

# POLICY AND PROJECT ADVISORY BOARD

Report of the meeting held on Wednesday, 21st September, 2022 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr Marina Munro (Chairman)  
Cllr Jessica Auton (Vice-Chairman)  
Cllr P.I.C. Crerar (Vice-Chairman)

Cllr C.W. Card  
Cllr Jules Crossley  
Cllr Peace Essien Igodifo  
Cllr M.J. Roberts  
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr Jib Belbase, Cllr M.S. Choudhary and Cllr Michael Hope.

Cllr P.J. Cullum attended as Standing Deputy.

## 13. MINUTES

The minutes of the meeting held on 13th July, 2022 were agreed as a correct record.

## 14. COUNCIL BUSINESS PLAN

Ms Rachel Barker, Assistant Chief Executive, provided an update on the Council Business Plan 2023-26.

It was noted that the three year plan had been refreshed annually and the early engagement with the Board had proved very important in this process. The Plan consisted of six priorities, with key activities detailed for each. The priorities and activities linked to existing strategies and plans and key measures were also identified.

The Board discussed the timeline for the refresh process and noted a “call for evidence” process. It was noted that the Team working on the refresh, had a good evidence base that reflected changes since the previous refresh but would also welcome any evidence, insight and intelligence, from stakeholders, that could input and shape the final document. A deadline for this input had been set as 21st October, 2022 and any evidence, insight and intelligence should be shared with [policy@rushmoor.gov.uk](mailto:policy@rushmoor.gov.uk).

The Board noted that at their meeting in November, 2022, the opportunity would be given to shape the final document before a draft was finalised. The draft would then

be considered by the Corporate Management Team, before returning to the Board in January, 2023, prior to being presented to Cabinet, then Council, in February, 2023.

During discussions, the Board requested that prior to the meeting in November, as much evidence be shared with Members. A request was also made for a summary of the previous year's Residents' Survey.

The Chairman thanked Ms Barker for her presentation.

## 15. **FUTURE PARKING APPROACH**

The Board welcomed Mr David Phillips (Service Manager – Commercial Services), who was in attendance to provide a report on the Council's future approach to parking.

It was noted that as of 31st March, 2023, Hampshire County Council (HCC) would terminate their agency agreement with the Council to manage on street parking services and traffic management.

Mr Phillips advised on the implications for the Council as a result of the termination, combined with the loss of some Council owned car parks due to the regeneration schemes across the Borough and the impacts of COVID over the past two years. It was noted that there would be impacts in a number of areas, including:

- Financial
  - loss of all income related to on street parking
  - A 50:50 split of any surplus funds with HCC
  - Loss of expenditure related to on street parking, but requirement to reabsorb any support service costs (circa £200,000 in 2021/22)
- Contractual
  - Process to cancel/transfer/renegotiate agreements with contractors who supplied services related to cash/card processing and computer systems, amongst others
- Service
  - Loss of strategic control over location and charges for on street, residential and permit holder parking
  - Loss of control to target Civil Enforcement Officers (CEO's) in response to customer demand/local need
- Staffing
  - Reduction in size of the Parking Team - TUPE process in progress to transfer some staff over to HCC
  - Recruitment and retention of CEO's
  - Uncertainty during transition period

The Board were apprised of some options for the future delivery of off street parking moving forward, these included:

- Provision of a smaller team potentially working alongside other council functions
- Delivery of the service primarily through the Customer Services Unit (CSU)

- Joint delivery with neighbouring authorities
- Delivery through an external provider
- Taking on management of some privately owned car parks in the Borough
- Utilising pay on foot technology

Moving forward, it was advised that communication with HCC would continue to ensure a smooth transition for our residents and users. Regular meetings would also be held with the Service Manager – Customer Services, on moving parking support work to the CSU, and with Hart District Council on the potential for a shared service.

The Board discussed the presentation and raised a number of points, these included:

- On street parking in specific areas where issues had occurred in the past, in particular Aldershot Park around the Lido site.
- Loss of local knowledge.
- Highways issues currently raised primarily with local elected Members and not the County Council – this will become more of an issue for users moving forward. Request for special access route for Members to the HCC Highways Team.
- Request for more detail from HCC on their strategy regarding on street parking post 31st March 2023.
- Suggestion to invite the five County Councillors and the Executive Member responsible for highways to a future meeting.
- A letter be sent to the Executive Member responsible for highways to reflect the feelings of the Board on their decision to take back on street car parking.

The Chairman thanked Mr Phillips for his presentation.

## 16. **WORK PLAN**

The Board noted the current Work Plan.

The meeting closed at 8.22 pm.

