

CABINET

Report of the Meeting held on Tuesday, 14th December, 2021 at the Council Offices, Farnborough at 7.00 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 Cllrs K.H. Muschamp and 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 **29th December, 2021**.

47. **DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

48. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 16th November, 2021 were confirmed and signed by the Chairman.

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

The Cabinet considered Report No. FIN2127, which set out details of an application for rate relief on behalf of Blucando Limited.

Members were informed that details of the application were contained within the Report and that the applicant was a technology company that had relocated to Farnborough.

The Cabinet RESOLVED that 75% discretionary rate relief be awarded to Blucando Limited for a period of one year, as set out in Report No. FIN2127.

50. **REPROVISIONING OF TEMPORARY ACCOMMODATION –** (Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH2135, which set out details relating to the provision of the Council's hostel accommodation in the Borough.

Members were informed that the Council currently provided hostel accommodation at North Lane Lodge and Clayton Court in Aldershot. Both of these properties were owned by the Ministry of Defence and formed part of the Wellesley development land. The Council had use of these properties until September 2023 and had started work to find replacement accommodation from this date.

Members expressed strong support for the proposed approach for the ongoing provision of this important Council service.

The Cabinet RESOLVED that the project plan and a supplementary estimate of £40,000, which was needed to fund legal and advisory costs, site surveys and due diligence work, as set out in Report No. EPSH2135, be approved, to support the delivery of alternative accommodation.

51. **REPORT OF URGENCY DECISION - NOS. 35-39 HIGH STREET, ALDERSHOT –**
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet received Report No. ED2102 and a Record of Executive Decision, which set out an urgent decision made on 10th December, 2021 by the Executive Director, in consultation with the Major Projects and Property Portfolio Holder, in relation to urgent works required to a party wall between Nos. 35-39 High Street, Aldershot. The details of the issues and work required to make the wall safe were set out in the Report and the Record of Executive Decision.

The Cabinet RESOLVED that the action taken, as set out in the Record of Executive Decision dated 10th December, 2021, be noted and endorsed.

The Meeting closed at 7.10 pm.

CABINET

Report of the Meeting held on Tuesday, 18th January, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council

Cllr Marina Munro, Planning and Economy Portfolio Holder

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

Cllr M.L. Sheehan, Operational Services Portfolio Holder

Cllr P.G. Taylor, Corporate Services Portfolio Holder

Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

An apology for absence was submitted on behalf of Cllr K.H. Muschamp.

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 **31st January, 2022**.

52. DECLARATIONS OF INTEREST –

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

53. MINUTES –

The Minutes of the meeting of the Cabinet held on 14th December, 2021 were confirmed and signed by the Chairman.

54. COUNCIL TAX SUPPORT SCHEME 2022/23 –

(Cllr Diane Bedford, Chairman of the Council Tax Support Task and Finish Group)

The Cabinet considered Report No. FIN2206, which set out the work carried out by the Council's Council Tax Support Task and Finish Group in respect of potential changes to the Council Tax Support Scheme. The Chairman welcomed Cllr Mrs. D.B. Bedford, Chairman of the Council Tax Support Task and Finish Group, who was attending to report on the Group's recommendations.

The Council Tax Support Task and Finish Group had met on 17th August, 2021, 6th October, 2021 and 25th November, 2021 to consider its recommendations to the Cabinet. The Group had considered the on-going impact of Covid-19 and had paid specific attention to a number of matters during its deliberations and these were set out in paragraph 2 of the Report. Having considered all relevant factors, the Group recommended that no changes should be made to the Council Tax Support Scheme for 2022/23, except for the usual alignment with Housing Benefit rates in the calculations. This would mean that the minimum contribution would remain at 12%. Additionally, it was recommended that a fundamental review of the Scheme should be carried out in early 2022/23.

The Cabinet expressed gratitude to the Council Tax Support Task and Finish Group for its work in producing these recommendations.

The Cabinet

- (i) **RECOMMENDED TO THE COUNCIL** that the current Council Tax Support Scheme for working age customers be retained for 2022/23, with the usual alignment to Housing Benefit Rates; and
- (ii) **RESOLVED** that:
 - (a) the Council Tax Support Task and Finish Group be authorised to undertake a detailed review of the Council Tax Support Scheme, to be carried out early in 2022/23 and to take into account the continuing impact of the Covid 19 pandemic and the increasing cost of the scheme and its local impact on scheme recipients and other local Council Tax payers; and
 - (b) the deliberations and considerations of the Council Tax Support Task and Finish Group in arriving at its recommendations, as set out in Report No. FIN2206, be noted.

55. **APPOINTMENT OF DIRECTORS - FRIMLEY4 BUSINESS PARK, FRIMLEY –**
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. PETS2202, which set out a proposal to appoint new Directors for Frimley Business Park Management Limited.

Members were reminded that the Council had purchased part of the Frimley4 Business Park in April, 2019. Currently, the Council's Head of Property, Estates and Technical Services and the Council's Service Manager – Property and Estates were nominated Directors of the Business Park's management company. The current Head of Property, Estates and Technical Services postholder was about to leave the employment of the Council and, as the Service Manager – Property and Estates was responsible for the management of the asset, it was felt that both of the Council's Directors should be replaced.

The Cabinet RESOLVED that the appointment of the Council's Corporate Manager – Legal and the Council's Head of Service responsible for the Property and Estates function as Directors of the Frimley Business Park Management Limited company be approved.

56. **FIRST HOMES INTERIM POLICY STATEMENT –**
(Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH2204, which set out a proposed new Rushmoor First Homes Interim Policy Statement.

Members were informed that the policy would help the Council to provide certainty to developers as to how the Council would implement first homes through the planning

system. The Report set out the details of the interim scheme and it was explained that this would be considered through the Local Plan process in due course.

The Cabinet expressed support for this policy, which would help first time buyers to get onto the housing ladder at a reduced price.

The Cabinet RESOLVED that

- (i) the adoption of the Rushmoor First Homes Interim Policy Statement, as set out in Report No. EPSH2204, be approved; and
- (ii) the Head of Economy, Planning and Strategic Housing, in consultation with the Planning and Economy Portfolio Holder, be authorised to make amendments to the Interim Policy Statement to reflect any relevant changes to national policy and guidance or case law.

57. REVENUE BUDGET MONITORING REPORT P2 2021/22 –
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2201, which set out the anticipated financial position for 2021/22, based on the monitoring exercise carried out during October and November, 2021. Members were informed that the Covid-19 pandemic had continued to have a widespread impact on local authority budgets, particularly in relation to a significant loss of income from services and an uncertain income recovery during the current financial year. It was noted that the forecast focussed on the immediate financial pressures that had been identified and that further analysis would be undertaken on the Medium Term Financial Strategy and Savings Plan to inform the budget setting process for 2022/23. A summary of the general risks and uncertainties faced by the Council at this time was included in the Report.

The Cabinet RESOLVED that

- (iii) the latest revenue forecasts and financial impact on reserve balances, as set out in Report No. FIN2201, be noted; and
- (iv) the additional transfers from earmarked reserves, as set out in paragraph 7.4 of the Report, be approved.

58. CAPITAL PROGRAMME MONITORING AND FORECASTING REPORT P2 2021/22 –
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet received Report No. FIN2202, which provided the latest forecast regarding the Council's Capital Programme for 2021/22, based on the monitoring exercise carried out during October and November, 2021. The Report advised that the original Capital Programme for 2021/22, which had been agreed by the Council on 25th February, 2021, had totalled £38.510 million. Table 1 of the Report set out the reconciliation of budget changes since then, along with the projected actual capital expenditure for 2021/22. It was noted that projects of major financial significance to the Council in the Capital Programme included the regeneration projects in Aldershot town centre and Farnborough Civic Quarter and the

replacement of cremators at the Aldershot Crematorium. Members were advised that, of the approved capital budget of £41.297 million, only £14.580 million was forecast to be spent by the end of 2021/22. In noting this variance, it was explained that the programme contained large and complex projects that required proactive monitoring to ensure any delays or variations in cost were clearly understood and communicated to assess the implications for the Council.

