEGY AND CORPORATE PLAN 2015/16 – QUARTER 4 AND END OF YEAR MONITORING REPORT –**  
(Leader of the Council)

The Cabinet received the Directors' Management Board's Report No. DMB1603, which gave an update on performance management monitoring information against the Corporate Plan for the fourth quarter and end of the 2015/16 financial year.

The Chief Executive highlighted strategic and performance management data in a few key areas, including education and skills, economic data and house prices. Members were informed that key initiatives and service measures were detailed in Section Three of the Corporate Plan, under the themes of people and communities, prosperity, place, leadership and good value services. In respect of key initiatives and service measures, it was noted that 82.8% were on target, 14.0% were unlikely to achieve the action or indicator and 3.2% had been unable to achieve elements of the target.

The Chief Executive explained that the Housing Team had been under particular pressure due to the significant increase in homeless people presenting.

**The Cabinet NOTED** the Directors' Management Board Report No. DMB1603 and the performance made against the Corporate Plan in the fourth and final quarter of the 2015/16 financial year.

4. **ALDERSHOT RAILWAY STATION AND SURROUNDS – VARIATION TO CAPITAL PROGRAMME –**  
(Leader of the Council)

The Cabinet considered the Directors' Management Board's Report No. DMB1602, which sought approval to vary the 2016/17 Capital Programme in relation to Phase 6 (improvement works to the Aldershot Station area) of the Activation Aldershot project (No. 5404).

The Cabinet was informed that the station area had been identified in the emerging Local Plan and the Aldershot Town Centre Prospectus as a key regeneration site for the town. Funding had been obtained under the Activation Aldershot initiative and further financial commitments had been obtained from Hampshire County Council and South West Trains. A further

application had been made to the Local Growth Fund and this was currently being considered by the Enterprise M3 LEP's Local Transport Board. The project would deliver a number of changes, including to the existing forecourt, bus station and car park areas. A comprehensive consultation exercise would be carried out before commencement of any works.

**The Cabinet RESOLVED** that approval be given to a net reduction of £540,000 to the 2016/17 Capital Programme in respect of the Aldershot Railway Station and surrounds project (No. 5404), as set out in the Directors' Management Board's Report No. DMB1602.

5. **BUILDING CONTROL FEES AND CHARGES 2016 –**  
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1606, which proposed a single scheme of fees and charges for building control services across the whole area covered by the recently formed Hart and Rushmoor Building Control Partnership.

The Cabinet was informed that, in view of competition for work from independent Approved Inspectors, the Council had not increased its fees for the previous six years. Hart had similarly not increased its fees for many years. Whilst the new shared service had been operating well, it was now proposed to eliminate discrepancies and confusion by introducing a harmonised schedule of fees and charges. The proposed scheme was set out in Appendix A to the Report and represented an average 7.5% increase in fees and charges. It was explained, however, that this put the level of the fees in line with neighbouring local authorities and these were still less than the charges made by Approved Inspectors. The scheme had also been simplified and made clearer for customers. This was part of a wide ranging review of the services offered and was aimed at delivering ongoing improvements.

The Cabinet was supportive of the proposals and was keen to ensure that all opportunities were explored to maximise the promotion of the Council's building control services.

**The Cabinet RESOLVED** that the new schedule of building control fees and charges, as set out in Appendix A to the Head of Planning's Report No. PLN1606, be approved to come into force from 1st June, 2016.

6. **RUSHMOOR LOCAL ENFORCEMENT PLAN –**  
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1617, which set out the draft Rushmoor Local Enforcement Plan for approval.

Members were informed that Government advice was that local authorities should make a clear statement of their approach and commitment to the enforcement of planning control in a Local Enforcement Plan. It was

explained that the Council did have an adopted Planning Enforcement Charter but that this was now out of date, as it made reference to national and local policies that were no longer in force. The Council's Development Management Committee had considered the new policy at its meeting on 25th May and had expressed support for the document.

**The Cabinet RESOLVED** that the Rushmoor Local Enforcement Plan, as set out in the Head of Planning's Report No. PLN1617, be adopted and published.

**7. DELEGATION OF AUTHORITY – PRIMARY AUTHORITY –**  
(Business, Safety and Regulation)

The Cabinet considered the Head of Environmental Health and Housing's Report No. EHH1611, which sought approval for the Council to authorise Primary Authority arrangements up to a value of £20,000. Members were informed that Primary Authority arrangements offered the Council, as regulator, the opportunity to work with businesses to offer advice and support, with full cost recovery. The Council had a longstanding Primary Authority relationship with the Army, which had since developed into supporting all three Military Services. It was explained that the work supported the Council's 8-Point Plan Income Generation strand.

