

CABINET

Report of the meeting held on Tuesday, 18th April, 2023 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council
Cllr M.L. Sheehan, Deputy Leader and Operational Services Portfolio Holder
Cllr M.J. Tennant, Deputy Leader and Major Projects and Property Portfolio Holder

Cllr J.B. Canty, Customer Experience, Digital and Transformation Portfolio Holder
Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder
Cllr A.R. Newell, Planning and Economy Portfolio Holder
Cllr P.G. Taylor, Corporate Services 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 **2nd May, 2023**.

65. DECLARATIONS OF INTEREST –

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

Item No.	Member	Interest	Reason
68	Cllr P.G. Taylor	Personal and non-pecuniary	Council appointed Director of Rushmoor Homes Limited

66. MINUTES –

The Minutes of the meeting of the Cabinet held on 14th March, 2023 were confirmed and signed by the Chairman.

67. UPDATES TO PAY AND REWARD POLICY – (Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. HR2301, which set out updates to the Council's Pay and Reward Policy.

Members were reminded that the Pay and Reward Policy had been published originally in 2009 and had been updated in 2011 and again in 2021. Members were informed that the Chief Executive had asked for the policy to be reviewed with a view to making changes to address the recruitment and retention issues being experienced by the Council at the current time. The Report set out proposed changes, including the introduction of a 'Golden Hello' process.

The Cabinet RESOLVED that the amendments to the Pay and Reward Policy, as set out in Report No. HR2301, be approved.

68. **RUSHMOOR HOMES LIMITED BUSINESS PLAN UPDATE 2023-2028 –**
(Mr Paul Shackley, Chief Executive)

The Cabinet considered Report No. CEX2303, which set out the business plan for Rushmoor Homes Limited, covering the period 2023–2028 and the associated Shareholder Report. The Report was presented by 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. The Report set out changes to the company's property portfolio and Members were informed that the company now owned six properties and managed two others that were owned by the Ministry of Defence for refugee households.

The Cabinet expressed support for the business plan and the progress that had been made in establishing the company.

The Cabinet RECOMMENDED TO THE COUNCIL that Rushmoor Homes Limited's Business Plan 2023-2028, as set out in Report No. CEX2303, be approved.

NOTE: Cllr P.G Taylor declared a personal and non-pecuniary interest in this item in respect of his involvement as a Council appointed Director of Rushmoor Homes Limited and, in accordance with the Members' Code of Conduct, remained in the meeting during the discussion and voting thereon.

69. **ADOPTION OF THE RUSHMOOR LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN –**
(Cllr Adrian Newell, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. PG2309, which set out the Rushmoor Local Cycling and Walking Infrastructure Plan (LCWIP).

Members were informed that a consultation exercise had taken place in Summer 2022 and that, following this, the walking and cycle routes had been prioritised. Hampshire County Council had adopted the Rushmoor LCWIP into its transport strategy for Rushmoor and had commended the LCWIP to the Council for adoption into its own strategic policy.

The Cabinet expressed support for the plan, which would improve the safety of cyclists and walkers in the Borough.

The Cabinet RESOLVED that the adoption of the Rushmoor Local Cycling and Walking Infrastructure Plan, as set out in Report No. PG2309, be approved.

70. **EXCLUSION OF THE PUBLIC –**

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

Minute No.	Schedule 12A Para. No.	Category
71	3	Information relating to financial or business affairs

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

71. **LOCAL AUTHORITY HOUSING FUND AND HOMES FOR UKRAINE –**

(Cllr Martin Tennant, Major Projects and Property Portfolio Holder / Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet considered Exempt Report No. ACE2303, which set out proposed governance arrangements in relation to the Local Authority Housing Fund.

Members were informed that the Local Authority Housing Fund had been established by the Government to reduce housing pressures on local authorities arising from the conflicts in Afghanistan and Ukraine. Arrangements had already been put in place to meet the match funding requirements of the fund and the report set out the proposed next steps, along with details of governance arrangements. It was explained that the Council might continue to receive delegated funding from Hampshire County Council's Homes for Ukraine Fund and the report set out proposed governance arrangements in this respect.

The Cabinet

(i) **RESOLVED** that:

- (a) the governance arrangements associated with the purchase of individual properties, as set out in paragraph 3.4 of Exempt Report No. ACE2303, be approved;
- (b) the governance arrangements associated with any ongoing Homes for Ukraine funding, as set out in paragraph 3.9 of the Exempt Report, be approved; and

(ii) **RECOMMENDED TO THE COUNCIL** that approval be given to the addition of the sum specified in Exempt Report No. ACE2303 to the Capital Programme for the purchase of properties utilising the Local Authority Housing Fund, noting the capital financing implications of the match funding set out in paragraph 4.43 of the Exempt Report.

The Meeting closed at 7.29 pm.

CABINET

Report of the meeting held on Tuesday, 6th June, 2023 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council
Cllr M.L. Sheehan, Deputy Leader and Operational Services Portfolio Holder
Cllr M.J. Tennant, Deputy Leader and Major Projects and Property Portfolio Holder

Cllr J.B. Canty, Customer Experience, Transformation and Corporate Portfolio Holder

Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder

Cllr G.B. Lyon, Planning and Economy Portfolio Holder

Cllr P.G. Taylor, Finance 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 **19th June, 2023**.

