

CABINET

Tuesday, 18th October, 2016 at 7.00 p.m.
at the Council Offices, Farnborough

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

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

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **1st November, 2016**.

186. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 20th September, 2016 were confirmed and signed by the Chairman.

187. **CONTRACTOR ANNUAL SERVICE PLANS 2016/17 –**
(Environment and Service Delivery/Leisure and Youth)

(1) **Places for People Leisure –**

The Cabinet received the Head of Community and Environmental Services' Report No. COMM1620 and the Places for People (PfP) Leisure Service Update 2016/17. The Report advised that PfP had performed well on the contract during the previous year. PfP and the Council had continued to work in partnership on initiatives, including the Megarider bus ticket and £1 summer holiday swimming.

Duncan Mackay, the local Contract Manager, attended the meeting to present the Leisure Service Update 2016/17. It was reported that this document had been updated and renamed from the previous year and now provided a more concise reflection of PfP's activities over the period. The Update reported on a number of highlights that had been achieved during 2015/16, including that Farnborough Leisure Centre had achieved an 'Excellent' Quest accreditation and Aldershot Indoor Pools had achieved a 'Good' Quest accreditation. In particular, Aldershot Lido had shown a 153% increase in visits compared to the previous year. It was felt that the introduction of a range of incentives that had been drawn up jointly with the Council and the Friends of the Aldershot Lido Group had been well received and had been factors in this improvement. It was also noted that the percentage of local people using the facility had increased. There had been

around £615,000 of investment in the leisure facilities at Farnborough Leisure Centre and Aldershot Pools, including £72,000 spent on replacement IT facilities and £60,000 on the refurbishment of the children's soft play area at Farnborough Leisure Centre. PfP had used social media increasingly to contact existing and potential new customers and the company were grateful for the support of the Council's Communications Team in this respect. The main issues for 2016/17 included an upgrade to the gym at the Farnborough Leisure Centre and the launch of a new website and a wellness app.

The Cabinet welcomed the Service Update and the quality of service provided by PfP in Aldershot and Farnborough. Members considered it important that the local Clinical Commissioning Group should routinely refer clients to PfP's facilities to engage with programmes around healthier living, especially in relation to obesity. It was agreed that the Chairman of the Health and Wellbeing Partnership would be contacted in this respect. It was also requested that information collected from customers in surveys by PfP should be shared with the Council, subject to data protection considerations.

The Cabinet RESOLVED that the Places for People Leisure Service Update 2016/17, as set out in the Head of Community and Environmental Services' Report No. COMM1620, be endorsed.

(2) **Veolia –**

The Cabinet received the Head of Community and Environmental Services' Report No. COMM1621 and Veolia's Annual Progress Report 2016. Members were reminded that the current contract was due to end in July 2017. Highlights in the Report included that missed bin reports had been well within target levels, litter collection had been very good and the Council's grounds had continued to be maintained to a very high standard, in particular with the annual bedding and hanging basket displays.

Rob Noble, who had taken over from John Stockings as Veolia's Contract Manager, attended the meeting to present the Progress Report. The Cabinet was advised that the recycling rate had remained steady at around 26% and that it was hoped that initiatives, such as the introduction of more recycling in relation to street cleansing, particularly in the town centres, would lead to an increase in this rate. Members heard that 2016 had seen a decrease in the number of accidents at work and there had also been a reduction in the number of unsafe acts observed during monitoring exercises. It was explained that, where capacity allowed, Veolia would carry out duties above and beyond the requirements of the contract, such as in the carrying out of weed control in some alleyways. The company continued to support community events, such as the Victoria Day Parade in Aldershot and the Donkey Derby in Farnborough. Veolia had been working towards employees cross training on all aspects of the contract and it was felt that this had provided a more joined up service. Initiatives for 2016/17 included the continuation of the up skilling of Veolia's staff to provide an increasingly comprehensive service to the Council and the residents of Rushmoor.

The Cabinet was satisfied at the level of service provided by Veolia under the contract and discussed many aspects of the Progress Report, including initiatives to improve recycling rates and issues around the removal of fly tipping.

The Cabinet RESOLVED that Veolia's Annual Progress Report 2016, as set out in the Head of Community and Environmental Services' Report No. COMM1621, be endorsed.

188. **COUNCIL TAX SUPPORT SCHEME – CONSULTATION –**
(Concessions and Community Support)

The Cabinet considered the Head of Financial Services' Report No. FIN1621, which set out a proposal to undertake a public consultation in respect of the Council's Council Tax Support Scheme in order to inform any decision to review or amend the Scheme for the 2017/18 financial year.

Members were reminded that local authorities had been developing their own Council Tax Support Schemes since April 2013. The Council had, following a consultation exercise, introduced a number of changes to its Scheme in April 2016. These changes included increasing the minimum contribution from 8% to 10% and reducing the savings threshold from £16,000 to £6,000. It was reported that Rushmoor's Scheme had proved effective and Council Tax collection rates had remained high, although those rates had dropped by 0.4% over the previous two years. It was felt that the effect of these changes should be measured over a full year before proposing other significant alterations to the Scheme. However, it was proposed to consult in respect of relatively small changes that would keep Rushmoor's Scheme in line with Government changes to other welfare benefits. Members were informed that the Council's Welfare Reform Task and Finish Group had considered a number of options for changes as a consequence of the Government's broader changes and these were set out in the Report. It was agreed to consult on an additional item relating to post graduate loans, which had been announced since the Report had been written.