The Cabinet RESOLVED that the latest Capital Programme position, as set out in Tables 1 and 2 of Report No. FIN2202, including the proposed slippage of £26.893 million, be noted.

59. **RECOMMENDATIONS FROM BUDGET STRATEGY WORKING GROUP 2021/22–**
(Cllr Paul Taylor, Chairman of the Budget Strategy Working Group)

The Cabinet considered Report No. FIN2204, which set out recommendations from the Council's Budget Strategy Working Group in respect of the strategic financial issues that the Group had worked on throughout the year. The Chairman welcomed Cllr J.B. Canty, who had requested to address the Cabinet on this issue.

Members were reminded that the Corporate Services Portfolio Holder (Cllr P.G. Taylor) was the Chairman of the Group, which had met five times during the current financial year and had one further meeting for the year, scheduled for March, 2022. The Group had considered many matters during the year, including the strategic options around the Council's revenue and capital budget setting for the forthcoming financial year and ongoing impact of Covid-19 on the Council's financial position. The Group had formulated a number of recommendations to the Cabinet and details of these were set out in the Report.

The Cabinet heard from Cllr Canty, who had been a member of the Budget Strategy Working Group during the previous year. Cllr Canty expressed support for the recommendations from the Group, as set out, and went on to express some personal observations on how the Council might address the financial challenges it faced over the coming years. Cllr Canty was thanked for his input.

The Cabinet expressed gratitude to the members of the Budget Strategy Working Group for their work in producing these recommendations.

The Cabinet NOTED the following recommendations from the Budget Strategy Working Group, that

- (v) the Savings and Transformation Programme be continued to ensure a balanced portfolio of cost management and income generation opportunities to enable the Council to achieve financial sustainability over the medium-term strategy period, with the Budget Strategy Working Group acting as a consultee on the development of the programme, in line with the Group's Terms of Reference, as set out in Appendix A of Report No. FIN2204; and;
- (vi) whilst mindful of the impact on Rushmoor residents, the Council should increase Council Tax by the maximum permissible level of £5, given the inflationary and financial pressures faced by the Council.

60. **MEDIUM TERM FINANCIAL STRATEGY 2022/23 TO 2025/26 - UPDATE –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet received Report No. FIN2203, which set out an update on the key factors influencing the preparation of the Council's 2022/23 budget. The Report also provided an update on the Provisional Local Government Finance Settlement.

Members were informed that the Council, along with many other local authorities, continued to face significant financial challenges over the medium term. Risks and uncertainties, particularly around Covid-19, Brexit and the global economy made it difficult for the Council to accurately predict its medium term financial position. The Report set out details of the Spending Review announced by the Government on 27th October, 2021. The Cabinet was informed that would need to ensure that adequate reserves were maintained over the medium term to mitigate the risks identified in the Report.

The Cabinet NOTED the contents of Report No. FIN2203, including the Provisional Local Government Finance Settlement and the financial planning process and associated risks and uncertainties, as set out in Section 7.

61. **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 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
62 and 63	3	Information relating to financial or business affairs

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

62. **INVESTMENT PROPERTY PORTFOLIO - AGREEMENT OF REVISED RENTAL OFFER –**

(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Exempt Report No. PETS2201, which set out details of a revised rental offer in relation to a property owned by the Council.

Members were informed that, following a difficult trading period, discussions had taken place with the tenant of one of the Council's retail properties. The Tenant had built up rent arrears since the start of the pandemic. Officers had worked with Lambert Smith Hampton Investment Management (LSHIM), the Council's Asset Managers, and a specialist adviser and had negotiated a revised rental offer that represented a good solution for both the Tenant and the Council.

The Cabinet was supportive of the suggested approach and considered this to be the best available option.

The Cabinet RESOLVED that, having considered the options set out in Exempt Report No. PETS2201, the option agreed in principle with the Tenant, be approved as follows

- (i) a new ten-year lease from 1st September, 2021;
- (ii) a stepped rental basis per annum exclusive, as set out in the Report;
- (iii) a tenant only break option at the fifth year, subject to serving six months' notice and the tenant paying a penalty equivalent to one year's rent;
- (iv) a single upwards only rent review only at the fifth year, based off the stepped rent applicable at that time; and
- (v) a landlord's contribution of £10,000 towards costs, to be netted off against the first quarter's rent.

63. **APPLICATION FOR SECTION 49 REMISSION OF NON-DOMESTIC RATES –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Exempt Report No. FIN2205, which set out an application for the remission of non-domestic rates on the grounds of hardship.

Members assessed the application from Dhampus Limited, No. 4 Wellington Street, Aldershot, taking into account the evidence of financial hardship supplied and whether it was in the interests of local taxpayers to subsidise the business. The Cabinet took into account the nature and circumstances of the business and the availability of alternative facilities in the area. The Corporate Services Portfolio Holder and the Council's Principal Revenues and Benefits Officer had examined the application in detail, including subsequent information requested in relation to the company's up to date sales and a future forecast for the success of the business, which was set out in the Report.

The Cabinet RESOLVED that 100% hardship relief be granted to Dhampus Limited for the current outstanding balance for the period from 15th July, 2019 to 31st March, 2020 and for the period from 1st July, 2021 to 31st March, 2022.

NOTE: It was noted that one of the Directors of Dhampus Limited was a member of the Conservative Party but that this had not had a material effect on the decision to grant hardship relief in this case, for which the application had been judged on its merits.

The Meeting closed at 7.48 pm.

CABINET

Draft Report of the Meeting held on Tuesday, 8th February, 2022 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

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

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

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **21st February, 2022**.

64. **DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, the following declarations of interest were made:

Item No.	Member	Interest	Reason
71	Cllr K.H. Muschamp	Personal and non-prejudicial	Council appointed Director of Rushmoor Homes Limited
71	Cllr P.G. Taylor	Personal and non-prejudicial	Council appointed Director of Rushmoor Homes Limited

65. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 18th January, 2022 were confirmed and signed by the Chairman.

66. **REVENUE BUDGET, CAPITAL PROGRAMME AND COUNCIL TAX LEVEL –** (Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2210, which made recommendations on the budget, Council Tax requirement and proposals for budget savings for 2022/23.

The Cabinet was reminded that the budget framework had been approved at its meeting on 19th October, 2021. The prospects for the Medium Term Financial Strategy had been considered at the Cabinet meeting on 18th January, 2022. Members were advised that the Report had been prepared on the basis that there would be no change to the provisional local government finance settlement figure,

which was due to be confirmed soon. The Medium Term Financial Strategy continued to provide a risk-based General Fund balance of £2 million being the minimum expected level for total working balances. The Cabinet was advised that, despite the uncertainties around levels of Government funding and the risks around Brexit and the general economic position, the Council had been able to prepare a sound budget that maintained services to residents. It was confirmed that the budget would also provide a platform for the Council to address future challenges. It was noted, however, that there was a significant and increasing funding gap from 2022/23 onwards.

The Capital Programme of £36.703 million in 2022/23 was set out in Appendix 3 of the Report. It was explained that the Capital Programme was focussed on delivering against the Council's key priority of town centre regeneration, with further schemes aimed at enhancing the delivery of core services through improvement and enhancement of assets. The Cabinet was informed that changes were needed to the Capital Programme figures provided in respect of computer systems and council offices within the Customer Experience and Improvement portfolio. The amended figures were provided to the Cabinet and would be reflected in the report that would be considered by the Council. The main areas where the Council would be facing increased levels of risk and uncertainty over the medium term were set out in Section 8 of the Report. Members were informed that the most significant risks were the uncertainty around the level of local government funding provided by central government, especially in light of the implementation of the Fair Funding Review and business rates changes and ongoing pressures caused by the wider economy, including Covid-19 and inflation. In discussing the details of the Report, Members expressed their gratitude for the hard work of the finance team.

