



RUSHMOOR BOROUGH COUNCIL

CABINET

*Tuesday, 30th June, 2015 at 4.30 pm
at the Council Offices, Farnborough*

Councillor P.J. Moyle
Councillor K.H. Muschamp, Deputy Leader and Business, Safety and
Regulation Portfolio Holder

Councillor Hughes, Health and Housing Portfolio
Councillor Sue Carter
* Councillor P.G. Taylor, Corporate Services Portfolio Holder
Councillor R.L.G. Dibbs
Councillor A. Jackman

Apologies for absence were submitted on behalf of Councillor Paul Taylor.

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 **date**.

16. **MINUTES** –

The Minutes of the meeting of the Cabinet held on ??th ???, 2017 were confirmed and signed by the Chairman.

17. **FUTURE SERVICE PROVISION FOR REFUSE, RECYCLING, STREET CLEANSING, GROUNDS MAINTENANCE AND TOILET CLEANSING –**
(Environment Service and Delivery)

The Cabinet considered the Corporate Director's Report No. CD1507, which set out the next stages of the procurement process and sought approval of various matters.

The Cabinet was reminded that the Council's current environmental services contract with Veolia ES (UK) Limited was ending in March 2017 and that the Future Contracts Member Working Group had been set up to make recommendations on how to deliver services after this date. It was reported that the Group had met eight times and had explored a number of areas relating to the delivery of services, including:

- The Council's financial position
- Recycling performance
- Innovation in contract letting
- Other models of service delivery including joint venture
- Views of Rushmoor residents
- Social Value
- Service specifications

The Group had agreed three objectives of the procurement process:

- Reduce costs in line with the Council's 8-Point Plan
- Maintain or improve service quality
- Improve recycling performance

It was explained that a timetable had been established and this would lead to a final contract award taking place by September 2016. In order to meet this deadline, it was necessary for the procurement to progress in line with the outline timetable set out in Appendix 1 of the Report. The Group had considered whether the services should be let in an integrated contract or split into separate lots and had recommended that the most suitable procurement method would be to split the services into smaller lots comprising waste collection and street cleansing as lot one, grounds maintenance and toilet cleaning as lot two, with the third lot being a combination of the two.

It was explained that the current service specifications for grounds maintenance would remain largely unchanged but, taking on board feedback from soft market testing, would include the use of newer technology and incorporate a place based approach to parks management. The proposed street cleansing specifications had been altered to place more onus on the contractor to keep the Borough clean rather than to keep to a specific schedule. Regarding the specifications for the waste and recycling contract, the Working Group had considered ways to improve recycling performance and had concluded that, whilst some measures could lead to a modest improvement in the recycling rate, the most significant improvement would

be brought about by the restriction in the volume of residual waste collection by either the provision of smaller refuse bins or a switch to alternate weekly collections. It was reported that, of these options, only a switch to alternate weekly collections would provide a financial saving to the Council. The Cabinet decided that this particular issue would require further consideration and it was, therefore, agreed to defer this element of the overall decision, so that it might be fully debated at an additional meeting of the Cabinet, which would be set up for Tuesday 14th July, 2015 at 4.30 p.m..

During discussion, Members discussed the concept of Competitive Dialogue and the circumstances under which this process would be considered to be appropriate, when procuring services.