The Cabinet RESOLVED that

- (i) the undertaking of public consultation on options around the Council's Council Tax Support Scheme, as set out in the Head of Financial Services' Report No. FIN1621 and amended at the Meeting, be approved;
- (ii) the proposals on aligning with the two dependent children rule, as set out in the Report, be included if sufficient information on the Government's plans to introduce this to other benefits is available by the commencement of the consultation exercise;
- (iii) the Head of Financial Services, in consultation with the Cabinet Member for Concessions and Community Support and following

discussion with the Welfare Reform Task and Finish Group, be authorised to agree the details of the consultation paper; and

- (iv) the outcome of the consultation and any subsequent proposals be reported to the Cabinet during January 2017.

189. **PARKING STRATEGY MEMBER WORKING GROUP –**
(Corporate Services)

The Cabinet considered the Corporate Director's Report No. CD1605 which proposed the establishment of a Member Working Group to support the delivery of the Council's new Parking Strategy.

The Cabinet RESOLVED that

- (i) the establishment of a Parking Strategy Member Working Group be approved;
- (ii) the Terms of Reference for the new Group, as set out in the Corporate Director's Report No. CD1605, be endorsed; and
- (iii) the Head of Democratic and Customer Services, in consultation with the Political Group Leaders, be authorised to make six appointments to the Group in accordance with political representation, to include the Cabinet Member for Environment and Service Delivery (Cr. M.J. Tennant) and the Chairman of the Aldershot Regeneration Group (Cr. M.L. Sheehan).

NOTE: Further to Resolution (iii) above, the Cabinet endorsed an increase in the membership to seven Members (4 Conservative: 2 Labour: 1 UKIP).

The Meeting closed at 8.52 p.m.

D.E. CLIFFORD
LEADER OF THE COUNCIL

CABINET

Tuesday, 15th November, 2016 at 7.00 p.m.
at the Council Offices, Farnborough

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

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

Apologies for absence were submitted on behalf of Councillors Sue Carter and G.B. Lyon.

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 November, 2016**.

190. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 18th October, 2016 were confirmed and signed by the Chairman.

191. **FINANCIAL MATTERS –** (Corporate Services)

(1) **Revenue Budget Monitoring and Forecasting 2016/17 – Position at October, 2016 –**

The Cabinet considered the Head of Financial Services' Report No. FIN1622, which set out the anticipated financial position for 2016/17, based on the monitoring exercise carried out during October 2016. It was reported that the general fund balance continued to show a marked improvement of over £0.5 million, which had taken the balance from £1.492 million as shown in the budget to £2 million, which was at the top of the range set out in the Medium Term Financial Strategy. The Report explained that the two large variances in relation to markets and car parking, which had been reported previously, had been reduced significantly following action taken by Services.

The Cabinet RESOLVED that the latest Revenue Budget monitoring position, as set out in the Head of Financial Services' Report No. FIN1622, be noted.

(2) **Capital Programme Monitoring and Forecasting 2016/17 – Position at October, 2016 –**

The Cabinet received the Head of Financial Services' Report No. FIN1623, which provided the latest forecast regarding the Council's Capital Programme for 2016/17, based on the monitoring exercise carried out during October 2016. The Report advised that the approved Capital Programme for 2016/17 totalled £34,960,000. This figure included several significant property acquisitions, slippage from the previous financial year and urgent repair works to Council owned property. Members were informed that the Council's Asset Management Group was to be reviewed and this would help to identify and monitor such repair works. The recent monitoring exercise had identified that, due to a number of slippages and underspends, the forecasted outturn was approximately £27,547,000, with a forecasted shortfall of £7,413,000 against the approved Programme. The identified areas of slippage included works at Aldershot Railway Station, under the Activation Aldershot scheme, and works at the new Council depot site.

The Cabinet RESOLVED that the latest Capital Programme monitoring position, as set out in the Head of Financial Services' Report No. FIN1623, be noted.

192. **METHODOLOGY FOR THE ANNUAL REVIEW OF FEES AND CHARGES –**
(Corporate Services)

The Cabinet considered the Head of Financial Services' Report No. FIN1624, which set out a proposed methodology to be applied in future years in relation to setting the level of fees and charges for Council services.

The Cabinet was informed that the proposal sought to publish all fees and charges levied by the Council in a single document for the first time. It was also proposed that, where appropriate, a single measure of inflation would be applied on an annual basis, which was aimed at standardising fee setting across the Council. It was recommended that the most appropriate measure to choose would be the Retail Price Index, specifically the RPIx index.

The Cabinet discussed the proposal and considered whether, in light of the principles of the Council's 8 Point Plan, it would be appropriate to apply an accelerator to any inflationary increase, with a view to increasing income. It was agreed that officers would assess and report back on the implications of such a measure.

The Cabinet RESOLVED that

- (i) the process for an annual review of the Council's fees and charges, as set out in the Head of Financial Services' Report No. FIN1624, be approved;

- (ii) the various methodologies set out in Appendix 1 of the Report be approved as a basis for uplifting the Council's fees and charges;
- (iii) the adoption of the application of RPIx as the measure of inflation to be applied where an annual inflationary uplift is specified, to be applied from the first day of each financial year based on the previous financial year's September twelve month index as published by the Office for National Statistics, be approved; and
- (iv) where an inflationary uplift has been recommended, the uplifted charges be approved for implementation from 1st April, 2017.

193. **CAPITAL GRANTS TO REGISTERED PROVIDERS OF SOCIAL HOUSING –**
(Health and Housing)

The Cabinet considered the Head of Environmental Health and Housing's Report No. EHH1622, which proposed changes to the way in which grant was used, with a view to maximising the number of lettings available and contributing to reducing the Council's temporary accommodation costs.