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# OVERVIEW AND SCRUTINY COMMITTEE

Report of the meeting held on Thursday, 20th October, 2022 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr M.D. Smith (Chairman)  
Cllr Mrs. D.B. Bedford (Vice-Chairman)  
Cllr K. Dibble (Vice-Chairman)

Cllr A. Adeola  
Cllr Gaynor Austin  
Cllr L. Jeffers  
Cllr Mara Makunura  
Cllr Marina Munro  
Cllr Sophie Porter  
Cllr S. Trussler

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

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

The minutes of the meeting held on 15th September, 2022 were agreed as a correct record.

## **16. PARKS AND PLAYGROUNDS**

The Committee welcomed James Duggin, Head of Operational Services, who was in attendance to give a presentation on the Borough's parks and play grounds.

Mr Duggin provided an overview of the current Strategy, which had been approved by the Cabinet in December, 2019, following a series of meetings with the Policy and Project Advisory Board. The Committee were apprised of the locations of the 40 Council owned sites across the Borough, which varied in quality, standard and usage. It was noted that a key strategic principle within the Strategy had been to ensure that for every resident in the Borough should have either; an equipped playground within a five-minute walk (0.4 km) or; a neighbourhood playground within a fifteen-minute walk (1.2 km); with either complimented by a destination facility at one of the key parks within the area. It was advised that the principles also stated, that:

- Sites should be of a high quality with diverse play facilities
- Sites should be maintained to ensure a safe and high-quality experience
- Continued assessment should be carried out on population demographics to ensure appropriate provision
- Consideration of levels of deprivation be taken into account when considering playground provision

Mr Duggin advised that recent census data had shown a population increase within the Borough. However, the data showed a decrease in 0-4 year olds and an increase in 5-9 year olds, with the figures for 10-14 year olds remaining static. These statistics could result in a reduction in demand for smaller sites aimed at the youngest age group.

The Committee were advised on some recent work to sites including, Moor Road Recreation Ground, Blunden Park and King George V Playing Fields. The new site at the Southwood Country Park was also noted. Other minor refurbishment works were highlighted, these included a minor refurbishment and repaint at Carlton Gardens, new fencing at Aspen Grove and surface replacement, repaint and equipment service at Howard Cole Way.

Looking forward, Mr Duggin advised on further minor refurbishments and the Committee noted that old equipment had been built to last, allowing the Council to repaint and service much of it, however, health and safety remained a high priority on all sites. It was also noted that sites not on the Council's land, such as Curly Bridge Close, Fleming Close, Highclere Road, Derwent Close and Dart Road, considered to be at the end of life, would be recommended to close.

The Committee were apprised of the financial arrangements. It was noted that the current maintenance budget had been around £65,000 and to fully implement the Action Plan within the Strategy would cost in the region of £3million. Section 106 (S106) contributions were noted and it was advised that currently, contributions in Aldershot were in the region of £280,000 and in Farnborough £684,000. The Committee were advised that S106 funding had very specific guidelines and currently a number of sites were under development or awaiting contributions at Southwood Country Park, Cove Green Recreation Ground, Redan Hill Gardens, Farnborough Civic Quarter and Elles Road.

In conclusion, it was noted that the Strategy had been developed to ensure ongoing appropriate play provision across the Borough with investment targeted in the right place. Some funding had been available for ongoing maintenance but it had been insufficient to fund the whole strategy, therefore S106 contributions were sought wherever possible. Moving forward funding would be considered alongside other Council priorities in the budget setting process.

The Committee discussed the presentation and raised the following queries:

- Accessible play equipment - it was advised that all sites were designed to be accessible but not to have disabled appropriate equipment
- Provision of S106 in areas not likely to receive a contribution for development – it was advised that the Council would apply as much flexibility as possible when applying for S106 contributions
- Provision for 12-16 year olds – It was noted that this age group fell outside the scope for play provision within the Council's strategy which only accounted for young people up to the age of 14
- Safety check process – it was noted that all sites were inspected either daily or weekly, depending on use. On a monthly basis a qualified inspector would

carry out checks and full condition surveys would be undertaken annually. If a piece of equipment was deemed unsafe it would be taken out of commission

- End of life play areas – when a play area reached end of life the Council would look to provide an area that was safe and appropriate for the area, however there were cost implications
- Funding – the Committee noted that an imaginative approach had been taken towards funding play areas, primarily through the use of S106, however, when all else failed, a bid could be made for funding from the capital budget

The Chairman thanked Mr Duggin for his presentation.

## 17. **PROPERTY SERVICES**

The Committee welcomed Mr Tim Mills, Head of Economy, Planning and Strategic Housing who was in attendance to provide an overview of the Council's Property Service.