1. DECLARATIONS OF INTEREST –

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

2. MINUTES –

The Minutes of the meeting of the Cabinet held on 18th April, 2023 were confirmed and signed by the Chairman.

3. SUPPORTING LOCAL BUSINESSES IN NORTH CAMP - BUSINESS INTERRUPTION RELIEF - LYNCHFORD ROAD –

(Cllr Paul Taylor, Finance Portfolio Holder)

The Cabinet considered Report No. FIN2309, which set out a proposed local policy to enable the Council to award business rates relief to local businesses that had been adversely affected by Hampshire County Council's North Camp Accessibility Scheme, along with further measures to support the local business community.

Members were informed that the policy would allow for up to 100% business rate relief, backdated to the commencement of the works in October, 2022. It was also proposed that parking charges in the Peabody Road and Napier Gardens Car Parks should be amended to encourage visitors into the area, which would boost local trade. The Council would also carry out a marketing campaign to attract visitors to the area.

In discussing this, Members reported that meetings had been held with both Hampshire County Council, where action points had been agreed, and with local businesses. The purpose of this Report had been to enable the delivery of the agreed action points that were under Rushmoor Council's control. It was reported

that the County Council had agreed to produce a project plan for the scheme and that this was due to be received by the Council imminently. The Cabinet was supportive of the measures set out in the Report and considered it important that support to the local business community should be continued through to the conclusion of the scheme.

The Cabinet RESOLVED that

- (i) the establishment of a local Business Interruption Relief – Lynchford Road Policy, to reduce business rates payable by those businesses on Lynchford Road most affected by Hampshire County Council's North Camp Accessibility Scheme, as set out in Report No. FIN2309, be approved;
- (ii) the amendments in car parking charges at Peabody Road and Napier Gardens Car Parks to increase footfall in North Camp and to boost local trade, as set out in the Report, be approved; and
- (iii) the endorsement of a marketing campaign to promote the area's diverse small and independent businesses, encourage visitors into the area and highlight ways in which the disruption and inconvenience imposed by the works could be managed, as set out in the Report, be approved.

4. COUNCIL BUSINESS PLAN AND RISK REGISTER QUARTERLY UPDATE AND END OF YEAR 2022/23 –

(Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet received Report No. ACE2304, which set out progress in delivering the Council Plan projects during the fourth quarter of 2022/23 and included an end of year report. Members were informed that progress against thirteen 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 fourth quarter, 61% of live projects were on track or had been completed, with the remainder showing an amber status.

The Cabinet NOTED the progress made towards delivering the Council Plan, as set out in Report No. ACE2304.

5. COUNCIL PLAN 2023-26 –

(Cllr Sue Carter, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet considered Report No. ACE2305, which set out proposed updates to the Council's three year Council Plan and a proposed Customer, Digital and Technology Plan for 2023/24.

Members were informed that the 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 heard that the plan continued to be structured around the two themes of People and Place. The plan would be presented at the Council Meeting on 6th July, 2023.

The Cabinet was informed that the Customer, Digital and Technology Plan was a key policy that contributed towards the Council being able to deliver the priorities set out in the Council Plan. It was reported that the ways that customers accessed the Council's services had changed significantly in recent years and that the plan would enable the Council to coordinate the activities required to ensure that suitable and efficient channels were available as required.

The Cabinet

- (i) **RECOMMENDED TO THE COUNCIL** that the Rushmoor Borough Council Plan 2023-26, as set out in Report No. ACE2305, be approved; and
- (ii) **RESOLVED** that the Customer, Digital and Technology Plan 2023/24, as set out in the Report, be approved.

6. DECISION MADE UNDER URGENCY PROVISIONS - IDOX CLOUD CONTRACT – (Cllr Jonathan Canty, Customer Experience, Transformation and Corporate Portfolio Holder)

The Cabinet received Report No. IT2305 and a Record of Executive Decision, which set out a decision made on 22nd May, 2023 by the Head of IT, Facilities and Projects to engage in a contract with IDOX Software Limited for an initial five-year term to use the IDOX Cloud solution, transitioning from the IDOX on-premise solution over the following twelve months.

In response to a query, it was explained to Members that the decision had not been made under urgency powers contained within the Council's constitution, but that the decision was considered to be a key decision and, as such, had not been advertised for a period of 28 days prior to being taken, as required by regulations. It was for this reason that the matter had been presented to the Cabinet for noting.

The Cabinet NOTED the action taken, as set out in Report No. IT2305 and the Record of Executive Decision dated 22nd May, 2023.

7. APPOINTMENTS TO CABINET WORKING GROUPS 2023/24 –

The Cabinet RESOLVED that

- (i) the following appointments be made to groups for the 2023/24 Municipal Year:

Budget Strategy Working Group

Finance Services Portfolio Holder - Cllr P.G. Taylor

Chairman of Corporate Governance, Cllr P.J. Cullum
Audit and Standards Committee -

Chairman/Vice-Chairman of Policy To be confirmed
and Project Advisory Board -

Conservative Group (2) -	Cllrs A. Adeola and S. Trussler
Labour Group (2) -	Cllrs K. Dibble and Gareth Williams
Liberal Democrat Group (1) -	Cllr C.W. Card

Strategic Housing and Local Plan Working Group

Planning and Economy Portfolio Holder -	Cllr G.B. Lyon
Chairman of Development Management Committee -	Cllr S.J. Masterson
Chairman/Vice-Chairman of Policy and Project Advisory Board -	To be confirmed