The Report set out the details of the proposed changes and the Cabinet agreed that these would enable the Council to move more swiftly in making grant awards.

The Cabinet RESOLVED that

- (i) the principle of using the Council's resources to help meet housing needs and make best use of the social housing stock, as set out in the Head of Environmental Health and Housing's Report No. EHH1622, be approved;
- (ii) authority to grant award decisions of £30,000 or lower be delegated to the Head of Environmental Health and Housing, in consultation with the Cabinet Member for Health and Housing; and
- (iii) authority to agree a grant administration scheme be delegated to the Head of Environmental Health and Housing, in consultation with the Cabinet Member for Health and Housing.

194. **SAVINGS AND EFFICIENCIES IN DEVELOPMENT MANAGEMENT –**
(Business, Safety and Regulation)

The Cabinet considered the Head of Planning's Report No. PLN1642, which proposed the implementation of changes to ways of working within Planning's Development Management Team to achieve sustainable reductions in expenditure and to secure additional income to help to cover the costs of the service.

The proposed changes were set out in the Report and were focussed on a reduction in advertising in the local newspaper, an increase in charges to solicitors and paralegals and the introduction of charging for pre-application advice. It was reported that this had been discussed at the Development Management Committee meeting on 9th November, 2016 and Members had shown broad support for the proposals. The Cabinet was also supportive of the proposals and noted that a review would be carried after a year to assess the impact that the changes had made during that period.

The Cabinet RESOLVED that

- (i) the reduction in the level of advertising planning applications in the local press and the increase in the use of social media to publicise proposals, as set out in the Head of Planning's Report No. PLN1642, be approved;
- (ii) the increase in charges for legal firms seeking information on Section 106 obligations, as set out in the Report, be approved; and
- (iii) the introduction of a scheme of charging for pre-application discussions, as set out in the Report, be approved, to be reviewed after a full year of operation.

195. BUILDING CONTROL FINANCIAL STATEMENT 2015/16 –
(Business, Safety and Regulation)

The Cabinet considered the Head of Planning's Report No. PLN1638, which set out the Building Control Financial Statement for its fee earning work for the year ended 31st March, 2016. It was reported that Building Control's fee income for 2015/16 had resulted in an operating surplus of £35,935 and a rolling surplus of £19,796. It was reported that the Council had, since 1st July, 2015, formed a partnership with Hart District Council to provide a joint Building Control service. It was clarified, however, that the financial statement related to the Rushmoor element of the service only. Members were reminded that the financial performance of the service was considered over a three year rolling period.

The Cabinet RESOLVED that the financial statement for Building Control for 2015/16 be endorsed.

196. ARTICLE 4 DIRECTION FOR EMPLOYMENT LAND –
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1637, which sought approval to make a non immediate Article 4 direction to withdraw permitted development rights related to the change of use of offices, light industrial units and storage or distribution units to residential use within the Strategic Employment Sites and Locally Important Employment Sites

identified within the draft Rushmoor Local Plan.

The Report set out the context of this recommendation. It was explained that this would not prevent the conversion of such premises into residential accommodation but would require that planning permission was sought for any proposed schemes that met the agreed criteria. It was confirmed that a public consultation exercise would be run and the results reported back to the Cabinet before a final decision was made.

The Cabinet discussed the matter and was supportive of protecting strategic employment land in the Borough.

The Cabinet RESOLVED that authority to take all necessary steps in making, serving and publicising an Article 4 direction to remove the Class O (office to residential), Class P (storage or distribution centre to residential) and Class PA (light industrial to residential) permitted development rights, granted by Part 3 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), within Rushmoor's Strategic Employment Sites and Locally Important Employment Sites be delegated to the Solicitor to the Council, in consultation with the Head of Planning.

197. FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND –
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1625, which sought approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects.

The Cabinet Member for Environment and Service Delivery had considered four applications and had recommended that all four awards should be made.

The Cabinet RESOLVED that grants be awarded from the Farnborough Airport Community Environmental Fund to the following organisations:

Rushmoor Urban Wildlife Group (Crematorium)	£5,154
Rushmoor Urban Wildlife Group (Queens Road Rec)	£1,050
Blackwater Valley District Scouts	£7,000
The Wavell School	£7,650

198. MANOR PARK PLAYGROUND – RENEWAL –
(Leisure and Youth)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1623, which sought approval to vary the 2016/17 Capital Programme to provide a new playground at the Manor Park, Aldershot.

The Cabinet was informed that the scheme would cost £150,000 to complete and a total of £115,000 had been secured from developers' contributions.

The Cabinet RESOLVED that approval be given to a variation to the 2016/17 Capital Programme of £35,000 to enable the renewal of the Manor Park playground to be completed, as set out in the Head of Community and Environmental Services' Report No. COMM1623.

199. **APPOINTMENT OF CHIEF EXECUTIVE – NEXT STEPS –**
(Corporate Services)

The Cabinet considered the Chief Executive's Report No. CEX1605, which set out a proposed approach for the appointment of a Chief Executive, following the resignation of Mr. Andrew Lloyd, which would take effect at the end of February 2017. It had been agreed to use a specialist recruitment organisation and a procurement process had taken place. The successful bidder had been Solace in Business and they had already carried out some preliminary meetings. The Report set out the process to be followed and also identified the need to make interim arrangements should there be a period following the end of February with no Chief Executive in post.