Members were supportive of this work and discussed various matters, including the risks associated with ensuring that advice given was accurate and appropriate. Assurance was given that all advice and guidance given was thoroughly researched and checked, in order to minimise this risk.

**The Cabinet RESOLVED** that, in order to support the Council's development of Primary Authority relationships, the Head of Environmental Health and Housing be authorised to enter into Primary Authority arrangements, up to the value of £20,000.

**8. GARDEN WASTE COLLECTION SERVICE – CONTAINER CHOICE –**  
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1611, which sought approval to replace reusable bags with wheeled bins and to replace the plastic single-use bags with compostable paper sacks.

The Cabinet was reminded that the garden waste collection service had been launched in 2005, when all customers were offered either reusable bags or plastic single-use bags. In 2010, a brown wheeled bin had been introduced and this had proved popular with customers. At present, only around 1,000 of the total of 7,300 customers still used the reusable bags, with around 300 using the plastic single-use bags. The range of containers currently offered presented logistical issues to the contractor collecting the garden waste, mainly due to the inability, on health and safety grounds, for one type of vehicle to collect the content of both reusable bags and wheeled bins.

Similarly, the disposal of the content of the current plastic single-use bags presented a similar problem, in that it was not possible to collect them using the same vehicle as that emptying the wheeled bins. For this reason and with the re-procurement of the contract for waste collection ongoing, it was now proposed to withdraw the use of reusable bags and also to replace the plastic single-use sacks with biodegradable paper single-use sacks. This would mean that, in future, all garden waste could be picked up at the same time using a single vehicle. It was proposed that existing reusable bag users would be given notice of the removal of the service at the end of the customer's current subscription period. At the same time, these customers would be offered a wheeled bin at a reduced rate for the first year, in order not to face a financial disadvantage.

The Cabinet discussed the proposal and clarified issues around the quality of the biodegradable bags to be used and whether these changes would have an effect on the contract re-procurement process.

**The Cabinet RESOLVED that**

- (i) for the reasons of health and safety and service efficiencies, the removal of the option of reusable bags and the replacement of the current plastic single-use sacks with biodegradable paper sacks be approved;
- (ii) the fees and charges for the scheme, as set out in the Head of Community and Environmental Services' Report No. COMM1611, be approved;
- (iii) a variation of £17,000 to the 2016/17 Capital Programme, in respect of the purchase of additional wheeled bins for the Garden Waste Service, be approved; and
- (iv) a supplementary estimate of £5,000, in respect of the purchase of paper single-use sacks, noting that the increased purchase costs would be covered by the proposed new charges, be approved.

**9. QUEENS GATE ROUNDABOUT – SPONSORSHIP SIGNS –**  
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1611, which sought approval to submit an application for consent to display sponsorship signs on the Queens Gate Roundabout, Farnborough.

The Cabinet was informed that the Council used the roundabout sponsorship scheme to support the Rushmoor in Bloom competition and its entry into the annual South and South East in Bloom competition. It was reported that there were, currently, sponsorship signs displayed at eighteen roundabouts around Aldershot and Farnborough. This generated an income of

around £17,000 per annum. The proposed advertisements would be located on the four entry points to the roundabout.

The Cabinet was supportive of the principle of raising revenue by increasing sponsorship and advertising in general and requested that other possibilities for this should be explored, with a view to increasing income to the Council.

**The Cabinet RESOLVED** that approval be given to the Head of Community and Environmental Services to seek advertisement consent for the display of four Rushmoor in Bloom sponsorship signs at Queens Gates Roundabout, Farnborough.

10. **ALPINE SNOWSPORTS – CONTRACT EXTENSION –**  
(Leisure and Youth)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1613, which set out a proposal to extend the contract with Active Nation UK Limited for the management of the Alpine Snowsports by 22 months, to expire on 31st January, 2019, to bring it in line with the Council's other leisure contracts.

The Cabinet was reminded that the contracts for the management of the Aldershot Indoor Pools, Lido and the Farnborough Leisure Centre would expire on 31st January 2019, with the Southwood Golf Course expiring on 31st March 2019. It was felt that there would be time and cost savings from retendering all of these together, where a contractor may wish to bid for more than one of the facilities. Active Nation UK Limited had continued to provide a good level of service at Alpine Snowsports and had expressed its agreement to the proposed extension of the current contract, on the existing terms and conditions.

**The Cabinet RESOLVED** that, on the same terms and conditions, the extension of the current contract with Active Nation UK Limited to 31st January, 2019 be approved.