The Cabinet

- (i) **RECOMMENDED TO THE COUNCIL** that approval be given to:
- (a) the Medium Term Financial Strategy, as set out in Appendix 1 of Report No. FIN2210;
 - (b) the Savings and Transformation items for inclusion in the budget, as set out in Appendix 2 of the Report;
 - (c) the Council Tax requirement of £7,212,340 for this Council;
 - (d) the Council Tax level for Rushmoor Borough Council's purposes of £219.42 for a Band D property in 2022/23;
 - (e) the Capital Programme, as set out in Appendix 3 of the Report and amended at the meeting;
 - (f) the Strategy for the Flexible Use of Capital Receipts, as set out in Appendix 4 of the Report;
 - (g) the balances and reserves position, including proposed reserve transfers for 2022/23, as set out in Section 5 of the Report; and

- (ii) **RESOLVED** that the Council's Section 151 Officer, in consultation with the Leader of the Council and the Corporate Services Portfolio Holder, be authorised to make any necessary changes to the General Fund Summary arising from the final confirmation of the Local Government Finance Settlement and the Business Rates Retention Scheme estimates.

67. **DRAFT COUNCIL PLAN 2022 - 2025 AND UPDATE –**
(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet considered Report No. ACE2202, which set out proposed updates to the Council's three year business plan.

Members were informed that the business plan would build on the priorities that had been identified by the Cabinet and that supported the Council's longer-term vision set out in the document 'Your Future, Your Place - A vision for Aldershot and Farnborough 2030'. Members were informed that the business plan had been reworked in terms of content and layout but was still structured around the two themes of People and Place. The Plan would be presented at the Council Meeting on 24th February, 2022.

The Cabinet was informed that there were some further proposed changes to the Council Plan. These changes would be incorporated in the updated draft that would be presented to the Council. The changes included involving partners in encouraging healthier lifestyles, the inclusion of a key activity in respect of the Council's target to become carbon neutral by 2030 and the amendment of a key measure to promote an increase in the range of housing across the Borough.

The Cabinet RECOMMENDED TO THE COUNCIL that the Rushmoor Borough Council Business Plan (April 2022 to March 2025), as set out in Report No. ACE2202 and amended at the meeting, be approved.

68. **COUNCIL BUSINESS PLAN AND RISK REGISTER QUARTERLY UPDATE
OCTOBER - DECEMBER 2021/22 –**
(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet received Report No. ACE2201, which set out progress in delivering the Council Business Plan projects during the third quarter of 2021/22. Members were informed that progress against eighteen key projects was included in the Report, along with the Council's business performance monitoring information and the Council's Corporate Risk Register. It was reported that, at the end of the third quarter, 53% of live projects were on track, with the remainder showing an amber status.

The Cabinet NOTED the progress made towards delivering the Council Business Plan, as set out in Report No. ACE2201, and the risks identified within the Corporate Risk Register in January, 2022.

69. **JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY –**
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2201, which set out an updated Hampshire Joint Municipal Waste Management Strategy.

Members were informed that the Strategy had been developed in 2006 and had been updated in 2012. The new Strategy had been developed collaboratively with the Hampshire local authorities to reflect local and national changes since 2012. It would ensure that the Project Integra Partnership would work to meet the requirements of the Environment Bill. The Policy and Project Advisory Board had considered this document at its meeting on 26th January, 2022 and the Cabinet expressed its gratitude to the Board for the feedback received and confirmed that had been taken account of in producing the Strategy. In expressing its support for the Strategy, the Cabinet discussed how to most effectively inform residents which materials could be recycled locally at the current time.

The Cabinet RESOLVED that

- (i) the adoption of the revised Project Integra – Joint Municipal Waste Management Strategy, as set out in Report No. OS2201, be approved; and
- (ii) the Executive Director and Deputy Chief Executive, in consultation with the Operational Services Portfolio Holder, be authorised to determine how to engage Members to ensure their input on the Partnership Agreement prior to its consideration by the Cabinet.

70. **UNION YARD - DISPOSAL OF PRIVATE RESIDENTIAL STOCK TO RUSHMOOR HOMES LIMITED –**
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. REG2201, which set out a proposal to dispose of, in principle, a leasehold interest for the private residential units contained within the Union Yard scheme.

Members were reminded that the agreed scheme comprised 100 residential units, of which eighteen had been identified as affordable units. Rushmoor Homes Limited had made an offer to acquire the units at a value agreed with the Council. The details of this process were set out in the Report and Members were assured that this represented the best option for the Council and for local residents. In answer to a question, it was confirmed that all of the units would be rented out by Rushmoor Homes Limited.

The Cabinet RESOLVED that

- (i) in principle, the disposal of a leasehold interest in the private residential element of the Union Yard development, comprising 82 units, to Rushmoor Homes Limited, at the conditional value set out in paragraph 3.7 of Report No. REG2201, be approved, with the final terms of the disposal to be considered by the Cabinet at a later date; and

- (ii) the potential implications on the Rushmoor Homes Limited business model arising from the current Government consultation on changes to the capital framework in respect of minimum revenue provision be noted.

71. **RUSHMOOR HOMES LIMITED - BUSINESS PLAN UPDATE 2022 - 2027 –**
(Mr Paul Shackley, Chief Executive)

The Cabinet considered Report No. CEX2201, which set out the third business plan for Rushmoor Homes Limited, covering the period 2022–2027. It also included the associated Shareholder Report, covering the first eighteen months of the company's operation. The Report was presented on behalf of the Council's Chief Executive, in his capacity as the Council's shareholder representative.

Members were reminded that Rushmoor Homes Limited had been incorporated in April, 2020 and was wholly owned, controlled and funded by the Council. It was reported that the company's governance arrangements required that a rolling five-year business plan should be approved by the Council and that a six-monthly shareholder report should be produced. Members heard that the business plan provided the operational, financial and risk parameters for the company and set out a clear plan for the development of the business over the following five-year period. It was the aspiration of Rushmoor Homes Limited to become the best performing landlord in the Borough, with its purpose, values and business objectives focussed on meeting local housing need through regeneration and environmental and financial sustainability.

The Cabinet expressed strong support for the company's business plan and felt that this approach would deliver excellent results for the Council and for Rushmoor residents.

The Cabinet RECOMMENDED TO THE COUNCIL that

- (i) Rushmoor Homes Limited's Business Plan 2022-2027, as set out in Report No. CEX2201, be approved;
- (ii) the amendment of the Shareholder Agreement to enable Rushmoor Homes Limited to purchase leasehold property, where this supported the primary aim of providing market rented homes, be approved; and
- (iii) in the event of the Government introducing a requirement to provide Minimum Revenue Provision on loans to wholly owned housing companies, an obligation on Rushmoor Homes Limited to review the Business Plan, in cooperation with the Council, be approved.

NOTE: Cllrs K.H. Muschamp and P.G Taylor declared personal and non-prejudicial interests in this item in respect of their involvement as Council appointed Directors of Rushmoor Homes Limited and, in accordance with the Members' Code of Conduct, remained in the meeting during the discussion and voting thereon.

The Meeting closed at 8.05 pm.

CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Report of the Meeting held on Monday, 22nd November, 2021 at the Council Offices,
Farnborough at 7.15 pm.