The Cabinet RESOLVED that

- (i) the appointment of the Member panel, with the membership as set out in paragraph 3.2 of the Chief Executive's Report No. CEX1605, be approved;
- (ii) the provision of a supplementary estimate of up to £25,000 to fund the recruitment process and the authorisation of a Corporate Director, in consultation with the Cabinet Member for Corporate Service, to agree the final costs be approved; and
- (iii) the interim arrangements, as set out in the Report, and the authorisation of Mr. Ian Harrison as Deputy Chief Executive, in consultation with the Cabinet Member for Corporate Services, to make any consequential temporary changes to the senior management arrangements during this time, be approved.

200. **RESOURCING PRIORITIES AND INTRODUCTION OF MUTUALLY AGREED RESIGNATION SCHEME –**
(Corporate Services)

The Cabinet considered the Directors' Management Board's Report No. DMB1605, which set out a request for additional staff resources to focus on areas of priority work for the coming two years and proposed the introduction of a Mutually Agreed Resignation Scheme with a view to achieving ongoing cost reductions, where this was in the interest of both the employee and the Council. The Report set out the details of the proposals and highlighted

current resourcing pressures in respect of regeneration activities, the Property and Estates Team and the Council's Transformation Programme. Members heard how the proposed Mutually Agreed Resignation Scheme would allow staff to consider lifestyle changes if they wanted to.

The Cabinet was supportive of the proposals but stressed the need for the Mutually Agreed Resignation Scheme to be clearly and sensitively communicated to staff.

The Cabinet RESOLVED that

- (i) the staffing proposals and consequential financial implications and delegations, as set out in paragraph 5.4 of the Directors' Management Board's Report No. DMB1605, be approved;
- (ii) a supplementary budget in the current financial year of £18,000 be approved; and
- (iii) the introduction of a Mutually Agreed Resignation Scheme, as set out in Appendix 1 of the Report, be approved.

201. **INDEMNITIES FOR SENIOR OFFICERS IN RESPECT OF SIGNING CONTRACT CERTIFICATES UNDER THE LOCAL GOVERNMENT (CONTRACTS) ACT 1997 – (Corporate Services)**

The Cabinet considered the Solicitor to the Council's Report No. LEG1614, which set out a proposal to provide for an indemnity for the Council's Chief Executive, Chief Financial Officer or Monitoring Officer when they are required to sign a certificate under the Local Government (Contracts) Act 1997.

The Report provided details of the circumstances in which such certificates would be required and also set out the reasons why an indemnity for staff would be required. It was reported that the Chief Financial Officer was required to sign a certificate in respect of the Farnborough International Limited loan agreement, as approved by the Cabinet on 28th July, 2015, and agreement was sought to do this.

The Cabinet RESOLVED that

- (i) the Council's Chief Executive, Monitoring Officer and Chief Financial Officer be authorised to give contract certificates under the Local Government (Contracts) Act 1997 upon receipt of an indemnity from the Council, as set out in the Solicitor to the Council's Report No. LEG1614; and
- (ii) the Chief Financial Officer be authorised to provide a certificate, under the Local Government (Contracts) Act 1997, to Barclays

Bank in respect of the Farnborough International Limited loan agreement and the Solicitor to the Council be authorised to give the appropriate indemnity.

202. 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:

Report Para. Nos.	Schedule 12A Para. No.	Category
203 and 204	3	Information relating to financial or business affairs

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

203. DEVELOPMENT OF A DEPOT –
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Exempt Report No. COMM1626, which set out the latest position in relation to the provision of a depot to support the Council's waste, recycling, street cleansing and grounds maintenance functions.

It was confirmed that the site had now been purchased and planning permission for conversion into a depot had been received. The detailed costs of construction of the depot had now been received and these showed an increase on the initial indicative budget figure that had been given. A supplementary estimate was, therefore, being requested to cover this increase in costs. In discussion, it was confirmed that the initial indicative figure had been a generic indicative cost for that type of facility and had not factored in any specific elements of the site or facility required.

The Cabinet confirmed its support for the provision of a Council depot at this site and requested that, with regard to any similar transactions in future, detailed construction costs should be identified at the very earliest opportunity.

The Cabinet RESOLVED that

- (i) a supplementary estimate to the Capital Programme, as set out in the Head of Community and Environmental Service's Exempt Report No. COMM1626, be approved; and
- (ii) authority be delegated to the Solicitor to the Council, in consultation with the Head of Community and Environmental

Services, to approve the build costs of the depot under the design and build agreement and to enter into any legal documents in connection therewith.

204. **WASTE, RECYCLING, STREET CLEANSING AND GROUNDS MAINTENANCE CONTRACT INDEXATION –**
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Exempt Report No. COMM1622, which sought approval to accept an offer from Veolia, the Council's waste, recycling, street cleansing and grounds maintenance contractor, to pay a proportion of a sum payable to the Council in respect of indexation adjustments for periods when inflation had run at below zero.

The Report set out the details of how indexation adjustments were calculated. It was acknowledged that the recent period of below zero inflationary indices had not been predicted and it was not possible, so late in the contract, for Veolia to offset the sums involved in future years, as had been intended when the agreement had been made.

The Cabinet RESOLVED that acceptance of the offer from Veolia, as set out in the Head of Community and Environmental Services' Exempt Report No. COMM1622, be approved.

The Meeting closed at 8.05 p.m.

D.E. CLIFFORD
LEADER OF THE COUNCIL

LICENSING AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 26th September, 2016 at the Council Offices, Farnborough at 7.00 p.m.

