

# CABINET

Meeting held on Tuesday, 12th December, 2017 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr D.E. Clifford, Leader of the Council  
Cllr K.H. Muschamp, Deputy Leader and Business, Safety and Regulation Portfolio Holder

Cllr Barbara Hurst, Health and Housing Portfolio Holder  
Cllr G.B. Lyon, Concessions and Community Support Portfolio Holder  
Cllr M.L. Sheehan, Leisure and Youth Portfolio Holder  
Cllr P.G. Taylor, Corporate Services Portfolio Holder  
Cllr M.J. Tennant, Environment and Service Delivery 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 **27th December, 2017**.

## 56. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 14th November, 2017 were confirmed and signed by the Chairman.

## 57. **REVISIONS TO DISCRETIONARY RATE RELIEF POLICY –**

(Councillor Gareth Lyon, Concessions and Community Support Portfolio Holder)

The Cabinet considered Report No. FIN1737, which set out proposed amendments to the Council's existing Discretionary Rate Relief Policy, which was intended to support charities, Community Amateur Sports Clubs (CASCs), not-for profit organisations and other businesses.

Members were informed that these amendments would allow the Council to award Discretionary Rate Relief to other organisations in the Borough that provided benefit to the community and not be limited to charities and not-for-profit organisations.

**The Cabinet RESOLVED** that the adoption of the amended policy, as set out at Appendix 1 to Report No. FIN1737, be approved.

## 58. **TREASURY MANAGEMENT OPERATIONS MID-YEAR REPORT 2017/18 –**

(Councillor Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet received Report No. FIN1736, which set out the main activities of the treasury management operations during the first half of 2017/18 and provided an update on the current economic conditions affecting treasury management decisions.

The Cabinet was informed that the Council had continued to receive treasury management advice from Arlingclose Limited, who had provided a detailed commentary on the economic background, which was set out at Appendix A to the Report. In relation to investment activity in 2017/18, Arlingclose had produced a graph that was set out at Appendix B to the Report. This indicated total investment returns generated were down on the same period in the previous year. Their advice was to review the Council's holdings in pooled funds and, as a result of this review, the Council had made some adjustments to its holdings in this area. Appendix C to the Report showed the actual prudential indicators relating to capital and treasury activities for the first half of 2017/18 and compared these to the indicators which had been set in the Annual Treasury Management Strategy for the year, which had been approved by the Council on 27th July, 2017.

In response to a question, it was confirmed that this area of the Council's financial activities had been outside of the scope of the recent peer challenge exercise.

**The Cabinet NOTED** the Council's treasury management operations in the first half of 2017/18, as set out in FIN1736.

59. **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND –**  
(Councillor Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Report No. COMM1722, which sought approval to award a grant from the Farnborough Airport Community Environmental Fund, which had been set up to assist local projects.

The Environment and Service Delivery Portfolio Holder had considered the application by the Friends of Ancells Farm for an award of £8,496 towards the cost of developing a play area at Ancells Farm Park in Fleet. It was confirmed that this application met all of the agreed criteria.

**The Cabinet RESOLVED** that a grant of £8,496 be awarded from the Farnborough Airport Community Environmental Fund to the Friends of Ancells Farm.

60. **SOUTHWOOD GOLF COURSE - CONSULTATION ON OPTION TO CREATE A MAJOR NEW PARKLAND AND DELIVER SUITABLE ALTERNATIVE NATURAL GREENSPACE –**  
(Councillor Martin Tennant, Environment and Service Delivery Portfolio Holder and Councillor Maurice Sheehan, Leisure and Youth Portfolio Holder)

The Cabinet considered Joint Report No. COMM1721 / PLN1739, which set out the results of a consultation exercise on an option to create a major new parkland and deliver Suitable Alternative Natural Greenspace (SANG) at Southwood Golf Course, Farnborough. Also included was a summary of the process to date, to assist the Cabinet in determining what action was to be taken in relation to the future of the Southwood Golf Course.

Members were reminded that a joint meeting of the Environment Policy and Review Panel and the Leisure and Youth Policy and Review Panel had been held on 7th November, 2017 to consider this matter. It was reported that the Chairman of that

meeting had requested to address the meeting, as had five members of the public and a representative from England Golf.

Cr. Mrs. D.B. Bedford, Chairman of the Joint Panel meeting, explained that, at the meeting, a thorough examination of the options for the golf course following the completion of the consultation exercise had been carried out. The Minutes of the meeting were set out at Appendix 1 of the Joint Report No. COMM1721 / PLN1739. Following a comprehensive debate, the Joint Panel had agreed that the following should be recommended to the Cabinet:

“That the decision regarding the future of the Southwood Golf Course be deferred for twelve months while all other options be pursued to include:

- Lobbying Government
- Seeking special dispensation for the area of Rushmoor in the way it is treated for SANG land, and;
- Examination of alternative SANG provision to provide the necessary mitigation for housing development in Rushmoor.”