Voting Members

Cllr Sue Carter (Chairman)
Cllr P.J. Cullum (Vice-Chairman)

Cllr Jessica Auton
Cllr Jib Belbase
Cllr Sophia Choudhary
Cllr A.K. Chowdhury
Cllr Christine Guinness
Cllr A.J. Halstead
Cllr Sarah Spall
Cllr Jacqui Vosper

Mr Tom Davies – Independent Member (Audit)

Apologies for absence were submitted on behalf of Cllr Prabesh KC.

24. MINUTES

Cllr Prabesh KC – Attendance at Meetings of the Committee

The Chairman advised the Committee that Cllr Prabesh KC had been absent from consecutive meetings of the Committee held on 27th May, 27th July and 27th September in 2021. It was noted that the Democracy Team had telephoned Cllr Prabesh KC earlier that day and he had confirmed that he was unable to attend the meeting due to a family emergency abroad in Nepal.

Under the Council's Standing Orders, Standing Order 4 (5) stated that "if any Member shall be absent from three consecutive meetings of a Committee, he or she shall cease to be a Member thereof, unless he or she shall in the opinion of the Committee show reasonable grounds for their absence". The Chairman advised that the Democracy Team had contacted Cllr Prabesh KC by email the previous week to raise the matter. However, it was now understood that, as he was abroad, he might have had difficulty accessing his emails and responding on his reasons for absence.

The Committee agreed to postpone a decision on whether there were reasonable grounds for non-attendance until having heard a full representation from Cllr Prabesh KC.

The Chairman requested Members to advise her of any future apologies for absence as well as contacting the Democracy Team.

Minutes of the Previous Meeting

Before the Committee was asked to confirm the accuracy of the Minutes of the previous meeting held on 27th September 2021, the Executive Director (Mr Ian Harrison) gave an update on Minute Nos. 20 (Annual Governance Statement 2020/21) and 23 (Internal Audit Opinion 2020/21).

(1) Minute No. 20 – Annual Governance Statement 2020/21

At the previous meeting, the Committee had requested an update regarding the temporary delegation arrangements in place due to the Covid-19 pandemic and when these would be removed. The Executive Director advised the Committee that the temporary arrangements were still in place and available to the Council. They had not been rescinded but the Council was currently not calling on them. Advice had been received to keep the arrangements in place until there was confidence that the country was clear of the Covid-19 pandemic and any potential Government imposed restrictions.

(2) Minute No. 23 – Internal Audit Opinion 2020/21

The Executive Director advised the Committee that, in light of the findings within the Audit Manager's Report No. AUD21005, the Council had contacted the Chartered Institute of Public Finance and Accountancy (CIPFA) to share information and request an opinion on the strengthening of internal audit arrangements. It was understood that representatives of CIPFA would be attending a meeting at the Council Offices within the following financial quarter to provide advice. The Committee would be updated after that meeting.

The Committee

- (i) **NOTED** the updates to the Minutes; and
- (ii) **RESOLVED** that the Minutes of the Meeting held on 27th September 2021 be signed as a correct record of the proceedings.

NOTE: Cllr Christine Guinness requested that it be noted that she abstained from the vote on this item.

25. STATEMENT OF ACCOUNTS 2019/20 - UPDATE 6

The Committee received the Executive Head of Finance Report No. FIN2123 which informed Members of audit progress for the Council's Statement of Accounts for 2019/20 and provision of the audit opinion by Ernst & Young (EY) since the meeting on 27th September 2021.

The Chairman welcomed to the meeting Maria Grindley and Justine Thorpe from EY who had joined the meeting remotely via Teams.

The Committee was advised that, at the time of writing the Report, there had not been any significant progress on resolving the remaining property and valuation

related queries. Whilst these were relatively minor queries for the Council to resolve, they were material to allow EY to form its audit opinion. EY required all issues to be resolved before they were able to consider the next stage of the audit opinion process. Once all queries had been addressed, consideration would need to be given to any adjustments proposed by EY to the financial statements. The Council would need to satisfy itself that these adjustments were reasonable and supported by appropriate evidence and detailed accounting guidance.

The Report set out the proposed process to be followed should the audit opinion have been available during October 2021 and prior to this meeting. Should it be possible to resolve all remaining queries during November and December 2021, it was proposed to agree the accounts and audit opinion before the next scheduled meeting in January 2022. Subject to all Members of the Committee being provided with a copy of the audited Statement of Accounts and the Audit Results Report in advance, it was proposed that the Chairman and the Executive Head of Finance be authorised to approve formally and certify the audited Statement of Accounts 2019/20 and to receive the final External Auditor's Report.

The Committee was reminded of the revised draft and final accounts publication deadlines for relevant bodies for the accounting years 2020/21 and 2021/22 which had come into force from 31st March 2021. The Council had amended its 2020/21 accounts closure process to meet the revised Accounts and Audit Regulation 2021 timetable. However, it was unclear when the audit of the 2020/21 financial statement would commence as the audit process for 2019/20 had not yet been completed.

During discussion, a question was raised concerning the Annual Governance Statement and the Internal Audit Opinion which had been considered at the previous meeting, when the Internal Audit Manager had been of the opinion that, due to the reduced number and scope of internal audits completed during 2020/21, she had felt it was not possible to provide a full overall Internal Audit Opinion on Rushmoor's framework of governance, risk management and management controls. The reason for this had been due to a combination of factors including reduced audit resources and the diversion of service resources to the Council's response to the Covid-19 pandemic. In response, the Executive Head of Finance reminded Members of the update provided earlier in the meeting regarding advice sought from CIPFA. He also assured Members that there was no evidence of fraud or corruption or any evidence of lack of internal control within the Authority. CIPFA would be visiting the Council shortly and would be able to provide some assurance to Members in due course regarding the Annual Governance Statement.

In response to a question on when it was expected that the audit opinion could be provided, Ms. Grindley stated that she hoped that the Council would be able to respond quickly to any follow-up queries from EY on information submitted by the Council. It was difficult for EY to give a timeframe on when the audit opinion could be provided.

The Chairman thanked Ms. Grindley and Ms. Thorpe for joining the meeting.

RESOLVED: That

- (i) the Executive Head of Finance Report No. FIN2123 be noted;
- (ii) the indicative timetable for approval of the 2019/20 Statement of Accounts and receiving the Audit Opinion be noted; and
- (iii) subject to all Members of the Committee being provided with a copy of the audited Statement of Accounts and the Audit Results Report in advance, the Chairman and the Executive Head of Finance be authorised to approve formally and certify the audited Statement of Accounts 2019/20 and receive the final External Auditor's Report.

26. INTERNAL AUDIT - AUDIT UPDATE

The Committee received the Interim Audit Manager's Report No. AUD2105 which gave an overview of the work carried out by Internal Audit in Quarter 3 of 2021/22 to date; an update on progress towards the Audit Plan for 2021/22; a schedule of work expected to be delivered in Quarters 3 and 4; and, an update on the outstanding audit issues from Internal Audit reports covering 2019/20 and 2020/21.

The Committee noted that, since the previous meeting, the audit of National Non-Domestic Rates (NNDR) and Council Tax Recovery had been changed to focus on NNDR Billing, Collection and Recovery only as this process had significant financial risk for the Council with local businesses recovering from the pandemic. The Council Tax Recovery aspect of the audit would be expanded to a separate audit of Council Tax Bill, Collection and Recovery and deferred to Quarter 1 of 2022/23.

It was also noted that the Value for Money audits of Financial Grants to Organisations (FGO) and of the Crematorium had been postponed to 2022/23 following consultation with the Executive Directors and the Executive Head of Finance. The FGO audit would be covered by the CREP Programme and the Crematorium was currently undergoing a feasibility study. Instead, the Interim Audit Manager would focus on the capital project audit of Voyager and assistance with the Union Yard regeneration project.