11. **IMPROVING EDUCATIONAL ATTAINMENT IN RUSHMOOR –**  
(Leisure and Youth)

The Cabinet considered the Head of Strategy, Engagement and Organisational Development's Report No. SEO1601, which provided an update on the work of the Council in seeking to improve educational attainment in the Borough.

The Cabinet was reminded that, whilst Rushmoor's primary schools continued to perform well, the GCSE results of Rushmoor's secondary schools were not as high as the Hampshire and England averages and, in some, were significantly worse. Investigation had shown that recruitment of teachers, especially English teachers, was a significant problem for schools in the area. In this respect, Fernhill School had recently interviewed two

outstanding candidates to work as English teachers and expressed a wish to employ both. However, the school's challenging financial position meant that it was only able to fund one full time teacher and one for two days per week. The Council had been approached to contribute funding towards the remaining three days per week for the first year only. It was proposed that the cost of the additional three days, being around £60,000, should be split equally between the school, Hampshire County Council and Rushmoor Borough Council. It was further proposed that, if agreed, the teacher would teach at Fernhill for two days per week and would use the remaining three days to support improved teaching and learning of English in Fernhill and other Rushmoor Secondary Schools. It was reported that, in view of the urgency of this matter, the Chief Executive, in consultation with the previous Leader of the Council and the Cabinet Member for Leisure and Youth, had agreed that a grant of up to £20,000 should be made to Fernhill School from September 2016. In the meantime, officers would seek contributions from other organisations to offset the cost to the Council.

The Cabinet discussed the Report and the situation around educational attainment in general. Whilst support was shown for the Council's interventions in educational attainment, Crs. Hurst and Lyon did not support the decision to give financial assistance to Fernhill School, on the basis that this could be perceived as favouritism. Members did discuss what else might assist local schools and ideas included considering starting army cadet groups within schools and researching the Government initiatives called 'Troops to Teachers' and 'Teach Next'. It was also suggested that retired teachers could have a role to play in assisting local schools. It was agreed that educational attainment would be an ongoing issue for the Cabinet to engage with.

**The Cabinet RESOLVED** that

- (i) the action taken by the Chief Executive, in consultation with the Leader of the Council and the Cabinet Member for Leisure and Youth, to provide up to £20,000 to be paid as a one-off grant to Fernhill School towards the recruiting of the teacher, as set out in the Head of Strategy, Engagement and Organisational Development's Report No. SEO1601, be confirmed and endorsed; and
- (ii) the process of seeking of financial contributions from other organisations towards improving educational attainment, be approved.

**NOTE:** Crs. D.E. Clifford and K.H. Muschamp declared prejudicial interests in this item, Cr. Clifford in respect of his company supplying goods to schools in the Borough and Cr. Muschamp in respect of his role as a Governor of Fernhill Secondary School and, in accordance with the Members' Code of Conduct, both left the meeting during the discussion and voting thereon.



12. **APPOINTMENTS –**  
(All)

(1) **Budget Strategy Member Working Group**

**The Cabinet RESOLVED** that the following appointments be made to the Budget Strategy Member Working Group for the 2016/17 Municipal Year, on the basis of nine Members including the Leader of the Council, the Chairman of the Corporate Services Policy and Review Panel and seven Members (4 Conservative: 2 Labour: 1 UKIP):-

Cabinet Member for  
Corporate Services -

Cr. P.G. Taylor

Chairman of the Corporate Services  
Policy and Review Panel -

To be appointed

Conservative Group -

Crs. Mrs. D.B. Bedford, A.  
Jackman, S.J. Masterson and  
A.R. Newell

Labour Group -

Crs. A.H. Crawford and B.  
Jones

UKIP Group -

Cr. D.M.T. Bell

(2) **Community Cohesion Task and Finish Group**

**The Cabinet RESOLVED** that the following appointments be made to the Community Cohesion Task and Finish Group for the 2016/17 Municipal Year, on the basis of eight Members including the Leader of the Council and seven Members (4 Conservative: 2 Labour: 1 UKIP):-

Leader of the Council -

Cr. D.E. Clifford

Conservative Group -

Crs. M.S. Choudhary, J.H.  
Marsh, S.J. Masterson and  
K.H. Muschamp

Labour Group -

Crs. A.H. Crawford and B.  
Jones

UKIP Group -

Cr. D.M.T. Bell

(3) **Future Contracts Member Working Group**

**The Cabinet RESOLVED** that the following appointments be made to the Future Contracts Member Working Group for the 2016/17 Municipal Year, on the basis of six Members including the Cabinet Member for Environment and Service Delivery, the Chairman of the Environment