The Cabinet RESOLVED that

- (i) the contract procurement structure for the procurement to be carried out in three lots, as set out in paragraph 5.4 of the Corporate Director's Report No. CD1507, be approved;
- (ii) the contract conditions, as set out in the Report, be approved;
- (iii) the approach to the specifications for grounds maintenance and street cleansing for stage one of the procurement process, with authority to finalise these documents for use in the process being delegated to the Corporate Director, in consultation with the Cabinet Member for Environment and Service Delivery, be approved;
- (iv) consideration of the options for the future specifications for refuse and recycling be deferred to an additional meeting of the Cabinet, to be arranged for Tuesday 14th July, 2015;
- (v) authority to agree documentation describing the requirements and to make amendments as necessary to ensure that the Council's needs and requirements were clearly described at the commencement of the procurement be delegated to the Corporate Director, in consultation with the Cabinet Member for Environment and Service Delivery; and
- (vi) authority to advertise the opportunity, select bidders to be invited to participate in the dialogue process, in accordance with the selection evaluation model, and, generally, to do everything necessary, through the multi-stage dialogue and submission of solutions process (including making amendments to the draft specifications and draft conditions of the contract as may be required to better reflect the Council's requirements and / or may be commercially appropriate), to identify solutions that best meet the requirements of the Council, such that contract(s) could be awarded to the successful bidder(s) be delegated to the Corporate Director, in consultation with the Cabinet Member for Environment and Service Delivery.

18. **PROJECT INTEGRATION PLAN 2015 - 2018 –**
(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1506, which set out the Project Integra Action Plan for the period 2015-18 and some minor changes to the partnership's constitution. It was noted that the partnership had, for many years, been split into three main work streams:

- The Project Integra Executive, which included the employed staff that delivered the bulk of the actions in the plan
- The Materials Analysis Facility (MAF), which provided compositional analysis for waste across the county and helped to apportion income
- Recycle for Hampshire, which was the countywide communications programme

It was now proposed to discontinue most of the Recycle for Hampshire campaign to allow authorities to focus communications at a local level. It was further proposed to move to a true three-year action plan to replace the three-year rolling action plan that had been in place previously. This would mean that the action plan would only need to be approved every three years as opposed to every year as at present. Update reports would still be produced on an annual basis. The action plan focused on nine key projects and those of particular interest to Rushmoor were the activity to increase the quality and quantity of recycling collected, the delivery of the schools education programme and the implementation of the Waste Prevention Plan.

Rushmoor's financial contribution for 2015/16 would be £13,373. This represented a reduction in the payment for the previous financial year. It was proposed to make minor changes to the partnership's constitution to reflect the move away from the three-year rolling action plan and also to clarify the implications for partner authorities not wishing to take part in any of the actions contained in the action plan.

In addition to the projects in the Project Integra Action Plan, the main focus for the Council would be the re-letting of the contract for direct services.

It was noted that Rushmoor's recycling performance stood at around 26%, which was slightly lower than previous years. This was partly due to a national downturn in performance since the recession. The current performance fell short of the 50% target in the Waste Strategy for England 2007. To reach this level of performance, Rushmoor would need to bring about a step change in recycling performance. Options to improve performance were being explored by the Future Contracts Member Working Group as part of the project to re-let the contract.

The Cabinet RESOLVED that

- (i) the Project Integra Action Plan for 2015-18 be endorsed; and
- (ii) the changes to the partnership's constitution, as set out in the Head of Community and Environmental Services' Report No. COMM1506, be approved.

19. ADMINISTRATION AND MONITORING FEES FOR SECTION 106 AGREEMENTS

–
(Environment and Service Delivery)

The Cabinet considered the Head of Planning's Report No. PLN1529, which set out a proposal to amend the Council's scheme for charging for the administering, monitoring and enforcing of clauses in Section 106 agreements.

Members were informed that a recent court case, Oxfordshire CC v. Secretary of State and others, had held that local planning authorities should not be routinely making such charges. It was concluded that the cost of essential administration, monitoring and enforcement should be met out of an authority's own budget. It was accepted, however, that fees could be levied from developers in exceptional cases, such as where the development involved was particularly large or complex. It was considered that, on this basis, the Wellesley development would continue to qualify for the imposition of such fees.

The Cabinet RESOLVED that the proposal to cease charging administration and monitoring fees on Section 106 Agreements, other than in exceptional and justifiable circumstances, be approved

20. FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND –

(Environment and Service Delivery)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1512, 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 eight applications and had recommended that six awards should be made.