The audit of procurement had been postponed to 2022/23 as the Procurement Officer had recently left the Council and the function had been moved to a temporary shared service with Portsmouth City Council, being co-ordinated by the Executive Head of Finance and the Assistant Chief Executive. It was further noted that the remaining IT audits regarding Remote Working/Windows 10 and the Property System had been postponed and would be picked up as part of the 2022/23 Audit Plan.

The Report set out a summary of progress relevant to the 2021/22 Audit Plan, an overview of assurance opinions given to completed audits since the previous update to the Committee and expected deliverables for Quarters 3 and 4. The Committee was advised that there had been a significant increase in issues implemented that had been outstanding from previous audits of 2019/20 and 2020/21, with auditees engaging with Internal Audit positively and promptly. Details of the outstanding high-risk issues for the two years were set out in the appendix to the Report and included management updates and, in some cases, revised target dates.

RESOLVED: That

- (i) the audit work carried out in Quarter 3 to date be noted;
- (ii) the update to the expected deliverables for Quarters 3 and 4 be noted; and
- (iii) the outstanding audit issues and engagement by Services to address them be noted.

27. **UPDATE TO THE MEMBERS CODE OF CONDUCT**

The Committee considered the Monitoring Officer's Report No. LEG2105 which proposed minor adjustments to the Code of Conduct for Members to reflect amendments to the published Local Government Association Model Code of Conduct related to Members' Interests, details of which were set out in the appendix to the Report.

To ensure that Rushmoor's Code continued to mirror the National Code of Conduct, it was proposed that the following adjustments should be made in respect of registering interests in respect of the disclosure of non-registrable interests and clarified the following:

- Paragraph 8 – where a matter arose at a meeting which affected a financial interest or wellbeing of a body included under Other Registrable Interests (as set out in Table 2 in the Code), Members had to disclose that interest at the meeting. The current version of the Code referenced Table 1 in error
- Paragraph 9 – should read: 'Where a matter affects the financial interest or wellbeing'. The word 'the' replaced the current 'your'. This clarified that the test for whether a councillor could remain in the meeting after declaring a non-registrable interest, related to all of the reasons in paragraph 8.
- Paragraph 10 – adjustment required to tidy the arrangements for executive decisions made by individual Members to match existing provisions in the Constitution. Individual Cabinet Members should not use their delegated powers where they had an interest in a matter.
- Table 2 – missing text to be added, provided by the Local Government Association that councillors must register an unpaid directorship as an "Other Registrable Interest".

RESOLVED: That

- (i) approval be given to the amendments to Appendix B of the Members' Code of Conduct, as set out in the Monitoring Officer's Report No. LEG2105 (Appendix 1); and
- (ii) a copy of the updated Code of Conduct be circulated to all Members.

The meeting closed at 7.58 pm.

CLLR SUE CARTER (CHAIRMAN)

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the Meeting held on Wednesday, 8th December, 2021 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr C.J. Stewart (Chairman)
Cllr L. Jeffers (Vice-Chairman)

Cllr Mrs. D.B. Bedford
Cllr P.I.C. Crerar
Cllr Nadia Martin
Cllr Michael Hope
Cllr T.W. Mitchell
Cllr Nem Thapa

Apologies for absence were submitted on behalf of Cllr J.H. Marsh, Cllr Sophie Porter and Cllr S.J. Masterson.

Cllr A.K. Chowdhury and Cllr A.J. Halstead attended the meeting as Standing Deputies.

Non-Voting Member

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

46. DECLARATIONS OF INTEREST

Having regard to the Members' Code of Conduct, the following declaration of interest was made. All Members who had or believed that they had any interest under Rushmoor Borough Council's Councillor Code of Conduct, adopted in April 2021, in any matter to be considered at the meeting disclosed that interest at the start of the meeting or as soon as possible thereafter and took the necessary steps in light of their interest as to any participation in the agenda item:

Member	Application No. and Address	Interest	Reason
Cllr Peter Crerar	21/00844/FULPP Proposed Visitors Centre, Southwood Country Park, Ively Road, Farnborough	For noting	No interest to declare under the Code of Conduct for Councillors, however following Cllr Crerar's show of support for the work being undertaken at the

Southwood Country Park at the Full Council meeting it was noted this had not been considered as pre-determination and would not impact on his judgement of the application to be discussed at the meeting.

Cllr Calum Stewart	21/00855/ADV Heritage Trail Signage Marker, Westgate, Aldershot	Non registerable	The applicant is an acquaintance.
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47. MINUTES

The Minutes of the Meeting held on 10th November, 2021 were approved and signed as a correct record of the proceedings, subject to the following:

- It was noted that, since the last meeting of the Development Management Committee, it had come to light that there had been an error in the approved minutes of the Development Management Committee held on 15th September, 2021. The record stated that Cllr Mitchell had been absent, when in fact he was present - as evidenced on the webcast, the minutes of the meeting on 15th September, 2021 would be amended accordingly.
- As a result, it was noted that, further to the Committee's discussion at the meeting on 10th November, Cllr Mitchell had not been absent from three consecutive meetings of the Committee, and his membership of the Committee should remain unchanged.

48. 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:

- | | |
|------------------|---|
| * 21/00171/FULPP | Land at former Nos. 1-5 Firgrove Parade, Farnborough. |
| 21/00844/FULPP | Proposed Visitors Centre, Southwood Country Park. Ively Road, Farnborough |
| 21/00855/ADV | Heritage Trails Signage Marker, Westgate, 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. EPSH2134, be noted

- (iii) 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, Aldershot
21/00271/FULPP	Block 3, Queensmead, Farnborough
21/00910/FULPP	Queen Elizabeth Park, Cabrol Road, Farnborough
21/00902/FULPP	Farnborough Airport, Farnborough Road, Farnborough

* The Head of Economy, Planning and Strategic Housing's Report No. EPSH2134 in respect of these applications was amended at the meeting.

49. **PLANNING APPLICATION NO. 21/00171/FULPP - LAND AT FORMER NOS. 1-5 FIRGROVE PARADE, FARNBOROUGH**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2134 in respect of Planning Application No. 21/00171/FULPP for the erection of a six storey building with basement, comprising of ground floor flexible retail use under Use Classes E, F.2 and takeaway (Sui Generis) and 31 residential apartments above.

The Report was amended at the meeting to recommend that, subject to no new material representations being received in response to notification of additional land owners by 23rd December, 2021, and subject to the completion of a satisfactory S106 Planning Obligations to secure financial contributions towards open space, transport, SPA/SAMM mitigation, together with an administration and monitoring fee, and securing a late-stage financial review mechanism in respect of affordable housing provision, the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to grant planning permission.

RESOLVED: That, subject to the completion of a satisfactory planning obligation under Section 106 of the Town and Country Planning Act 1990 by 23rd December, 2021 to secure financial contributions towards open space, transport, SPA/SAMM mitigation, together with an administration and monitoring fee, and securing a late-stage financial review mechanism in respect of affordable housing provision, 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 the Report.

The meeting closed at 8.03 pm.

Development Management Committee

Appendix "A"

Application No. & Date Valid: **21/00844/FULPP** **25th October 2021**

Proposal: Proposed external alterations to existing building to facilitate conversion and change of use of former clubhouse to cafe and visitors centre; and change of use of existing ancillary bungalow to storage use; both in association with Southwood Country Park SANG at **Proposed Visitor Centre Southwood Country Park Ively Road Farnborough**

Applicant: Rushmoor Borough Council

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:- P-00, P-01, P-02, P-03, P-04, P-05, P-06, P-07; Tree Survey Plan; TS21-461-1; CGI Sheet 1; CGI Sheet 2; CGI Sheet 3; Design & Access Statement (amended version received 18/11/2021); and Bat Survey Report 2021.

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

3 Construction of the following elements 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. Those elements of the development shall be carried out using the materials so approved and thereafter retained:

External wall cladding;
Roof edging materials;
Rainwater goods;
Door and Window frames; and
External Ground Surfacing Materials.