Conservative Group (1) -	Cllr A. Adeola
Labour Group (2) -	Cllrs Sophie Porter and M.J. Roberts
Liberal Democrat Group (1) -	Cllr C.W. Card

Member Development Group

Cabinet Member with responsibility for Member Development -	Cllr Sue Carter
Additional Cabinet Member (1) -	Cllr P.J. Taylor
Conservative Group (2) -	Cllrs Jessica Auton and Calum Stewart
Labour Group (2) -	Cllrs Abe Allen and Sophie Porter

Capital Projects and Property Advisory Group

Leader of the Council -	Cllr D.E. Clifford
Major Projects and Property Portfolio Holder -	Cllr M.J. Tennant
Finance Portfolio Holder -	Cllr P.G. Taylor
Labour Group (2 – Group Leader and Shadow Finance Portfolio Holder) -	Cllrs Christine Guinness and K. Dibble

Member of CGAS (nominated by Cllr S. Trussler
Leader, in consultation with Chairman
of CGAS) -

Waste and Recycling Options Working Group

Operational Services Portfolio Holder Cllr M.L. Sheehan
-

Chairman of Policy and Project Advisory Board - Cllr Marina Munro

Conservative Group (2) - Cllrs P.J. Cullum and A.H. Gani

Labour Group (2) - Cllrs Jules Crossley and Becky Williams

Liberal Democrat Group (1) - Cllr C.W. Card

Union Yard Project Board

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

Finance Portfolio Holder - Cllr P.G. Taylor

Labour Group Leader - Cllr Christine Guinness

- (ii) the Corporate Manager - Democracy, in consultation with the Leader of the Council, be authorised to make appointments to these groups during the 2023/24 municipal year, in order to fill vacancies.

The Meeting closed at 7.42 pm.

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the Meeting held on Wednesday, 26th April, 2023 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr L. Jeffers (Vice-Chairman) (In the Chair)

Cllr Mrs. D.B. Bedford

Cllr Jib Belbase

Cllr Michael Hope

Cllr S.J. Masterson

Apologies for absence were submitted on behalf of Cllr P.I.C. Crerar, Cllr C.P. Grattan, Cllr Peace Essien Igodifo, Cllr T.W. Mitchell, Cllr Sophie Porter and Cllr Calum Stewart.

Cllr A.H. Gani and Cllr Nadia Martin attended the meeting as Standing Deputies.

Non-Voting Member

Cllr A.R. Newell (Planning and Economy Portfolio Holder) (ex officio)

67. DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

68. MINUTES

The Minutes of the Meeting held on 22nd March, 2023 were approved and signed as a correct record of proceedings.

69. 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:

- | | | |
|---|----------------|---|
| * | 23/00186/FULPP | Kings Moat Car Park, Farnborough |
| * | 23/00218/FULPP | Blackwater River Bridge, The Hatches, Farnborough |

23/00261/FUL Aldershot Park Crematorium, Aldershot

- (ii) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Executive Head of Property and Growth's Report No. PG2316, be noted
- (iii) the current position with regard to the following applications be noted pending consideration at a future meeting:

21/00271/FULPP Block 3, Queensmead, Farnborough

** 22/00340/REMPP Land at Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot

22/00849/FULPP Discovery Place, Columbus Drive, Farnborough

23/00169/FULPP Aldershot Conservative Club, Victoria Road, Aldershot

23/00292/FULPP Farnborough Airport, Farnborough Road, Farnborough

* The Executive Head of Property and Growth's Report No. PG2316 in respect of these applications was amended at the meeting.

** It was agreed that site visits would be arranged to these sites

70. ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT

Enforcement Reference No.

Description of Breach

21/00144/RESWRK Following a complaint regarding, and subsequent inspection of, a large outbuilding that had been erected to the front of, 2 Boxalls Lane, Aldershot, it was determined that the outbuilding required planning permission. Three letters had been sent, with no response, these were followed by a Planning Contravention Notice (PCN) in August 2022. In March 2023, the Council took the case to court for the non-return of the PCN, and the owner was fined for failure to return the PCN. As evidence showed that the structure had not existed in its current form for more than four years, instructions had been issued to the Corporate Manager – Legal to draft and serve both Enforcement and Untidy Site Notices.

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2317, as amended at the meeting, be noted.

71. **ESSO PIPELINE PROJECT**

Katie Herrington, Principle Planning Officer, gave a verbal update to the Committee on the position regarding the agreement of all outstanding legal agreements including the Environmental Improvement Plan pursuant to the Development Consent Order for the renewal and partial realignment of the Southampton to London ESSO fuel pipeline which crossed the Borough of Rushmoor.

Queen Elizabeth Park (QEP) – it was noted that removal of the heras fencing had commenced, however the path would not be reopened until the quality had been fully checked by the Council. Replanting had also commenced. With regards to timescales, it was noted that the compound would remain in place for the next few weeks to enable the installation of the new playground which was due to start on 22 May, this would be followed by work to reinstate the car park. It was expected that Esso would be off the site by the end of June. 2023.

Southwood Country Park (SCP) – it was noted that works had ceased due to poor working conditions and an issue with an Environment Agency licence relating to works at the brook. Works at Nash Close works were due to commence on 27 April and a temporary car park, for resident use, had been established in the SCP car park.