It was noted that two further awards had not been recommended. Firstly, to the Cove Junior School, where the applicants had been advised to re-apply for the sensory garden element of the project. Secondly, to the Cove Brook Greenway Group, where the benefits of the proposal to create a grazing area for cattle at Southwood Meadows, were not deemed to be sufficient to warrant an award.

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

Bechkwin Community Cycling Club	£4,800
Farnborough Lawn Tennis Club	£3,921

The Farnborough Society	£5,000
The Species Recovery Trust	£2,500
Tweseldown Infant School PTFA	£5,000
The Vine Day Centre	£15,000

NOTE: Cr. K.H. Muschamp declared a personal interest in this item in respect of his involvement with the Bechkwin Community Cycling Club and, in accordance with the Members' Code of Conduct, remained in the meeting during the discussion and voting thereon.

21. **GRANTS TO VOLUNTARY ORGANISATIONS –**
(Concessions and Community Support)

The Cabinet received the Head of Community and Environmental Services' Report No. COMM1513, which set out details of applications for grants from voluntary organisations. In accordance with the agreed procedure for the allocation of grants, the Cabinet Member for Concessions and Community Support had approved twelve grants for £1,000 or less. The Cabinet Member also recommended that the Aldershot Garrison should receive an award of £2,000 towards the cost of putting on the Aldershot Military Festival 2015.

The Cabinet

(i) **NOTED** the following grants totalling £8,930 had been approved by the Cabinet Member for Concessions and Community Support:

Farnborough Football in the Community	£400
Aldershot Library	£250
Blackwater Valley Scouts	£250
Sixth Form College Farnborough	£1,000
Cove Football Club	£1,000
Creating Futures Charity (The Gaming Zone)	£1,000
Coppers Project (Farnborough Sixth Form College)	£600
Fernhill Primary School	£995
Parkside (Aldershot and District Learning Disability)	£500
Hampshire Cultural Trust	£1,000
Let's Crochet UK	£935
The Vine Day Centre	£1,000

(ii) **RESOLVED** that a grant of £2,000 to the Aldershot Garrison be approved.

22. **RENT RELIEF TO VOLUNTARY ORGANISATIONS –**
(Concessions and Community Support)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1510, which set out details of applications received from voluntary organisations for rent relief.

Members heard that all 27 applicants represented organisations that leased land and / or buildings from the Council and all were, currently, in receipt of rent relief. In carrying out a review of the rent relief currently granted, the Cabinet Member for Concessions and Community Support proposed that, given the considerable benefits these organisations and their volunteers provided for local residents, the current level of rent relief should be extended to 31st March, 2017.

In discussing this, the Cabinet felt that, over time, the level of relief granted should be reviewed, especially in cases where organisations were performing particularly well.

The Cabinet RESOLVED that rent relief be awarded to the 27 organisations set out in Appendix A of the Head of Community and Environmental Services' Report No. COMM1510.

23. ALDERSHOT LIDO - REVISED FINANCIAL ARRANGEMENT FOR 2015 –
(Leisure and Youth)

The Cabinet considered the Head of Community and Environmental Services' Report No. COMM1511, which set out a revised financial arrangement for 2015 in respect of the Aldershot Lido.

It was reported that the Council and Places for People had been working closely with the Friends of Aldershot Lido (FOAL) and were promoting a new range of family season tickets, discounted books of tickets and a loyalty card. Places for People had also promoted the Lido through a military magazine. Members heard that the Council would be redecorating the changing rooms and toilets prior to the summer holiday period and Places for People were about to install additional seating close to the café area and had installed Wi-Fi around the grounds. It was hoped that all these activities would help to increase attendances at the Lido.

In light of the additional work carried out by FOAL and the Council, through discussions with Places for People, it was proposed to share equally any surpluses or deficits from Places for People's budgeted profit figure of £21,000, with a maximum risk or return to the Council capped at £20,000. This would help to ensure that any increased support from local residents would have the potential to reduce the Council's subsidy rather than solely improve the profit to the contractor.