Reason - To ensure satisfactory external appearance.*

- 4 The existing trees and hedges on and adjoining the application site which are to be retained shall be adequately protected from damage during site clearance and works in accordance with the following:-
- (a) stout exclusion fencing erected and retained for the duration of the site clearance and construction period located outside the extent of the root protection area(s) of the trees/hedges as identified in the Tree Survey Report submitted with the application hereby approved;
 - (b) no building materials, plant or equipment shall be stored during the site clearance and construction period within the rooting zone of any trees or hedges on or adjoining the application site;
 - (c) no burning of materials shall take place on site; and
 - (d) care should be taken to ensure that any vehicles entering or leaving the site, or deliveries made to the site, do not cause damage (including ground compression within rooting zones) of any trees on or adjoining the application site.

These measures shall be put in place before any excavation, construction, vehicle parking or storage of building materials commences in the vicinity of the trees or hedges.

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

- 5 No construction works pursuant to this permission shall take place until a detailed surface water drainage scheme for the site incorporating, as appropriate, a SUDS drainage installation, has been submitted and approved in writing by the Local Planning Authority. The submitted details should include:-

Details for the long-term maintenance arrangements for the surface water drainage and/or SUDS systems shall be submitted to and approved in writing by the Local Planning Authority prior to the first use of the development hereby permitted. To include appropriate maintenance schedules for each drainage feature type and its ownership.

Such details as may be approved shall be implemented in full prior to the first use of the new development and retained thereafter in perpetuity.

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

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

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

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

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

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

Reason - In the interests of visual amenity.

- 9 The development hereby approved shall not be brought into use until a biodiversity enhancement plan and a pro-forma checklist clearly setting out the steps required to implement these enhancements has been submitted to, and approved by, the Local Planning Authority.

Note: the enhancement plan and checklist should be based on the recommendations in the various wildlife reports submitted in support of the application, presenting them in a clear and concise format suitable for use during construction site project management.

The development hereby permitted shall not be brought into use until the checklist approved under this condition has been completed, signed off by the project ecologist / wildlife consultant and approved in writing by the Local Planning Authority.

Reason: to protect and enhance biodiversity in accordance with Policy NE4 of the New Rushmoor Local Plan (2014-2032) and para 175 of the NPPF. *

- 10 The development hereby permitted shall not be occupied until the disabled parking spaces shown on the approved plans have been constructed, surfaced and made available to occupiers of, and visitors to, the development as shown on the approved plans. Thereafter these parking facilities shall be kept available at all times for their intended purpose as shown on the approved plans.

Reason - To ensure the provision, allocation and retention of disabled parking on-site.

**Application No.
& Date Valid:**

21/00855/ADV

1st November 2021

Proposal: Heritage Trail Sign Marker at **Westgate, Aldershot, Hampshire**

Applicant: Mr Paul Vickers

- Conditions:
- 1 No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission.
 - 2 No advertisement shall be sited or displayed so as to-
 - (a) endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military)
 - (b) obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or
 - (c) hinder the operation of any device used for the purpose of security or surveillance or for measuring the speed of any vehicle.
 - 3 Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site.
 - 4 Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.
 - 5 The signage hereby permitted shall be carried out in accordance with the following approved drawings-

Site plan labelled 2; Aldershot Heritage Trail (plan of sign)

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the Meeting held on Wednesday, 19th January, 2022 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr C.J. Stewart (Chairman)
Cllr L. Jeffers (Vice-Chairman)

Cllr Mrs. D.B. Bedford
Cllr P.I.C. Crerar
Cllr Michael Hope
Cllr J.H. Marsh
Cllr S.J. Masterson
Cllr T.W. Mitchell
Cllr Sophie Porter
Cllr Nem Thapa

Apologies for absence were submitted on behalf of Cllr Nadia Martin.

Non-Voting Member

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

50. DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

51. MINUTES

The Minutes of the Meeting held on 8th December, 2021 were approved and signed as a correct record of the proceedings.

It was noted that the Section 160 agreement that the decision relating to Planning Application No. 21/00171/FULPP – Land at former Nos. 1-5 Firgrove Parade, Farnborough, was subject to, had not been completed by 23rd December, 2021 deadline, therefore an extension of time had been sought.

52. 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:

- 21/00825/FULPP Flight Safety Building Farnborough Airport, Ively Road, Farnborough
- 21/00902/FULPP Farnborough Airport, Farnborough Road, Farnborough
- * 21/00910/FULPP Queen Elizabeth Park, Cabrol Road, Farnborough
- 21/00354/FULPP Rowan Cottage, No. 37 Prospect Avenue, 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. EPSH2201, be noted,
- (iii) 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, Aldershot
- 21/00271/FULPP Block 3, Queensmead, Farnborough
- * The Head of Economy, Planning and Strategic Housing's Report No. EPSH2201 in respect of these applications was amended at the meeting.
- ~ It was noted that commentary regarding an agreed site visit to the former Lafarge Site, would be added to Section A – Future Items for Committee.

53. APPEALS PROGRESS REPORT

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2202 concerning the following appeal decisions:

Application / Enforcement Case No.	Description	Decision
21/00276/FULPP	Against the refusal of planning permission for the erection of a one bedroom dwelling with associated parking at 81 Blackthorn Crescent, Farnborough.	New Appeal to be Determined
21/00364/FULPP	Against the refusal of planning permission for the erection of a first floor side extension at 16 Churchill Avenue, Aldershot,	Dismissed

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2002 be noted.

54. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT**

Enforcement Reference No.

Description of Breach

21/00063/TREE

Unauthorised pruning of Oak Tree subject to TPO458 consisting of removal of branches at 12 Twelve Arce Crescent, Farnborough.

Whilst the works had caused visual harm and damage to a TPO tree of amenity value, they were understood to have been carried out on behalf of the householder by, and on the basis of advice from, a 'Tree Surgeon'. Repeated attempts to contact or obtain a response from this operator using the details available had not been successful.

Prosecution of the householder, had been be an option and if successful, could have led to a fine. However, it would not have brought about restoration of the damaged tree, nor would it have affected the party who appeared to have solicited and carried out the works. The advice on the Council's website regarding private individuals contemplating works to trees or employing 'tree surgeons' had been updated and the householder's attention has been brought to it.

No further action would be taken.

21/00199/GENWRK

Unauthorised demolition or partial demolition of building at 16 Union Street, Aldershot outside of Planning Permission 07/00541/FUL granted on 6th November, 2007.

The Corporate Manager, Legal Services would be asked to issue a Stop Notice in the event of further or resumed unauthorised work on this site.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2203 be noted.

55. **THE GALLERIES - PLANNING REFERENCE 20/00508/FULPP**

The Committee received Report No. EPSH2205 on the proposed town centre regeneration at The Galleries, High Street, Aldershot (Planning Application No. 20/00508/FULPP). It was advised that the developer had approached the Council to seek a variation of the planning conditions to allow for demolition of The Galleries Shopping Centre, Nos. 12-18 Wellington Street and the adjacent derelict buildings at 99-101 High Street, in early 2022.

It was recommended that further to the resolution of the Committee at its meeting on 11 November, 2020, to GRANT planning permission subject to conditions and informatives on completion of a satisfactory S106 Planning Obligation, the proposed amendments to the conditions as set out be agreed.

The Committee **AGREED** to the variation of the planning conditions.

The meeting closed at 8.23 pm.

Development Management Committee

Appendix "A"

Application No. & Date Valid: **21/00825/FULPP** **18th October 2021**

Proposal: Erection of building with first floor link and parking in association with existing Training use at **Flight Safety Building Farnborough Airport Ively Road Farnborough**

Applicant: Daryl Deacon

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:

19009 - 11 G, 19009-13 D, 19009-15 A, 19009-20
19009-21, 19009-50 G, 19009-54 D, 19009-57 A
19009-58 B, 19009-59 A

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

3 The external walls of the development hereby permitted shall be finished in materials as set out on the approved plans, unless alternative materials have been submitted to and approved in writing by Local Planning Authority. The development shall be completed and retained in accordance with the details so approved.