Voting Members

Cr. A. Jackman (Chairman)
Cr. M.L. Sheehan (Vice-Chairman)

Cr. Sophia Choudhary	a	Cr. B. Jones	Cr. L.A. Taylor
Cr. Liz Corps		Cr. S.J. Masterson	a Cr. Jacqui Vosper
Cr. A.H. Crawford	a	Cr. M.D. Smith	Cr. J.E. Woolley

Apologies for absence were submitted on behalf of Crs. B. Jones, M.D. Smith and Jacqui Vosper.

205. MINUTES –

The Minutes of the Meeting held on 27th June, 2016 were approved and signed by the Chairman.

206. INTERNAL AUDIT – AUDIT UPDATE –

The Committee received the Audit Manager's Report No. AUD1602, which provided an overview of the internal audit work undertaken from March to August, 2016.

It was noted that an audit of capital projects that had been deferred over the previous three financial years had been carried out to identify reasons for the slippage and to ascertain if any trends had been highlighted. The key findings from the audit were:

- slippage of projects happened each year, with 44% of projects in 2013/14 and 56% of projects in 2014/15 slipped;
- 48 projects had slipped over the three year period with seven of these having slipped for more than three financial years;
- the majority of the slipped projects related to building works/improvements, highways work/improvement or sports/recreational facilities; and
- external conditions had contributed to the majority of the slippages sampled (e.g. requiring external agreement or external funding).

The Committee was advised that no recommendations had been made as actions identified in the previous audit of capital projects would help to address

the findings within the 2015/16 audit. A follow-up on the recommendations would be carried out later in the year and reported to the Committee.

In respect of audit follow-up work, the Committee noted that these had been carried in respect of: financial grants; parking management system; planning enforcement; eXpress system (elections); and, IT network security. This work had shown that progress had been made in implementing the audit recommendations. A follow-up had also been carried out on the mobile devices audit, although one high priority recommendation in respect of security had not yet been fully implemented and would be referred back to the Directors' Management Board for further discussion on a way forward.

The Committee was advised of current work in respect of Public Sector Internal Audit Standards which had come into effect in April, 2013, setting down areas of internal audit work which were expected in order to be compliant with the standards. The Internal Audit team was currently carrying out a self-assessment against the standards and the results would be reported to the following meeting of the Committee.

During discussion, Members raised questions regarding the reasons for the slippage of projects and staffing resources for the projects.

RESOLVED: That the Audit Manager's Report No. AUD1602 be noted.

207. **STATEMENT OF ACCOUNTS AND AUDIT RESULTS REPORT 2015/16 –**

The Committee considered the Head of Financial Services' Report No. FIN1620 which sought approval for the Council's Statement of Accounts for 2015/16 and set out the external auditor's Audit Results Report.

The Committee was advised that the Statement of Accounts for 2015/16 had been prepared in line with CIPFA's 'Code of Practice on Local Authority Accounting' for 2015/16, under International Financial Reporting Standards and in accordance with the Accounts and Audit (England) Regulations, 2015. The Council's Annual Governance Statement, which had been approved by the Committee on 27th June 2016, was required to be published alongside the Statement of Accounts by 30th September, 2016 and was included in Appendix A to the Report.

On behalf of the Committee, the Chairman welcomed Mr. Andrew Brittain and Mr. Adrian Balmer who were attending to present the findings of the Council's Auditors, Ernst & Young, in carrying out audit work in relation to the 2015/16 financial year. The audit was now complete and an unqualified audit opinion was issued. The external auditors also concluded that the Council had put in place proper arrangements to secure value for money in its use of resources and the audit certificate was issued at the meeting alongside the audit opinion.

Mr. Brittain advised that there was currently one unadjusted audit difference, which was an extrapolated error. Details of this were set out in

Appendix B to the Audit Results Report. The error was not considered to be material to the audit opinion. The auditors sought the Committee's approval of management's rationale as to why the correction had not been made. This was included in the draft Letter of Representation from the Council, which had been circulated to the Committee for approval.

. A limited number of casting and consistency errors had been identified. These had been corrected during the course of the audit work and details were provided in Appendix A to the Audit Results Report. It was noted that these amendments did not have an impact on useable reserves.

Mr. Balmer advised the Committee on the responsibilities of the Council in preparing and publishing its Statement of Accounts and Annual Governance Statement as well as putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. Mr. Balmer also spoke on the purpose and scope of an audit, including audit risks identified during the planning phase of the audit, and which had been previously reported to the Committee in the Audit Plan. The Audit Results Report also set out: audit procedures performed and the assurance gained and issues arising from this work during the audit; other matters which were significant to the Council in overseeing its financial reporting process; control themes and observations; a request for written representations; Whole of Government Accounts return; and, a value for money conclusion.

Mr. Brittain thanked the Council for its help and support in allowing Ernst & Young to complete the audit.

RESOLVED: That

- (i) the Auditor's Audit Results Report, as appended to the Head of Financial Services' Report No. FIN1620, be noted;
- (ii) the financial statements for 2015/16 be approved;
- (iii) the letter of representation, as circulated at the meeting, be approved; and
- (iv) the Chairman be authorised to sign page 13 of the Statement of Accounts 2015/16, attached as Appendix A to the Report, to certify the Committee's approval.

The Meeting closed at 7.32 p.m.

A. JACKMAN
CHAIRMAN

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 12th October, 2016 at the Council Offices, Farnborough at 7.00 p.m.