In addition, it was noted that following discussions with Hampshire County Council (HCC), a temporary crossing would be installed at SCP. And discussions were underway with ESSO regarding funding. Discussions were ongoing relating to a more permanent solution.

In response to a query regarding complaints concerning the West Heath compound, it was noted that a number of issues had been raised and the Council were awaiting a response. It was suggested that Members share any issues with Ms Herrington direct to ensure a comprehensive response to all matters of concern.

The report was noted.

The meeting closed at 7.41 pm.

CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Report of a meeting held on Thursday, 1st June, 2023 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr P.J. Cullum (Chairman)
Cllr S. Trussler (Vice-Chairman)

Cllr A. Adeola
Cllr C.W. Card
Cllr A.H. Gani
Cllr Christine Guinness
Cllr Sarah Spall
Cllr Nem Thapa
Cllr Jacqui Vosper

Cllrs. K. Dibble and C.P. Grattan attended the meeting as Standing Deputies in place of Cllrs Nadia Martin and Gareth Williams.

Non-Voting Member

Mr. T. Davies – Independent Member (Audit)

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

1. MINUTES

The minutes of the meeting held on 27th March 2023 were agreed and signed as a correct record of the proceedings.

AFTER MEETING NOTE: The Committee was advised that the Council's auditor, Ernst Young, eventually signed off the Council's audited accounts on 31st March 2023 and not as had been recorded in the minutes.

2. AUDIT RESULTS REPORT 2019/20

The Committee received the Interim Executive Head of Finance Report No. FIN2310 on the external auditor's Audit Results Report 2019/20, which provided the context in which their Audit Opinion had been given along with highlighting areas that the Council should address.

Members noted the Audit Opinion that the Council's accounts gave a true and fair view of the financial position as at 31st March 2020 and of its expenditure and income for the year then ended. It was also noted that the external auditor's opinion was that the accounts had been prepared properly in accordance with the Chartered Institute of Public Finance (CIPFA)/Local Authority (Scotland) Accounts Advisory Committee (LASAAC) Code of Practice on Local Authority Accounting in the UK 2019/20.

The Report stated that there had been three areas specifically highlighted in the Audit Results Report under Section 7 'Assessment of Control Environment': provision of property information; capacity of the finance department; and, declarations of interest by Members. It was noted that actions had been taken by officers to address these areas of concern and details were set out in the Report.

RESOLVED: That the Interim Executive Head of Finance Report No. FIN2310 be noted.

3. INTERNAL AUDIT 2022/23 - YEAR END AUDIT UPDATE

The Committee received the Audit Manager's Report No. AUD2304 which provided an overview of the work completed since the update given in March 2023 and an update on the completion of work against the 2022/23 Audit Plan.

Members noted that all bar one audit had been completed in 2022/23 against the Audit Plan.

RESOLVED: That the Audit Manager's Report No. AUD2304 be noted.

4. INTERNAL AUDIT - AUDIT OPINION

The Committee considered the Audit Manager's Report No. AUD2305 which set out the Internal Audit coverage, findings and performance for 2022/23 and presented the Audit Manager's overall assurance opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control (GRC) environment. The Report also covered the self-assessment that had been carried out against the Public Sector Internal Audit Standards (PSIAS) and the progress on the Quality and Assurance Improvement Plan (QAIP) for the year.

The Audit Manager advised that, in assessing the level of assurance to be given for 2022/23, the opinion had been based on:

- written reports on all internal audit work completed during the course of the year (assurance and consultancy);
- results of any follow up exercises undertaken in respect of previous years' internal audit work;
- the results of work of other review bodies, where appropriate (eg Public Services Network certification, peer reviews, International Organisation for Standardisation (ISO) assessments;
- the counter-fraud work carried out by the Corporate Investigations Team;

- the quality and performance of the Internal Audit Service and the extent of compliance with the standards;
- National Fraud Initiative (NFI) data match checks;
- participation on relevant governance groups across the Council, including the Corporate Governance Group and Information Governance Group; and
- mitigations in place to minimise the risks identified within the Corporate Risk Register

The Audit Manager advised the Committee that sufficient assurance work had been completed within the year to enable an overall audit opinion of reasonable to be provided on the Council's governance, risk management and control framework (GRC). Where weaknesses had been identified through internal audit review, management had been worked with to agree appropriate corrective actions and a timescale for improvement. The Committee noted that a self-assessment against the PSIAS had highlighted the following areas of non-compliance:

- an external assessment had not been carried out on Internal Audits conformance with the Standards
- policies and procedures were not up-to-date
- Internal Audit did not have regular contact with External Audit
- an assurance map was not in place for all assurance across the Council

The Committee was advised that all items had been included as actions within the Quality Assurance and Improvement Plan.

RESOLVED: That

- (i) the coverage of assurance obtained across the Council, as set out in the Audit Manager's Report No. AUD2305, be noted;
- (ii) the level of governance, risk management and control (GRC) assessed in 2022/23 through opinion-based audit assurance work be noted;
- (iii) the Audit Opinion for 2022/23 be noted;
- (iv) the Performance Indicators for the Internal Audit activity for 2023/24 be endorsed;
- (v) the self-assessment exercise against the Public Sector Internal Audit Standards (PSIAS) and the areas of non-conformance with them be noted;
- (vi) the Quality and Assurance Improvement Plan for 2023/24, which details areas of improvement to reduce areas where the audit activity did not conform to the PSIAS be endorsed.