The Cabinet expressed its support of the innovative approaches that had been introduced this year with the aim of increasing attendances at the Aldershot Lido.

The Cabinet RESOLVED that the revised financial arrangements for the 2015 Aldershot Lido season, as set out in the Head of Community and Environmental Services' Report No. COMM1511, be approved.

24. BUDGET STRATEGY WORKING GROUP –
(Corporate Services)

The Cabinet considered the Corporate Director's Report No. CD1504 which proposed changes to the current Budget Working Group. Members were reminded that this Group had been set up in 2008 by the Corporate Services Policy and

Review Panel. Its aim had been to consider issues in relation to Member involvement in the budget process and the overall scrutiny of the Council's strategic approach to its budget. Whilst much valuable work had been carried out, Members of the group had recently queried the current scope of the group and its future role especially in light of the financial challenges facing the Council and the development of a strategic approach through the 8-Point Plan. This was why these changes were being proposed.

It was proposed that the Group's role should be expanded to cover the Council's 8-Point Plan and the themes within it. The Cabinet Member for Corporate Services had recently joined the Group and for this reason and with its more strategic role, it was felt that it should be renamed the Budget Strategy Working Group and that it should become a Cabinet working group. The proposed Terms of Reference for the new Group were set out in an appendix to the Report and it was suggested that the initial membership should include all of the Members that were on the Budget Working Group in 2014/15, together with the Cabinet Member for Corporate Services and one other Cabinet Member. The new Group would meet on a regular basis and would make recommendations to the Cabinet directly and through the officer reports it would receive on budget and finance issues. The revised approach had been discussed and endorsed at the meeting of the Corporate Services Policy and Review Panel on the 4th June 2015.

25. EXCLUSION OF THE PUBLIC –

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

Minute Nos.	Schedule 12A Para. Nos.	Categories
64	3	Information relating to financial or business affairs

THE FOLLOWING ITEM WAS CONSIDERED IN THE ABSENCE OF THE PUBLIC

26. PURCHASE OF PLOT NO. 10A WELLESLEY HOUSE, FARNBOROUGH INDUSTRIAL ESTATE, FARNBOROUGH – (Corporate Services)

The Cabinet considered the Solicitor to the Council's Exempt Report No. LEG1512, which sought approval for the purchase of the leasehold interest in Plot No. 10A Wellesley House, Farnborough Industrial Estate, Farnborough as an investment asset.

Members heard how the current leaseholders had entered administration on 10th November, 2014. There was, currently, a sub-tenant on part of the ground floor and it was anticipated that they would remain occupiers if the purchase were to proceed. The remainder of the property was vacant and the Council had sought advice from Hollis Hockley as to the probable market rent that the Council would be

likely to achieve for this premises. It was anticipated that this would attract a rent in the region of between £10 and £12 per square foot. The property had been inspected and was considered to be in good repair and condition. A survey would be carried out should the purchase proceed. Members were informed that demand for office accommodation in Farnborough had increased over the past two years, with a number of other sites having been converted to domestic accommodation or with consent for such a conversion. Comparisons had been made with other office accommodation available in the Farnborough and Aldershot areas and this was considered to offer best value. The purchase price had been recommended by the Council's professional valuer.

The Cabinet RESOLVED that

- (i) a variation to the 2015/16 Capital Programme, in the sum of the purchase price of Plot No. 10A Wellesley House, as set out in the Solicitor to the Council's Exempt Report No. LEG1512, be approved;
- (ii) the Solicitor to the Council be authorised to purchase Plot No. 10A Wellesley House on the terms stated in the Solicitor to the Council's Exempt Report No. LEG1512 and to take other related action to secure tenants for the vacant floor space and to agree the rental terms and lease provisions in connection with such lettings; and
- (iii) the establishment of a sinking fund towards future repairs and maintenance be approved.

The Meeting closed at 5.09 pm.

D.E. CLIFFORD
LEADER OF THE COUNCIL