Voting Members

Cr. B.A. Thomas (Chairman)
Cr. J.H. Marsh (Vice-Chairman)

Cr. Mrs. D.B. Bedford	Cr. P.I.C. Crerar	Cr. D.S. Gladstone
Cr. D.M.T. Bell	Cr. Sue Dibble	Cr. C.P. Grattan
Cr. R. Cooper	Cr. Jennifer Evans	Cr. A.R. Newell

Non-Voting Member

Cr. M.J. Tennant (Cabinet Member for Environment and Service Delivery) (ex officio)

208. **DECLARATION OF INTEREST –**

There were no declarations of interest.

209. **MINUTES –**

The Minutes of the Meeting held on 14th September, 2016 were approved and signed by the Chairman.

210. **TOWN AND COUNTRY PLANNING ACT, 1990 (AS AMENDED) - TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER, 1995 - DEVELOPMENT APPLICATIONS GENERALLY –**

RESOLVED: That

- (i) the applications dealt with by the Head of Planning, 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 Planning's Report No. PLN1633, be noted;
- (ii) the following applications be determined by the Head of Planning, in consultation with the Chairman:

* 16/00068/FULPP (Enterprise House, Nos. 88-90 Victoria Road and part of Nos. 84-86 Victoria Road, Aldershot)

- * 16/00544/FULPP (Southwood Summit Centre, No. 1 Aldrin Place, Farnborough); and
- (iii) the current position with regard to the following applications be noted pending consideration at a future meeting:
 - 16/00667/FULPP (No. 34 Cove Road, Farnborough)
 - 16/00757/REMPP (Wellesley Corunna Zone).
- * The Head of Planning's Report No. PLN1633 in respect of these applications was amended at the meeting.

211. REPRESENTATIONS BY THE PUBLIC –

There were no representations by the public.

212. APPLICATION NO. 16/00068/FULPP – ENTERPRISE HOUSE, NOS. 88-90 VICTORIA ROAD AND PART OF NOS. 84-86 VICTORIA ROAD, ALDERSHOT –

The Committee received the Head of Planning's Report No. PLN1633 (as amended at the meeting) regarding the erection of a four-storey building to comprise twelve flats (four studio, two one-bedroom and six two-bedroom) with vehicular access from Crimea Road and associated car parking and bin/cycle storage.

It was noted that the recommendation was to grant planning permission subject to the completion of a satisfactory planning obligation under Section 106 of the Town and Country Planning Act, 1990.

RESOLVED: That

- (i) subject to no new substantial or material matters being raised by SSE (the statutory undertaker) by 14th October, 2016 and on the completion of a satisfactory agreement under Section 106 of the Town and Country Planning Act, 1990, by 31st October, 2016, to secure a financial contribution towards Special Protection Area mitigation, the Head of Planning, in consultation with the Chairman, be authorised to grant planning permission, subject to the conditions and informatives set out in the Head of Planning's Report No. PLN1633; however
- (ii) in the event that a satisfactory Section 106 agreement is not received by 31st October, 2016, the Head of Planning, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that the proposal fails to provide mitigation for the impact of the development on the Thames Basin Heaths Special Protection Area in accordance with the Council's Thames Basin Heaths Special Protection Area Interim

Avoidance and Mitigation Strategy contrary to policy CP13 of the Rushmoor Core Strategy.

213. APPLICATION NO. 16/00544/FULPP – SOUTHWOOD SUMMIT CENTRE, NO. 1 ALDRIN PLACE, FARNBOROUGH –

The Committee received the Head of Planning's Report No. PLN1633 (as amended at the meeting) regarding the erection of a restaurant/public house (mixed use classes A3 and A4) with ancillary managers flat, car park, new in and out vehicular access onto Apollo Rise, landscaping and associated works.

It was noted that the recommendation was to grant planning permission, subject to the completion of a satisfactory planning obligation, under Section 106 of the Town and Country Planning Act, 1990.

RESOLVED: That

- (i) subject to the completion of a satisfactory planning obligation under Section 106 of the Town and Country Planning Act, 1990 by 27th October, 2016 to secure appropriate financial contributions towards Transport and Special Protection Area mitigation, the Head of Planning, in consultation with Chairman, be authorised to grant planning permission subject to the amended conditions and informatives set out in the Head of Planning's Report No. PLN1633; however
- (ii) in the event that a satisfactory Section 106 agreement is not received by 27th October, 2016, the Head of Planning, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that the proposal does not make satisfactory provision for a transport contribution in accordance with Council's adopted 'Transport Contributions' SPD and Core Strategy Policies CP10, CP16 and CP17; and a financial contribution to mitigate the effect of the development on the Thames Basin Heaths Special Protection Area in accordance with the Rushmoor Thames Basin Heaths Special Protection Area Interim Avoidance and Mitigation Strategy and Core Strategy Policies CP11 and CP13.

214. ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT – NO. 86 RECTORY ROAD, FARNBOROUGH –

The Committee was advised of the enforcement action taken by the Head of Planning in accordance with the Council's Scheme of Delegation, more specifically specified in the Head of Planning's Report No. PLN1634.

RESOLVED: That the Report be noted.

215. **VARIATION OF LEGAL AGREEMENT RELATING TO WELLESLEY (AUE) DEVELOPMENT – RESIDENTIAL TRAVEL PLAN –**

The Committee received the Head of Planning’s Report No. PLN1635 (as amended at the meeting). The Report sought authority to vary the terms of the 2014 Section 106 agreement (“the Agreement”) in respect of the owner/developer’s obligation to provide financial security for the Residential Travel Plan in the form of a deposit/bond to be paid to Hampshire County Council, which had been originally referred to in the legal agreement as the ‘Residential Travel Plan Secured Amount’.