Members were apprised of objectives, governance and reporting for the service. It was noted that, in 2019, the initial strategy had been to increase the portfolio size to £178 million, using Public Works Loan Board (PWLB) funding, through well let assets, with strong secure income and minimal risk. However in 2020/21 PWLB changed their rules preventing borrowing to purchase for income yield. It was noted that following this change, the Council had focussed on acquiring permitted regeneration assets in the Borough, targeting value added opportunities and maximising income from existing assets. The current value of the portfolio was £128.2 million.

It was noted that governance was in place to ensure that the portfolio was well managed and the performance of the portfolio was monitored by the Property Investment Advisory Group (PIAG). It was advised that PIAG met quarterly (or as required) to consider performance reports consisting of data on acquisitions/sales, asset management initiatives and financial considerations. In addition, monthly meetings took place, to review progress, between the Council's property team and Lambert Smith Hampton Investment Management (LSHIM), the Council's investment and asset advisors. All data was then fed into the Council's budget and performance monitoring processes.

The Committee noted a number of key points regarding the portfolio, these included:

- £7,646,384 – contracted rent p.a.
- 81 tenants – excluding short term licenses
- 6.13% of vacant space
- Rent collection performance
- Debt performance

Mr Mills reported on the asset management planning for the planned period of 2022-2030. The 7-8 year planning process, had been set to tie in with potential energy efficiency requirements and the Council Plan. It was noted that Concerto, the asset management system being utilised, mapped all potential events and assumptions for all assets, identified stock condition investment requirements, identified energy

efficiency investment requirements, outlined a proposed approach to rent and rebate for community buildings and minimum license costs and identified specific plans for key assets such as the Princes Hall and the Alpine Snowsports centre.

The Committee discussed Mr Mills' report and recognised that the new management system, Concerto, allowed quick access to all information relating to each property making for a more efficient and effective service. In response to a query regarding debt management, it was noted that Concerto enabled effective invoicing which had had a positive effect on outstanding debt since its implementation. In response to a query regarding energy efficiency, it was noted that the rating of each property within the portfolio were now known. The next step would be to survey each property to establish costs to achieve the required "B" energy efficiency rating as set by the Government.

The Committee requested a session on the portfolio at which an overview of each property was given, this would be discussed further at the next Progress Group.

The Chairman thanked Mr Mills for his presentation.

## 18. **WORK PLAN**

The current Work Plan was noted.

It was advised that an update would be provided on the Supporting Communities Strategy and Action Plan at the December, 2022 meeting.

It was also noted that an economic assessment of the airport was underway and it was expected that the report, when complete, would help facilitate an item on the Farnborough Airport at a future meeting of the Committee.

The meeting closed at 9.00 pm.

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# POLICY AND PROJECT ADVISORY BOARD

Report of the meeting held on Wednesday, 23rd November, 2022 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr Marina Munro (Chairman)  
Cllr Jessica Auton (Vice-Chairman)  
Cllr P.I.C. Crerar (Vice-Chairman)

Cllr Jib Belbase  
Cllr C.W. Card  
Cllr M.S. Choudhary  
Cllr Jules Crossley  
Cllr Michael Hope  
Cllr Peace Essien Igodifo  
Cllr M.J. Roberts

Apologies for absence were submitted on behalf of Cllr Jacqui Vosper.

## 17. MINUTES

The minutes of the meeting held on 21st September, 2022 were agreed as a correct record.

Ms Barker provided an update from Hampshire County Council (HCC) on the future approach to parking, which was discussed at the previous meeting. The updates were focussed on two of the issues raised by the Board, as follows:

- Detail from HCC on the strategy regarding on street parking post 31st March 2023 – it was noted that, HCC intended to provide a service as good, or better, than currently provided. Existing CEO numbers would be matched or exceeded, however, this may not be the case in the first two – three months as the service was brought up to speed. HCC would continue to work with the Council to understand and target hotspots that had caused issues in the past, e.g. Aldershot Park and the Lido. Local knowledge would be obtained quickly, with the CEO's (employed by NSL) operating out of an office in the Farnborough Library.
- Special access route for Members to the HCC Highways Team - Members would be able to report issues directly, via the Hampshire website/email address. The issues would be diverted to the CEO team operating in Rushmoor from the Farnborough Library. Alternatively, matters could be escalated directly with the County Councillor.

Members requested an update on the letter that had been discussed at the last meeting, which would raise the Board's concerns around the move back to HCC.



This would be picked up with David Phillips and an update provided at the next Progress Group meeting.

## 18. HOUSING AND HOMELESSNESS STRATEGY

The Board welcomed Tim Mills, Head of Economy, Planning and Strategic Housing who provided an update on the work around the Housing and Homelessness Strategy.