Reason - To ensure satisfactory external appearance.

4 Prior to the occupation of the development, details of surface water management within the application site shall be first submitted to and approved in writing by the Local Planning Authority. The surface water drainage scheme shall be completed in accordance with the so approved details.

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

**Application No.
& Date Valid:**

21/00902/FULPP

16th November 2021

Proposal:

Erection of 4 bay aircraft hangar, with associated apron, access, parking, extension of balancing pond, and biodiversity enhancement. at **Farnborough Airport Farnborough Road Farnborough Hampshire**

Applicant:

Mr Colm Doherty

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:

1451-GTA-ZZ-XX-PL-A-0000

1451-GTA-ZZ-XX-PL-A-0011 rev. 2.0

1451-GTA-ZZ-XX-PL-A-0008 rev 2.0

1451-GTA-ZZ-XX-PL-A-0006 rev 2.0

1451-GTA-ZZ-XX-PL-A-0005 rev 2.0

1451-GTA-ZZ-XX-PL-A-0009 rev 2.0

1451-GTA-ZZ-XX-PL-A-0007 rev 2.0

1451-GTA-ZZ-XX-PL-A-0004 rev 3.0

Biodiversity Matrix

BNG SINC Report

Planning Noise Report. by Gebler Tooth of Anderson Acoustics. Dated November 2021.

Energy and Sustaoniability Statement. Tate Consulting. Dated 24/08/2021. File Ref C1494-TCL-ESS-001

Sustainable Drainage Systems Strategy. Webb Yates Engineers. ref. J4704-C-RP-0002 rev 01.

Transport Statement. WSP. Dated November 2021.

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

- 3 The external walls of the development hereby permitted shall be finished in materials as set out on the so approved plans or carried out in accordance with details to be first submitted to and approved in writing by the Local Planning Authority. The development shall be completed and retained in accordance with the details so approved.

Reason - To ensure satisfactory external appearance.

- 4 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

- 5 1. Construction Environmental Management Plan

Prior to the commencement of development a Construction Environmental Management Plan shall first be submitted to and approved in writing by the Local Planning Authority. The CEMP should include, but not be limited to:

- a) Map showing the location of all of the ecological features
- b) Risk assessment of the potentially damaging construction activities
- c) Practical measures to avoid and reduce impacts during construction
- d) Location and timing of works to avoid harm to biodiversity features
- e) Responsible persons and lines of communication
- f) Use of protected fences, exclusion barriers and warning signs.

The CEMP should be implemented fully in accordance with the details so approved.

Reason: In the interest of avoiding adverse impact upon designated wildlife sites in accordance with policy NE4 of the Local Plan and the NPPF.

- 6 SINC compensation / Biodiversity net gain
- Within 6 months of the commencement of '(A) hangar 3' or '(C) New aircraft parking stand' (as set out on plan 1451-GTA-ZZ-XX-PL-A-0002 Rev. 4), as authorised by this permission, a programme of works to the land areas labelled as 'BNG Application Area' on plan no Figure 2 - Post Development Habitats Map' (within the submitted Biodiversity Net Gain Assessment & SINC Assessment) shall commence in order to achieve compensation for the loss of SINC and Biodiversity net gain in accordance with a suitably detailed Habitat Management Plan which shall be first submitted to and approved in writing by the Local Planning Authority. The Habitat Management Plan shall include, but not be limited to, the following;
- a) Description and evaluation of habitat features to be restored or enhanced
 - b) Ecological trends and constraints on site that might influence management
 - c) Aims and objectives of management
 - d) Appropriate management options for achieving aims and objectives
 - e) Prescriptions for management actions, together with a plan of management compartments accompanied by clear mapping
 - f) a work schedule (including timescales for commencement of the Habitat Management Plan and an annual work plan capable of being rolled forward over a five-year period)
 - g) Details of the body or organisation responsible for implementation of the plan
 - h) Ongoing monitoring and remedial measures
 - i) Legal and funding mechanisms by which the long-term implementation of the plan will be secured by the developer with the management body(ies) responsible for its delivery.
 - j) Monitoring strategy, including details of how contingencies and/or remedial action will be identified, agreed and implemented so that the development still delivers the fully functioning biodiversity objectives of the originally approved scheme.

The works detailed in the approved Habitat Management Plan shall be carried out and completed in accordance

with the approved details and timescale, and the works retained and maintained thereafter in accordance with the details as so approved.

Reason: In the interest of avoiding adverse impact upon designated wildlife sites and to secure a net gain of biodiversity, in accordance with policy NE4 of the Local Plan and the NPPF.

**Application No.
& Date Valid:**

21/00910/FULPP

18th November 2021

Proposal: Installation of play area including play equipment and safety surfacing at **Queen Elizabeth Park Cabrol Road Farnborough Hampshire**

Applicant: Suzie Opacic

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:

Elevation Plan
Elevation A
Elevation B
Elevation C
Elevation D

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

3 The development hereby approved shall be carried out in accordance with the recommendations and methods set out within the submitted Arboricultural Survey, Arboricultural Impact Assessment and Arboricultural Method Statement by Thompson Environmental Consultants Dated November 2011. For clarity the recommendations include;

Erection of tree protection fencing prior to commencement of works

Deployment of Methods described within Paragraph 5.6 and 6.10 when installing play equipment within the RPA of trees.

No tree felling or lopping.

Reason - To ensure that existing trees are adequately protected and to preserve their amenity value.

- 4 The development shall be carried out in accordance with the recommendations as set out within the submitted Preliminary Ecological Appraisal dated November 2021 by Thompson Environmental Consultants.

Reason - In the interest of biodiversity and not resulting in harm to protected species*

- 5 Prior to the installation of any lighting within the application site, details of the illuminance including its spread along with details of the height and form of any such lighting shall be submitted to and approved in writing by the LPA.

Reason: In the interest of not disturbing protected species.

**Application No.
& Date Valid:**

21/00954/FULPP

8th December 2021

Proposal:

Proposed roof extensions comprising; raising of front gable; hip to hipped gable extension (side) raising roof of rear projection.
at **Rowan Cottage 37 Prospect Avenue Farnborough Hampshire**

Applicant:

Mr Lucas

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:

01, 02, 03, 04, 05, 06 & 07

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

- 3 The external walls of the extension hereby permitted shall be finished in materials of the same colour and type as those of the existing building, and in the case of brickwork matching the existing bond and pointing, unless alternative materials have been submitted to and approved in writing by the Local Planning Authority. The development shall be completed and retained in accordance with the details so approved.

Reason - To ensure satisfactory external appearance.

CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Report of the Meeting held on Monday, 24th January, 2022 at the Council Offices,
Farnborough at 7.00 pm.

Voting Members

Cllr Sue Carter (Chairman)
Cllr P.J. Cullum (Vice-Chairman)

Cllr Jessica Auton
Cllr Jib Belbase
Cllr Sophia Choudhary
Cllr A.K. Chowdhury
Cllr Christine Guinness
Cllr Prabesh KC
Cllr Sarah Spall
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr A.J. Halstead.

Cllr K Dibble attended the meeting as a Standing Deputy.

Non-Voting Member

Mr. Tom Davies (Independent Member – Audit)

28. MINUTES

The Minutes of the Meeting held on 22nd November 2021 be agreed and signed as a correct record of the proceedings.