5. **INTERNAL AUDIT - ANNUAL GOVERNANCE STATEMENT**

The Committee considered the Audit Manager's Report No. AUD2306 which presented the Annual Governance Statement 2022/23 for review and approval.

The Council was required by the Accounts and Audit Regulations 2015 to prepare and publish an Annual Governance Statement, to report publicly on the extent to which the Council complied with its own Local Code of Corporate Governance, including how the effectiveness of the Council's arrangements were monitored in the year and on any planned changes to governance arrangements for the coming year.

The Report set out the methodology for compiling the Annual Governance Statement and the requirements of the Committee to ensure a meaningful review of the Annual Governance Statement. Members were reminded that they needed to be satisfied that the Annual Governance Statement reflected the governance environment and any actions required to improve it. Members also had to be satisfied that it demonstrated how governance supported the achievement of the Council's objectives.

During discussion, Members sought clarification on issues regarding cyber security and Freedom of Information.

RESOLVED: That the Council's Annual Governance Statement 2022/23 be approved for signing by the Chief Executive and Leader of the Council and for publishing alongside the Statement of Accounts.

6. CORPORATE POLICY AND GUIDANCE ON SURVEILLANCE AND THE USE OF THE REGULATION OF INVESTIGATORY POWERS ACT 2000

The Committee considered the Corporate Manager – Legal Report No. LEG2302 which set out a review for approval of the Council's corporate policy on the use of covert investigatory techniques, including surveillance, within and outside the scope of the Regulation of Investigatory Powers Act 2000 (RIPA).

RESOLVED: That the corporate Surveillance and RIPA Policy and proposed amendments, as set out in Report No. LEG2302, be approved.

7. APPOINTMENT OF INDEPENDENT PERSON (STANDARDS) - UPDATE

The Corporate Manager – Democracy reported on the recruitment process for the appointment of an Independent Person (Standards). Members were advised that an interview panel comprising the Chairman of the Corporate Governance, Audit and Standards Committee (Cllr P.J. Cullum), Labour Group Leader (Cllr Christine Guinness), the Monitoring Officer (Ian Harrison) and the Corporate Manager – Democracy (Jill Shuttleworth) had met the previous week to interview three candidates. Following the interviews, it was recommended to appoint Mr Matt Smith as the Independent Person (Standards). It was noted that Mr Smith would be appointed on a three years term of office. All Members had been emailed to this effect to ascertain whether anyone had any conflicts of interest.

The Committee placed on record its thanks to Ms Mary Harris for previously undertaking the role of Independent Person (Standards) over a period of several years.

The Committee **RECOMMENDED TO THE COUNCIL** that, subject to any conflicts of interest from Members, Mr Matt Smith be appointed as Independent Person (Standards) for a period of three years.

8. **APPOINTMENTS TO OUTSIDE BODIES, LICENSING SUB-COMMITTEES AND CONSTITUTION WORKING GROUP**

(1) **Outside Bodies –**

RESOLVED: That the appointment of representatives to outside bodies for the 2023/24 Municipal Year, as set out in the attached Appendix, be approved.

(2) **Appointments and Appeals Panels –**

RESOLVED: That the Corporate Manager - Democracy be authorised to make appointments to the Appointments and Appeals Panels in accordance with the membership criteria set out in the Officer Employment Procedure Rules in the Constitution.

(3) **Licensing Sub-Committee –**

RESOLVED: That the following Members be appointed to serve on the Licensing Sub-Committee for the 2023/24 Municipal Year (three Conservative representatives; two Labour representatives):

Conservative Group: Cllrs P.J. Cullum, S. Trussler and Jacqui Vosper

Labour Group: Cllrs Christine Guinness and Sarah Spall.

(4) **Licensing Sub-Committee (Alcohol and Entertainments) –**

RESOLVED: That the Corporate Manager - Democracy be authorised to make appointments from the membership of the Corporate Governance, Audit and Standards Committee in accordance with the procedure agreed by the Committee at its meeting on 21st May 2009 and detailed in the Licensing Sub-Committee (Alcohol and Entertainments) Hearings Protocol and Procedure.

(5) **Licensing Sub-Committee (Taxis) –**

RESOLVED: That the Corporate Manager - Democracy be authorised to make appointments from the membership of the Corporate Governance, Audit and Standards Committee, in accordance with the procedure agreed by the Committee at its meeting on 27th June 2021 and detailed in the Licensing Sub-Committee (Taxis) Hearings Protocol and Procedure.

(6) **Constitution Working Group –**

RESOLVED: That the following Members be appointed to serve on the Constitution Working Group for the 2023/4 Municipal Year (six Members,

including two Cabinet Members, the Chairman of the Committee and representatives of other groups):

- Cabinet Member (Cllr Sue Carter) plus one Cabinet Member vacancy
- the Chairman of the Corporate Governance, Audit and Standards Committee (Cllr P.J. Cullum)
- one representative of the Conservative Group – Cllr S. Trussler
- two representatives of Labour Group (Cllrs Christine Guinness and Sarah Spall).

9. **ORGANISATIONAL TREE**

The Chairman introduced this item, which had been included on the agenda at his request. Following discussion, it was agreed that a copy of the latest Members' Support Guide be circulated to the Committee, which contained key officer contact details for supporting ward casework.