The purpose of the session had been to agree the objectives under the themes agreed at the meeting in July, 2022. There were three themes, each with a number of objectives supporting it, as set out below:

- **Theme 1** – increase the supply of good quality homes for all residents and prospective residents, for every stage of life
  - Ensure we have up to date housing needs information to inform housing priorities in the Borough
  - Implement plans and policies which encourage the delivery of a diverse range of housing types and tenures, and which support the local housing market
  - Work collaboratively with developers in the private and social sectors and other partner agencies to maximise a sustainable housing supply and overcome challenges
- **Theme 2** - Support residents to access affordable, well managed and maintained housing in the private and social sectors
  - Continue to focus resources on preventing homelessness
  - Re imagine the housing advice front line to increase accessibility by proactively communicating information and advice to residents in order to prevent them getting into crisis situations
  - Work collaboratively with partners in the private and social sector to ensure homes are well managed and maintained
- **Theme 3** – work proactively to improve the condition and energy efficiency of housing in the Borough
  - Focus staff resource on enforcing standards and housing conditions in the knowledge that good housing conditions usually means good thermal efficiency
  - Communicate effectively via digital platforms to residents and landlords about the support, advice and funding available to them to install energy efficiency measures in the existing older housing stock
  - Work with partner organisations to improve energy efficiency, reduce fuel poverty and seek to support businesses in carbon offsetting through carbon credits to RPs for retrofitting and thereby improve residents' health and wellbeing and reduce carbon emissions per dwelling

The Board discussed each theme and it's objectives and raised a number of comments, including:

- Ensure we are building the right type of houses
- Work with developers to ensure appropriate development for the Borough - through the pre application process in planning
- Interaction with the Local Plan – it was noted that the Housing Plan sat below the Local Plan and provided a broader vision for the Borough
- Ensure new builds are future proofed
- Promote sustainable/energy efficient methods at pre planning application stage

In response to a query regarding the Local Plan, it was suggested that the work would expect to commence in the Autumn of 2023 due to the current political climate, delays in Levelling Up and Regeneration Bill and likelihood of further potential changes by the Secretary of State. The cost of developing a Local Plan would be in the region of £200,000 - 300,000 and could take up to 3-4 years.

The following comments were made on the wording of the objectives in Theme 3, as follows:

- Theme 3/Objective 1- end after conditions
- Theme 3/Objective 2 – focus on digital platforms may prevent access for some, ensure rolled roll out across the board being aware of staff resource
- Theme 3/Objective 3 – incorporate innovation and creative – ensure broader vision

Mr Mills advised that any further work on the Strategy would be undertake with the Strategic Housing and Local Plan Group (SHLPG), of which Cllr Crerar was the Board's representative. It was expected that there would be a further two meetings with the SHLPG before the Strategy was presented to the Cabinet in March 2023. Members of the Board should feed comments into the SHLPG via Cllr Crerar.

The Chairman thanked Mr Mills for his presentation.

## 19. **COUNCIL BUSINESS PLAN**

Rachel Barker provided an update on the current position with the Council Business Plan and reported on the findings from the recent residents survey.

Ms Barker, referred to Report No. ACE2007 which set out the current position with the development of the Council Plan and the results of the 2022 Residents Survey. The Board noted the shift towards outcome based budgeting and the impact this would have on the development of the Council Plan, alongside consideration of the outcomes from the 2022 Residents Survey. It was therefore recommended that, the refresh of the Council Plan be “paused” until the work, as set out above, had been completed. The intention would then be for the refresh to be undertaken in February 2023, however, this date would be reviewed as the work progressed. An update on the development of the Council Plan would be provided at the January 2023 meeting of the Board.

The Board **NOTED** the current position.

The Board discussed the 2022 Residents Survey. It was noted that 1058 responses had been received which provided an insight into what residents were thinking/feeling. The Board discussed how more people could be encouraged to engage in the survey, including door-to-door and a town centre presence.

The Board discussed the mental health and wellbeing aspect of the survey and it was noted that the data received would help in discussions regarding national funding, such as Levelling Up, as national data had shown a different picture for Rushmoor than was the feeling locally.

Moving forward it would be important to engage residents from different age groups and minority backgrounds, to achieve a more representative response. This could be achieved by alternating what data was requested in each survey.

It was noted that the report would be shared with our partners to inform local work/initiatives.

## 20. **WORK PLAN**

The Board noted the current Work Plan.

Items for the next meeting of the Board on 25th January, 2023, including the Council Plan, would be picked up at the next Progress Group meeting.

The meeting closed at 8.43 pm.

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