The Cabinet then received representations in favour of the Southwood Golf Course from Mr. Mike Bartley, Mr. Barry Gilmore, Mr. Keith Ledgerwood and Mr. Andy Short. Mr. William Fry of England Golf also spoke on behalf of England Golf. It was noted that Mr. David Scott had also registered to speak at the meeting but had been unable to attend.

The Cabinet then questioned officers in relation to various matters. These matters had been raised during the consultation exercise and events, the Joint Panel meeting, the Council meeting, at which the petition containing 2,366 signatures had been received, and the spoken representations received earlier in the meeting. The following clarifications were received:

- The Council’s previous Portfolio Holder for Environment and Service Delivery had consistently challenged both Natural England and the Department for Communities and Local Government (DCLG) in relation to SANG provision in Rushmoor’s individual circumstances, and the whole concept of the approach to mitigation but had been unsuccessful in achieving concessions in this respect;
- Aldershot’s Member of Parliament, Mr. Leo Docherty, had recently written to the Rt. Hon. Sajid Javid MP expressing concerns regarding SANG and the Southwood Golf Course. Mr. Javid’s reply had confirmed that there were no plans for the Government to revise its current position in relation to the provision of SANG to mitigate the harmful effects of new housing development on protected sites;
- It was Natural England’s view that an operating golf course would not qualify as SANG due to the lack of open access;

- In terms of the production of the new Local Plan, a delay of twelve months would represent a significant risk, as a failure to demonstrate available SANG could lead to the Local Plan being found to be unsound at the examination stage, leading to a potential loss of control over planning for new development in the Borough;
- As at the date of this meeting, existing SANG capacity would only provide for the creation of around a further 12 new dwellings in the Aldershot area;
- Of the predicted total of homes required in Aldershot up to 2032, around 700 were currently without mitigation, even if the proposed SANG at Blandford House was to become available and fully utilised, which was uncertain at this time. This would hinder or even halt the Council's efforts to regenerate Aldershot Town Centre;
- The Memorandum of Understanding with Hart District Council in relation to the shared SANGs, including at Bramshot, was not legally binding;
- The Council expected to receive planning applications early in 2018 regarding housing developments in Aldershot town centre totalling around 600 dwellings, at which time SANG would need to be in place for the schemes to progress;
- Even if the Government was to lower the minimum housing requirement following the recent consultation, due to pressing housing need, development of dwellings in Rushmoor would need to progress to meet demand;
- The ratio of dogs to people in the Borough was unknown;
- If the Council did not have a current Local Plan and relevant SANG policy, each planning application would need to undertake an "appropriate assessment" to determine appropriate avoidance and mitigation measures;
- Rushmoor's new Local Plan would make provision for 436 homes to be added to the housing stock each year;
- Officers had been working on developing the new Local Plan for four to five years and the total cost to date would be estimated at around £1.4 million;
- There were fifteen months left on the current contract with Mack Trading for the operation of Southwood Golf Course, meaning that any early termination in the event of closure would be subject to negotiation with the contractor;
- Appendix 3 of the Joint Report No. COMM1721 / PLN1739 set out alternatives to Southwood in terms of local golf courses;
- Southwood Golf Club members could be assisted in transferring membership to alternative local clubs but this was likely to carry financial implications for the Council;
- The £40,000 subsidy of Southwood Golf Course was factual information and was contained in the Council's accounts;

- It was confirmed that the Council applied different levels of occupation for SANG calculation purposes depending of the type of dwelling proposed and did not use the 2.4 level as a standard when determining SANG mitigation requirements for planning applications, in order to make the best use of this scarce resource;
- The Council had carried out an exhaustive search of its land holdings in the Borough to find alternative sites but had been unsuccessful;
- The conversion of Southwood to SANG parkland would carry no cost to local Council Tax payers as this would be paid for by local developers; and
- The golf course site would be protected from future development by an existing covenant, meaning that any future proposal for development on the site would carry a financial burden that would prove prohibitive.

Having considered the issues in detail, the Cabinet took the view that, taking account of the comprehensive information and evidence provided, the Council's requirements to identify SANG meant that the Golf Course would need to be converted to open space. Therefore, subject to a number of safeguards and further steps, the Cabinet agreed that the Golf Course should close and that the Chief Executive should be authorised to determine the date of closure.

In considering the options available, the Cabinet expressed its gratitude for the extensive and high quality engagement that had been demonstrated by all parties during the process.

**The Cabinet RESOLVED that**

- (i) the Southwood Golf Course be closed to provide SANG to mitigate the impact of new housing on the Special Protection Area (SPA);
- (ii) the Council's Chief Executive be authorised to decide on the date of closure of the Golf Course, dependent on the provision of new SANG capacity at Blandford House;
- (iii) the necessary actions be taken forward to make the land suitable as SANG, with the management plan being brought to the Cabinet in due course;
- (iv) the continuation of the dialogue with the Government and Natural England in an attempt to address the SANG issue be approved; and
- (v) arrangements be made to provide support and advice to Southwood Golf Club users living in the Borough as to other options available in the local area.