It was noted that the proposed amendments related to obligations between Hampshire County Council and the owner/developer under Schedule 2 and 4 of the Principal Agreement. The variations did not affect obligations between Rushmoor and the owner/developer, which were contained within Schedule 1 and 3 of the Principal Agreement.

The Report set out in detail each of the proposed changes, together with the consequences of the changes and the implied risk to the Council and County Council.

RESOLVED: That the Solicitor to the Council, subject to being satisfied, in consultation with the Head of Planning and Hampshire County Council, be authorised to enter into a Deed of Variation under Section 106 of the Town and Country Planning Act, 1990, incorporating the changes set out in the Head of Planning’s Report No. PLN1635 (as amended).

216. **APPEALS PROGRESS REPORT –**

Application No.	Description	Decision
14/00071/CONSRV	Against an enforcement notice requiring the removal of 24 UPVC windows from an extended and converted building containing five flats at No. 14 Church Circle, Farnborough.	Allowed

RESOLVED: That the Head of Planning’s Report No. PLN1636 be noted.

The Meeting closed at 7.32 p.m.

B.A. THOMAS
CHAIRMAN

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 9th November, 2016 at the Council Offices, Farnborough at 7.00 p.m.

Voting Members

Cr. B.A. Thomas (Chairman)
Cr. J.H. Marsh (Vice-Chairman)

Cr. Mrs. D.B. Bedford	Cr. P.I.C. Crerar	Cr. D.S. Gladstone
Cr. D.M.T. Bell	Cr. Sue Dibble	Cr. C.P. Grattan
Cr. R. Cooper	Cr. Jennifer Evans	Cr. A.R. Newell

Non-Voting Member

Cr. M.J. Tennant (Cabinet Member for Environment and Service Delivery) (ex officio)

217. **DECLARATION OF INTEREST –**

There were no declarations of interest.

218. **MINUTES –**

The Minutes of the Meeting held on 12th October, 2016 were approved and signed by the Chairman.

219. **TOWN AND COUNTRY PLANNING ACT, 1990 (AS AMENDED) - TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER, 1995 - DEVELOPMENT APPLICATIONS GENERALLY –**

RESOLVED: That

- (i) Permission be given to the following applications set out in Appendix "A" attached hereto, subject to the conditions, restrictions and prohibitions (if any) mentioned therein:

16/00667/FULPP	(No. 34 Cove Road, Farnborough)
* 16/00750/COU	(Unit 2, Fairfax Industrial Estate, Aldershot)
16/00764/RBC3PP	(No. 5 Innisfail Gardens, Aldershot);

- (ii) the applications dealt with by the Head of Planning, 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 Planning's Report No. PLN1639, be noted;

(iii) the following applications be determined by the Head of Planning, in consultation with the Chairman:

* 16/00305/FULPP (Garages at junction with Lyndhurst Avenue, Selborne Avenue);

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

16/00757/REMPP (Zone B – Corunna, Aldershot Urban Extension, Alisons Road, Aldershot)

16/00815/FULPP (Old Fire Station, Ordnance Road, Aldershot)

16/00837/FULPP (The Crescent, Southwood Business Park, Summit Avenue, Farnborough)

16/00841/FUL (Market Site, Queensmead, Farnborough)

16/00843/FUL (Market Site at Union Street and Wellington Street and Land at High Street, Aldershot)

16/00794/FULPP (No. 8 Blackthorn Crescent, Farnborough); and

(v) the receipt of a petition in respect of the following application be noted:

16/00794/FULPP (No. 8 Blackthorn Crescent, Farnborough).

* The Head of Planning's Report No. PLN1639 in respect of these applications was amended at the meeting.

220. REPRESENTATIONS BY THE PUBLIC –

There were no representations by the public.

221. APPLICATION NO. 16/00305/FULPP – GARAGES AT JUNCTION WITH LYNDHURST AVENUE, SELBORNE AVENUE –

The Committee received the Head of Planning's Report No. PLN 1639 (as amended at the meeting) regarding the erection of two pairs of semi-detached three-bedroom houses (four dwellings in total) with associated parking and access following demolition of sixteen existing garages (re-submission of planning proposals submitted with withdrawn application 15/00044/FULPP, dated 6th February, 2015).

It was noted that the recommendation was to grant planning permission subject to the completion of a Deed of Variation under Section 106A of the Town and Country Planning Act, 1990.

RESOLVED: That

- (i) subject to the completion of a satisfactory Deed of Variation to the Section 106 Agreement by 18th November, 2016 to
 - (a) refer to the correct planning application reference number (16/00305/FULPP) ; and
 - (b) delete the requirement to make a financial contribution towards transport

the Head of Planning, in consultation with the Chairman, be authorised to grant planning permission subject to the conditions and informatives set out in the Head of Planning's Report No, PLN1639 (as amended); however

- (ii) in the event that a satisfactory Deed of Variation to the Section 106 Agreement is not received by 18th November, 2016, the Head of Planning, in consultation with the Chairman, be authorised to refuse planning permission on the ground that the proposal does not make satisfactory provision for a financial contribution to mitigate the effect of the development on the Thames Basin Heaths Special Protection Area in accordance with the Rushmoor Thames Basin Heaths Special Protection Area Interim Avoidance and Mitigation Strategy and Cote Strategy Policies CP11 and CP13.

222. CONSULTATION ON SAVINGS AND EFFICIENCIES IN DEVELOPMENT MANAGEMENT –

The Committee received the Head of Planning's Report No. PLN1643, which highlighted three areas of the Development Management Service, that had been identified in a budget challenge exercise, for consideration in respect of savings and efficiencies. It was noted that the report sought comments from the Committee to be considered by the Cabinet at the meeting on 15th November, 2016.