Policy and Review Panel and four Members (2 Conservative: 1 Labour: 1 UKIP):-

Cabinet Member for Environment and Service Delivery -	Cr. M.J. Tennant
Chairman of Environment Policy and Review Panel -	To be appointed
Conservative Group -	Crs. A. Jackman and J.H. Marsh
Labour Group -	Cr. C.P. Grattan
UKIP Group -	Vacancy

**Standing Deputy:**

Labour Group -	Cr. K. Dibble
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(4) **Hackney Carriage Fares Review Task and Finish Group**

**The Cabinet RESOLVED** that the following appointments be made to the Hackney Carriage Fares Review Task and Finish Group for the 2016/17 Municipal Year, on the basis of five Members including the Cabinet Member for Business, Safety and Regulation, the Chairman of the Licensing and General Purposes Committee and three Members (1 Conservative: 1 Labour: 1 UKIP):-

Cabinet Member for Business, Safety and Regulation -	Cr. K.H. Muschamp
Chairman of Licensing and General Purposes Committee -	Cr. A. Jackman
Conservative Group -	Cr. M.J. Tennant
Labour Group -	Cr. L.A. Taylor
UKIP Group -	Cr. M. Staplehurst

(5) **Member Development Group**

**The Cabinet RESOLVED** that the following appointments be made to the Member Development Working Group for the 2016/17 Municipal Year, on the basis of seven Members including the Cabinet Member for Corporate Services, one Cabinet Member, the Chairman of the Corporate Services Policy and Review Panel and four Members (1 Conservative: 2 Labour: 1 UKIP):-

Cabinet Member for Corporate Services -	Cr. P.G. Taylor
Cabinet Member -	Vacancy
Chairman of Corporate Services Policy and Review Panel -	To be appointed
Conservative Group -	Vacancy
Labour Group -	Crs. B. Jones and L.A. Taylor
UKIP Group -	Cr. D.M.T. Bell

(6) **Aldershot Regeneration Group**

**The Cabinet RESOLVED** that

- (i) the establishment of an Aldershot Regeneration Group be approved;
- (ii) the Group's meeting arrangements and Terms of Reference be agreed by the Chief Executive, in consultation with the Leader of the Council; and
- (iii) the Head of Democratic and Customer Services, in consultation with the Political Group Leaders, be authorised to make appointments to the Group.

13. **EXCLUSION OF THE PUBLIC –**

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

<b>Minute No.</b>	<b>Schedule 12A Para. No.</b>	<b>Category</b>
14	3	Information relating to financial or business affairs

14. **ACQUISITION OF COMMERCIAL PROPERTIES –**  
(Corporate Services)

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1606, which set out a proposed procedure for the acquisition of commercial properties.

Members heard how making better use of property and assets was one of the projects forming part of the 8-Point Plan. The Council had been receiving help and advice from Eastleigh Borough Council for some time to help to develop an approach to property investment and refresh the Council's Asset Management Strategy. This work had enabled officers to identify commercial property opportunities where acquiring such assets would provide a better return for the Council than having the money in a bank.

It was reported that, with many property deals, it was necessary to move swiftly. In those cases, it would be necessary to use the Urgency Procedure that was already in place. On every occasion, the Directors' Management Board would have approved the transaction and any proposed action would then have been agreed with both the Leader of the Council and the Cabinet Member for Corporate Services before proceeding. Any such decisions would then be reported to the Cabinet at its following meeting. Such a report was made to the Cabinet at the meeting, concerning an offer made by the Council on 28th April 2016 to purchase the freehold of Nos. 100 – 106 Church Road, Addlestone, which comprised a pre-let retail unit to Co-operative Southern Limited and five flats. It was confirmed that, on this occasion, the offer had been unsuccessful.

The Cabinet was advised of the details of two potential commercial acquisitions where negotiations were currently ongoing and delicately poised. Progress on these two cases would be brought to Members in due course. It was reported that both of the properties were outside of the Borough.

The Cabinet discussed the principle of the Council acquiring commercial properties as investments and expressed strong support for this approach. When considering the relative values of commercial properties, especially in a rural location, Members felt that broadband coverage was an important issue and it was agreed that this would be taken up with the Enterprise M3 Local Enterprise Partnership.

**The Cabinet RESOLVED that**

- (i) the use of the Urgency Procedure to make future offers on commercial properties be approved;
- (ii) the unsuccessful offer to acquire the Co-operative premises in Addlestone be noted;
- (iv) the offers made in respect of the two premises, on the terms set out in the Solicitor to the Council's Exempt Report No. LEG1606, be approved; and
- (v) appropriate variations be made to the Capital Programme in respect of the acquisition costs of the two premises.

The Meeting closed at 8.59 p.m.

CR. D.E. CLIFFORD  
LEADER OF THE COUNCIL

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