29. MEETING ATTENDANCE - CLLR PRABESH KC

At the previous meeting, the Committee was advised that Cllr Prabesh KC had been absent for three consecutive meetings of the Committee. The Committee had deferred making a decision on whether there were reasonable grounds for absence to give Cllr Prabesh KC the opportunity to make a full representation and remain a Member of the Committee. Since then, Cllr Prabesh KC had made contact with the Chairman and had explained the circumstances for his absence which were for personal reasons, and with some sensitivities. He had also provided a written apology and explanation which had been circulated to the Committee.

Having discussed the matter with Cllr Prabesh KC, the Chairman stated that she was content to accept Cllr KC's personal reasons, as reasonable grounds for non-attendance, and proposed that the Committee support this. During discussion, the point was made that it was good practice for every effort to be made to communicate

apologies for absence to the Chairman and Democracy Team, even if this had to be made through a third party.

RESOLVED: That Cllr Prabesh KC's reasons for non-attendance at consecutive meetings of the Committee be accepted as reasonable grounds for absence.

30. **STATEMENT OF ACCOUNTS 2019/20 - UPDATE 7**

The Committee received the Executive Head of Finance Report No. FIN2207, which informed Members of audit progress for the Council's Statement of Accounts for 2019/20 and provision of the audit opinion since the previous meeting on 22nd November 2021.

The Committee was advised that the Council had responded positively to further queries raised by Ernst & Young (EY) in December 2021. Further asset valuation enquiries had been raised in January 2022. The Council would need to respond to these to enable EY to provide an audit opinion. It was noted that the Executive Director (Mr Ian Harrison) and the Executive Head of Finance would be meeting with EY on 26th January 2022 to discuss any unresolved queries for the Council to respond to. EY would then be able to set out for the Council the impact on the audit opinion of the incomplete asset valuation information. Subject to the outcome of this meeting, the Executive Head of Finance would draft the updated cashflow forecast and Going Concern Note to enable the audit to conclude. The basis on which the audit would be concluded was set out in the Report.

The Committee was updated on the impact of the delayed conclusion of the 2019/20 audit of the 2020/21 financial statement. It was further noted that the 2021/22 audit was likely to commence in Autumn 2022. Further discussions would need to take place with EY to schedule the 2020/21 and 2021/22 audit work, all of which would be dependent on the 2019/20 audit being concluded.

Officers from both the Council and EY would be working towards a formal completion of the 2019/20 audit in early 2022. Subject to the outcome of the meeting between the Council and EY on 26th January 2022, the Council was hoping to be able to bring the 2019/20 audited accounts and audit opinion to the meeting on 28th March 2022. However, it was acknowledged that there remained some risk around the exact timing given the need to agree the final accounts position, review any proposed adjustments and a revision to the Council's financial statements.

During discussion, Members raised questions regarding: the quality of property records kept by the Council; the amount of time needed to provide the information required by EY on asset valuations; the implications of EY providing a qualified audit opinion; and, the need for a review of the audit process for 2019/20 so that lessons can be learned by both the Council and EY.

RESOLVED: That

- (i) the Executive Head of Finance Report No. FIN2207 be noted: and

- (ii) the indicative timetable for the approval of the 2019/20 Statement of Accounts and receiving the audit opinion, as set out in the Report, be noted.

31. **TREASURY MANAGEMENT AND NON-TREASURY MANAGEMENT 2021/22 - MID-YEAR REPORT**

Consideration of this item was deferred to the Special Meeting of the Committee on 15th February 2022.

32. **DECISION TO OPT INTO THE NATIONAL SCHEME FOR AUDITOR APPOINTMENTS MANAGED BY PUBLIC SECTOR AUDIT APPOINTMENTS AS THE 'APPOINTING PERSON'**

The Committee considered the Executive Head of Finance Report No. FIN2208, which set out proposals and options available to the full Council for appointing the external auditor to the Authority for the accounts for the five-year period from 2023/24.

It was noted that the current auditor appointment arrangements covered the period up to, and including, the audit of the 2022/23 accounts. The Council had opted into the appointing 'appointing person' national auditor appointment arrangements which had been established by Public Sector Audit Appointments (PSAA) for the period covering the accounts for 2018/19 to 2022/23. PSAA was currently undertaking a procurement exercise for the next appointing period, covering audits for 2023/24 to 2027/28. During Autumn 2021, all local government bodies needed to make decisions about their external audit arrangements from 2023/24. Local government bodies had options to arrange their own procurement or they could join and take advantage of the national collective scheme administered by PSAA. The Committee was advised that the decision had to be taken in accordance with the Regulations (i.e. by the full Council) and that notice had to be given to PSAA of the Authority's intention to opt-in by 11th March 2022.

The Committee was being recommended to accept the PSAA's invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for the five financial years from 1st April 2023.

The Committee

- (i) **RECOMMENDED THE COUNCIL** to opt-in to the appointing person arrangements made by Public Sector Audit Appointments (PSAA) for the appointment of external auditors and authorise; and
- (ii) **RESOLVED** that the Executive Head of Finance be authorised to sign the notice of acceptance on behalf of the Authority, subject to the decision of the full Council.

33. INTERNAL AUDIT - AUDIT UPDATE

The Committee received the Interim Audit Manager's Report No. AUD2201, which set out: work carried out by Internal Audit since the previous Report to the Committee in November 2021; an update on the overall progress on the 2021/22; and, an update on outstanding audit issues from reports issued in 2019/20 and 2020/21. Details of outstanding high risk issues for the two years 2019/20 and 2020/21 were set out in the appendix to the Report and included management updates and, in some cases, revised target dates.

Mr Thacker was thanked for his exceptional work as Interim Audit Manager and the Committee acknowledged the various working practices that had been put in place.

During discussion, further information was requested on various outstanding high-risk audit issues including: the card terminal at Princes Hall; estate management and commercial letting (debt write off); taxi licensing (manual inputting of data, 'Manage My Licence' IT based approach); and Alderwood Leisure Centre (payment records – system for manual reconciliations). Further clarification was sought on errors made and whether this was due to resource issues/staff absence due to sickness. The Committee was advised that, within the following year's Budget, there was an additional item for additional financial resources for corporate governance work. There was also a request for further information on the costs associated with the outstanding high-risk audit issues.

RESOLVED: That

- (i) the audit work carried out in Quarter 3 to date be noted;
- (ii) the update to the expected deliverables for Quarter 4 be noted; and
- (iii) the outstanding high-risk audit issues and engagement by the Services to address them be noted.

34. RUSHMOOR DEVELOPMENT PARTNERSHIP - SIX MONTHLY REPORT

The Committee received the Executive Director Report (No. ED2201), as the Council Shareholder on the progress review received from the Rushmoor Development Partnership (RDP) on its business plan. The Report provided a commentary on the progress and delivery through the Partnership during 2021 on the key regeneration sites agreed as part of the initial RDP business plan.

The Report advised that there had been significant progress since the approval of the initial business plan, particularly on Union Street, Aldershot, where the RDP had secured a planning consent during 2020 despite the pandemic and had supported the Council through its due diligence process that had facilitated a construction start on site in November 2021. Work on the Civic Quarter Masterplan had progressed well with two public consultations having been undertaken during 2021 to support the submission of an outline planning application. The disposal of Parsons Barracks car park had been concluded to enable the development of a care home, with the

proceeds being used to fund the work of the RDP to date, which had assisted with reducing pressure on the Council's financial position.

The Committee was advised that the partnership where Council and Hill staff worked together to continue to enable a commercial approach to be taken to bringing forward sites alongside the transition of the Council's and community's ambitions for both town centres. Overall, the Executive Director was of the opinion that the RDP had made a positive contribution to moving forward the Council's regeneration objectives over the past year.

RESOLVED: That the progress by the Rushmoor Development Partnership and the next steps for each of the current projects covered by the RDP business plan, as set out in the Executive Director Report No. ED2201, be noted.

The meeting closed at 8.38 pm.

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