The Committee discussed the following proposals:

- reduce press advertising of planning applications to the statutory minimum but increase publication via social media
- increase the charges levied for information concerning Section 106 obligations from solicitors and paralegals to more accurately reflect officer time spent on the enquiries

- introduce charging for pre-application advice to all potential applicants, including “householders” and developers

RESOLVED: That the Head of Planning’s Report No. PLN1643 be noted and that the views of the Committee be relayed to the Cabinet ahead of any decisions being made.

223. **APPEALS PROGRESS REPORT –**

Application No.	Description	Decision
15/00885/TPO	Against refusal to grant consent to undertake work to a tree protected by a Tree Preservation Order (felling a sweet chestnut tree) at Skellgarth, No. 4 The Crescent, Farnborough)	Dismissed

RESOLVED: That the Head of Planning’s Report No. PLN1640 be noted

224. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER JULY – SEPTEMBER, 2016 –**

The Committee received the Head of Planning’s Report No. PLN1641 which provided an update on the position with respect to achieving performance indicators for the Development Management Section of Planning and the overall workload of the Section for the period 1st July to 30th September, 2016.

RESOLVED: That the Head of Planning’s Report No. PLN1641 be noted.

The Meeting closed at 8.08 p.m.

B.A. THOMAS
CHAIRMAN

**DEVELOPMENT MANAGEMENT COMMITTEE
9TH NOVEMBER 2016**

APPENDIX "A"

Application No. & Date Valid: **16/00667/FULPP** **18th August 2016**

Proposal: Change of use from A1 to A5 hot food takeaway and the installation of accompanying extraction system and condensers at **34 Cove Road Farnborough Hampshire**

Applicant: Mr Arafat Akhtar

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 - 16/0133/X01 and 16.0133 PLO3 Rev A.

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

3 No works shall start on site/the use hereby approved shall not commence, until further details of the means of suppressing and directing smells and fumes from the premises have been submitted to and approved in writing by the Local Planning Authority. These details shall include further information in respect of the carbon filter unit proposed and details of the recommended dwell time for gases in the stream for the type of cooking that is proposed. The development shall be carried out in accordance with the details so approved and thereafter retained.

Reason - To safeguard the amenities of neighbouring property.*

4 All plant and machinery shall be enclosed with soundproofing materials and mounted in a way which will minimise transmission of structure-borne sound in accordance with a scheme to be first submitted to and

approved in writing by the Local Planning Authority.

Reason - To protect the amenity of neighbouring occupiers.*

- 5 No home delivery service shall be provided until the spaces shown on drawing 16.0133/X01 have been provided for the parking of home delivery vehicles and these spaces shall be retained and made available to home delivery drivers while this service is provided.

Reason - In the interests of highway safety.

- 6 The use hereby permitted shall not be open to customers outside the following times:
10:00-23:00 Mondays to Saturdays and
10:00-23:00; on Sundays.

Reason - To safeguard the amenities of neighbouring occupiers.

- 7 Prior to occupation or use of any part of the development hereby approved, details of satisfactory provision for the storage and removal of refuse from the premises shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out and retained in accordance with the details so approved.

Reason - To safeguard the amenities of the area.*

- 8 Construction or demolition work of any sort within the area covered by the application shall only take place between the hours of 0800-1800 on Monday to Fridays and 0800-1300 on Saturdays. No work at all shall take place on Sundays and Bank or Statutory Holidays.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on traffic and parking conditions in the vicinity.

Application No. 16/00750/COU
& Date Valid:

9th September 2016

Proposal: Change of use of premises from light industrial (Use Class B1(c))/Storage and Distribution (use Class B8) to vehicle coachworks (Use Class B2) together with installation of air inlet and exhaust ducts at rear to facilitate provision of a vehicle spray oven at **Unit 2 Fairfax Industrial Estate Eastern Road**

Aldershot

Applicant: Mr Milan Barac

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 - Plan 1 and Plan 2.

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

3 No vehicle spraying shall take place until details of the spray oven and the means of suppressing and directing smells and fumes from the premises have been submitted to and approved in writing by the Local Planning Authority. These details shall include the height, position, design, materials and finish of any external chimney or vent. The development shall be carried out in accordance with the details so approved and thereafter retained.

Reason - To safeguard the amenities of neighbouring property.*

4 No machinery shall be operated and no deliveries made to or dispatched from the site outside the following times:

0700 to 1900 Mondays to Fridays, and

0800 to 1800 on Saturdays.

The premises shall not be used at any time on Sundays and Bank or Statutory Holidays.

Reason - To safeguard the amenities of neighbouring occupiers.

5 Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order, 1987, (or any other Order revoking or re-enacting that Order) the land and/or building(s) shall be used only for the purpose of a vehicle coachworks and for no other purpose, including any other purpose within Class B2.

Reason - To protect the amenities of neighbouring residential properties and to prevent adverse impact on traffic and parking conditions in the vicinity.

- 5 No works to vehicles shall take place outside the building and the parking spaces shown on the approved plans shall be retained for the parking of staff and customer vehicles.

Reason - In the interests of amenity, highway safety and the operation of the Key Employment Site.

Application No. & Date Valid: 16/00764/RBC3PP

20th September 2016

Proposal: Change of use from amenity land to garden land and erection of 1.8 metre high boundary fencing at **5 Innisfail Gardens Aldershot Hampshire**

Applicant: Mr Andrew Soane

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 -

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