RESOLVED: That the Corporate Manager – Democracy circulate a copy of the latest Members' Support Guide, which included key officer contact details for supporting ward casework, with the Committee.

The meeting closed at 8.12 pm.

**CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE
1ST JUNE 2023**

REPRESENTATION ON OUTSIDE BODIES

NAME OF ORGANISATION	REPRESENTATIVE(S) 2023/24
Aldershot & Farnborough Festival of Music & Art	Cllrs Diane Bedford, Jules Crossley and Mara Makunura
Basingstoke Canal Joint Management Committee	Cllrs A.H. Gani and P.G. Taylor with Cllr Jules Crossley as Standing Deputy
Blackbushe Airport Consultative Committee	Cllr P.J. Cullum with Cllr P.G. Taylor as Standing Deputy
Blackwater Valley Advisory Panel for Public Transport	Cllrs G.B. Lyon and M.J. Roberts with Cllrs Jules Crossley and J.B. Canty as Standing Deputies
Blackwater Valley Countryside Partnership	Cllrs Mrs D.B. Bedford and G.B. Lyon with Cllrs Jules Crossley and Clive Grattan as Standing Deputies
Brickfield Country Park, Friends of	Three Manor Park Ward Members
Cove Brook Greenway Group	Cllrs A. Adeola and Michael Hope
District Council's Network (DCN)	Leader of the Council (Cllr D.E. Clifford)
Enterprise M3 Joint Leaders Board	Leader of the Council (Cllr D.E. Clifford)
Farnborough Aerodrome Consultative Committee	Cabinet Member (Cllr M.L. Sheehan) and Cllr Gareth Williams (as a representative of an adjoining ward) with Cllr M.J. Tennant as Standing Deputy
457 Squadron Farnborough RAF Air Cadets	Cllr Nadia Martin

NAME OF ORGANISATION	REPRESENTATIVE(S) 2023/24
Hampshire and Isle of Wight Local Government Association	Leader of the Council (Cllr D.E. Clifford) and Cllr J.B. Canty
Hampshire Health and Wellbeing Board (co-opted Deputy)	Cllr Michael Hope
Hampshire Police and Crime Panel	Cllr M.L. Sheehan (Cabinet Member) Cllr J.B. Canty as Standing Deputy
Hampshire Buildings Preservation Trust AGM	Cllr Jessica Auton and Cllr G.B. Lyon
Local Government Association - General Assembly	Leader of the Council (Cllr D.E. Clifford)
North Hampshire Area Road Safety Council	Cllr Mara Makunura with Cllr Peace Essien Igodifo as Standing Deputy
PATROL	Cllr Christine Guinness
PCC Hampshire Gypsy and Traveller Community Support Panel	Cllr G.B. Lyon (Cabinet Member)
PCC Violence Against Women and Girls Task Group (VAWG)	Cllr Mara Makunura
Parity for Disability	Cllr S.J. Masterson with Cllr Gaynor Austin as Standing Deputy
Project Integra Strategic Board	Cllr M.L. Sheehan (Cabinet Member)
Royal British Legion (Farnborough Branch) Remembrance Day Arrangements	Cllr Mrs D.B. Bedford and Cllr C.P. Grattan
Citizens' Advice Rushmoor Trustee Board	Cllr Gaynor Austin (Trustee)
Rushmoor Voluntary Services Board	Cllr S.J. Masterson

NAME OF ORGANISATION	REPRESENTATIVE(S) 2023/24
Rushmoor Accessibility Action Group	Cllrs Mara Makunura, Jib Belbase, and Dhan Sarki
South East Employers – Annual General Meeting	Cllr J.B. Canty (Cabinet Member) and P.G. Taylor as Standing Deputy
Thames Basin Heaths Joint Strategic Partnership Board	Cllr G.B. Lyon (Cabinet Member)
Wellesley Residents Trust Ltd	Cllr Jib Belbase with Cllr Nadia Martin as Standing Deputy

REPRESENTATION ON COUNCIL GROUPS, PARTNERSHIPS AND BOARDS

GROUP	REPRESENTATIVE(S) 2023/24
Hampshire Cultural Trust – Aldershot Military Museum Strategic Local Agreement and West End Centre Management Committee	Cllrs Mrs D.B. Bedford and Jules Crossley
Safer North Hampshire Community Safety Partnership	Cllr M.L. Sheehan (Cabinet Member)
Crime and Disorder Joint Scrutiny Committee	Cllrs M.D. Smith, Mrs D.B. Bedford and K. Dibble
Rushmoor Development Partnership LLP (RDP) Board	Cllr M.J. Tennant, Chief Executive and Executive Director (KE)
Rushmoor Housing Ltd (RHL) – Board of Directors	Cllrs P.G. Taylor, S. Trussler and Gareth Williams

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the Meeting held on Wednesday, 7th June, 2023 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr S.J. Masterson (Chairman)
Cllr Marina Munro (Vice-Chairman)

Cllr Jib Belbase
Cllr P.J. Cullum
Cllr A.H. Gani
Cllr C.P. Grattan
Cllr Michael Hope
Cllr Halleh Koohestani
Cllr Sophie Porter
Cllr D. Sarki

Apologies for absence were submitted on behalf of Cllr G.B. Lyon and Cllr Calum Stewart.

Cllr Mrs. D.B. Bedford attended the meeting as a Standing Deputy.

Non-Voting Member

Cllr G.B. Lyon, (ex officio) was absent from the meeting.

1. DECLARATIONS OF INTEREST

Having regard to the Members' Code of Conduct, the following declarations of interest were 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	Action
Cllr C.P. Grattan	22/00849/FULPP – Discovery Place, Columbus Drive, Farnborough	Personal	Cllr Grattan did not take part in the meeting during the discussion and voting thereon

Cllr Halleh 23/00293/FULPP –
Koohestani 44 Cambridge Road West,
Farnborough

Personal Cllr Koohestani did
not take part in the
meeting during the
discussion and
voting thereon

2. MINUTES

The Minutes of the Meeting held on 26th April, 2023 were approved and signed as a correct record of proceedings.

3. PLANNING APPLICATIONS

RESOLVED: That

(i) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Executive Head of Property and Growth's Report No. PG2318, be noted

(ii) the following applications be determined by the Executive Head of Property and Growth, in consultation with the Chairman:

* 22/00849/FULP Discovery Place, Columbus Drive, Farnborough

* 23/00293/FULPP 44 Cambridge Road West, Farnborough

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

21/00271/FULPP Block 3, Queensmead, Farnborough

** 22/00340/REMPP Land at Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot

23/00169/FULPP Aldershot Conservative Club, Victoria Road, Aldershot

23/00292/FULPP Farnborough Airport, Farnborough

23/00338/FULPP Farnborough North Railway Station, Farnborough

* The Executive Head of Property and Growth's Report No. PG2318 in respect of these applications was amended at the meeting.

** It was agreed that site visits would be arranged to these sites

4. **PLANNING APPLICATION NO. 22/00849/FULPP - DISCOVERY PLACE, COLUMBUS ROAD, FARNBOROUGH**

The Committee considered the Executive Head of Property and Growth's Report No. PG2318 (as amended at the meeting) regarding the demolition of existing buildings and the construction of a single building for class E(g)(iii), B2 and B8 and associated infrastructure.

RESOLVED: That

subject to the additional condition, as set out in the amendment sheet, and the addition of a further condition relating to working hours, (Monday to Friday 08:00-18:00, Saturday 08:00-13:00 and no working hours on Sundays or Bank Holidays) as agreed by the Committee, the Executive Head of Property and Growth, in consultation with the Chairman be authorised to GRANT planning permission.

5. **PLANNING APPLICATION NO. 23/00293/FULPP - 44 CAMBRIDGE ROAD WEST, FARNBOROUGH**

The Committee considered the Executive Head of Property and Growth's Report No. PG2318 (as amended at the meeting) regarding the erection of a single storey side/front extension and conversion of a garage to a habitable room.

RESOLVED: That

subject to no substantial objections being raised by neighbours on or before the expiry of the neighbour notification period on 14 June, 2023, that the Executive Head of Property and Growth in consultation with the Chairman be authorised to GRANT planning permission.

6. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT**

**Enforcement
Reference No.**

Description of Breach

03/00432/COU

1. Unauthorised Use of former Vehicle Sales and Repair Garage (Sui generis and personal to the North American Motor Company – now 'nil' use) as a Hand Vehicle Washing and Valeting Premises, with ancillary Workshop (Sui generis); and
2. unauthorised display of advertising

It was recommended that the Corporate Manager – Legal Services, in consultation with the Corporate Planning Manager, be authorised to;

1. issue an enforcement Notice to require the cessation of the use of the site for hand vehicle washing and valeting with a period of one month for compliance, and;

2. Commence Prosecution proceedings in respect of the unauthorised advertisement display in the event that the said advertisements are not removed by 30 June, 2023.

The recommendation was AGREED.

22/00115/RESWRK

A complaint had been made, that the owner of 29a Southampton Street, Farnborough, had installed a door at first floor level and erected railings around the roof of a flat roofed single storey extension to create a first floor amenity terrace.

Following contact with the Council, the owner had removed the railings and replaced the door with a window.

The owner had also been asked to submit a retrospective planning application, but no such application had been received to date. An enforcement notice could be issued but as the development would be considered acceptable, no further action would be taken on this matter.

22/00143/AERIAL

A satellite dish had been installed at 14 Frost Drive, Wellesley, Aldershot. Due to the Article 4 Direction placed on the Wellesley development in January 2021, planning permission was required. The owners had since moved the dish under the eaves where it was less visible. The owners were aware that planning permission was still required , but no application had been forthcoming.

No further action to be taken.

RESOLVED: That the Executive Head of Property and Growth's Report No. P2319 be noted.

7. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER JANUARY 2023 - MARCH 2023 AND FOR THE YEAR 2022/23**

The Committee received the Executive Head of Property and Growth's Report No. PG2320 which provided an update on the position with respect to achieving performance indicators for the Development Management Section of the Planning Service and the overall workload of the Section for the quarter from 1st January to 31st March 2023 and for the year 2022/23.

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2320 be noted.

The meeting closed at 8.06 pm.

Development Management Committee

Appendix "A"

Application No. & Date Valid: **23/00186/FULPP** **3rd March 2023**

Proposal: Continued use of leisure land as a hard surface pay and display carpark. Operational 24 hours per day, 7 days per week
at **Kings Moat Car Park Westmead Farnborough Hampshire**

Applicant: Rushmoor Borough Council

Conditions: 1 The use hereby permitted shall be discontinued on or before 3 years from the date of this permission unless the Local Planning Authority shall have previously permitted the use for a further period.

Reason - To ensure that the long-term objectives for the redevelopment of Farnborough town centre are not prejudiced.

2 The permission hereby granted shall be continued in accordance with the following approved drawing - PARKING LAYOUT DWG KMoatCP_17.

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

Application No. & Date Valid: **23/00218/FULPP** **23rd March 2023**

Proposal: Replacement of existing river bridge over the Blackwater River with a new vehicular river bridge to accommodate pedestrians and vehicles at **Blackwater River Bridge, The Hatches Farnborough**

Applicant: Mr Michael Smith (National Rail

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: |
|--------------------------------------|----------|
| 173080-ARC-1700-BWR01-DRG-ECV-001102 | PO1; |
| 173080-ARC-1700-BWR01-DRG-ECV-000101 | P01; |
| 73080-ARC-1700-BWR01- DRG-ECV-001104 | P01. |

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

3. Prior to the commencement of the development hereby approved, an appropriately detailed Construction Environmental Management Plan (CEMP) shall be first 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 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) Measures to ensure woodland habitats are restored or enhanced as a result of works, including measures to enhance bankside riparian habitats / removal of invasive species
 - f) The times during construction when specialist ecologists need to be present on site to oversee works
 - g) Responsible persons and lines of communication
 - h) Use of protected fences, exclusion barriers and warning signs.

The works shall be carried out in accordance with such details so approved.

Reason: To ensure 'no adverse effect' on the Blackwater River SINC and no harm to protected species.

**Application No. 23/00261/FUL
& Date Valid:**

30th March 2023

Proposal: Single storey extension and containerised cremator in rear service yard for temporary period at **Aldershot Park Crematorium Guildford Road Aldershot**

Applicant: Rushmoor Borough Council

Conditions: 1. The building hereby permitted shall be removed and the land restored to its former condition on or before 2 years and 6 months from the date of this permission.

Reason - Given the impact of the character and appearance of the structure, reconsideration in the light of prevailing circumstances at the end of the specified period would be appropriate in the interest of amenity.

2. The permission hereby granted shall be carried out in accordance with the following approved drawings
Drawing numbers: 4705-1001 C1, 19-2009 13, 19-2009 12, 19-2009-11, 19-2009-10, 8124-0001 P2, 8124 – Sketch A, Details within noise report 5007-1600- 1001

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

DEVELOPMENT MANAGEMENT COMMITTEE

Report of the Meeting held on Wednesday, 21st June, 2023 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr S.J. Masterson (Chairman)
Cllr Marina Munro (Vice-Chairman)

Cllr Jib Belbase
Cllr P.J. Cullum
Cllr C.P. Grattan
Cllr Michael Hope
Cllr Halleh Koohestani
Cllr Sophie Porter
Cllr D. Sarki
Cllr Calum Stewart

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

Cllr S. Trussler attended the meeting as a Standing Deputy.

Non-Voting Member

Cllr G.B. Lyon (Planning and Economy Portfolio Holder) (ex officio)

8. DECLARATIONS OF INTEREST

Having regard to the Members' Code of Conduct, the following declarations of interest were 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	Action
Cllr Marina Munro	23/00338/FULPP – Farnborough North Railway Station, Farnborough	Personal	Cllr Munro did not take part in the meeting during the discussion and voting thereon

9. MINUTES

The Minutes of the Meeting held on 7th June, 2023 were approved and signed as a correct record of proceedings.

10. 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:

- *

23/00292/FULPP	Farnborough Airport, Farnborough
23/00338/FULPP	Farnborough North Railway Station, Farnborough

- (ii) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council’s Scheme of Delegation, more particularly specified in Section “D” of the Executive Head of Property and Growth’s Report No. PG2321, be noted

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

- | | |
|----------------|----------------------------------|
| 21/00271/FULPP | Block 3, Queensmead, Farnborough |
|----------------|----------------------------------|
- **

22/00340/REMPP	Land at Blandford House and Malta Barracks Development Site, Shoe Lane, Aldershot
23/00169/FULPP	Aldershot Conservative Club, Victoria Road, Aldershot
23/00382/FULPP	Former Park Road Garage, 107 Park Road, Farnborough
23/00440/REVPP	McDonalds, 1 North Close, Aldershot
23/00461/FUL	Aldershot Park Crematorium, Guildford Road, Aldershot

- * The Executive Head of Property and Growth’s Report No. PG2321 in respect of these applications was amended at the meeting.

- ** It was agreed that site visits would be arranged to these sites

11. APPEALS PROGRESS REPORT

The Committee received the Executive Head of Property and Growth’s Report No. PG2322 concerning the following appeal decisions:

Application / Enforcement Case No.	Description	Decision
22/00125/FULPP & 22/00126/FULPP	Against refusal of planning permission for a detached three-storey, three bedroom, six person dwelling with associated bin and cycle storage, removal of existing footway crossover and reinstatement of pavement and formation of parking bay on road, and for a new detached two storey, two bedroom, four person dwelling with associated bin and cycle stores and onsite parking space, both at 6 East Station Road, Aldershot.	Dismissed

RESOLVED: That the Executive Head of Property and Growth's Report No. PG2322 be noted.

The meeting closed at 7.43 pm.