The Meeting closed at 9.05 pm.

# CABINET

Meeting held on Tuesday, 9th January, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr D.E. Clifford, Leader of the Council  
Cllr K.H. Muschamp, Deputy Leader and Business, Safety and Regulation Portfolio Holder

Cllr Barbara Hurst, Health and Housing Portfolio Holder  
Cllr G.B. Lyon, Concessions and Community Support Portfolio Holder  
Cllr M.L. Sheehan, Leisure and Youth Portfolio Holder  
Cllr P.G. Taylor, Corporate Services Portfolio Holder  
Cllr M.J. Tennant, Environment and Service Delivery 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 **22nd January, 2018**.

### 61. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 12th December, 2017 were confirmed and signed by the Chairman.

### 62. **COUNCIL TAX SUPPORT SCHEME 2018/19 AND COUNCIL TAX DISCOUNTS –** (Councillor Gareth Lyon, Concessions and Community Support Portfolio Holder)

The Cabinet considered Report No. FIN1801, which set out the outcome of the recent public consultation exercise and the recommendations and comments of the Council's Welfare Reform Task and Finish Group in respect of potential changes to the Council Tax Support Scheme and to the level of discounts allowed against Council Tax for certain empty properties. The Chairman welcomed Cr. A.H. Crawford, who had requested to address the Cabinet on this issue.

Members were reminded that the Council had been running its own Council Tax Support Scheme since 2013, replacing the previous national Council Tax Benefit Regulations. The recent public consultation exercise had run for six weeks, starting on 6th November, 2017, and had been carried out, primarily, using an online survey. A total of 482 responses had been received and a detailed consultation report was set out in Appendix 1 to the Report. It was noted that this level of responses was considerably higher than in previous years.

The Welfare Reform Task and Finish Group had continued to meet during 2017 and had met most recently in December 2017 to consider the consultation responses. The Group had recommended three changes to the Council Tax Support Scheme and two changes to the level of Council Tax discounts in relation to empty properties, summarised as:

- To increase the minimum amount of Council Tax that working age people would pay from 10% (90% discount) to 15% (85% discount) for 2018/19 and to hold the minimum contribution at that level for 2019/20
- To exclude the new bereavement support payment when calculating Council Tax support
- To limit the number of dependent children to two when calculating Council Tax support
- To award 50% discount for six months for homes that were having major repairs or structural alterations done to them (currently twelve months)
- To award 100% discount for two months for homes that were unoccupied and unfurnished (currently three months)

In discussing the recommendations, it was proposed that, to make any increases more affordable, it would be fairer to phase these over two years as opposed to one. It was, therefore, proposed that an increase to 12% should be implemented in 2018/19 and, subject to analysis of the impact of this increase on recipients, the contribution should be increased to 15% from 2019/20.

Cr. Crawford expressed opposition to any increase of the minimum contribution from 10% and requested that the Cabinet should delay any increase until the impact of the rollout of Universal Credit was known. He also expressed concern in relation to the content of the consultation document issued by the Council.

The Cabinet discussed the proposals and considered that it was appropriate to increase the level of contribution payable in order to protect other Council Tax payers in the Borough, especially those on low incomes. Members agreed, however, that the increase to a contribution of 15% should be phased over two years, with the impacts of the increases being closely monitored by the Council.

**The Cabinet RECOMMENDED TO THE EXTRAORDINARY MEETING OF THE COUNCIL ON 30TH JANUARY, 2018** that the following changes to the Council Tax Support Scheme and the level of Council Tax discounts, as set out in Report No. FIN1801 and amended at the meeting, be approved:

- (i) to increase the current 10% minimum contribution (90% discount) for those of working age to 12% minimum contribution (88% discount) for 2018/19;
- (ii) to set the minimum contribution at 15% for the subsequent year (2019/20) to allow sufficient time to consider the impact of the increase on residents;
- (iii) to exclude bereavement support payments from the calculation of Council Tax Support from 2018/19;
- (iv) to limit the number of dependent children to two when calculating Council Tax Support from 2018/19;

- (v) to change the level of discounts given for homes that are empty due to undergoing major repairs or structural alterations from a 50% discount for twelve months to a 50% discount for six months; and
- (vi) to change the level of discounts given for homes that are unoccupied and unfurnished from a 100% discount for 3 months to a 100% discount for 2 months.

**63. REGENERATION PROGRAMME –**

(Councillor Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Report No. CD1801, which set out the current regeneration programme for the Council, requested funding to support the delivery of the programme and sought delegated authority to move forward with processes to secure investment, development and delivery partners as required.

It was reported that a supplementary estimate of £50,100 was required to support the regeneration programme for the remainder of the municipal year. Members had been previously informed that the Aldershot Railway Station Project had been delayed due to a change of franchise owner and that the funding that had been secured from the Enterprise M3 Local Enterprise Partnership in this respect had not, to date, been taken up. The Cabinet agreed that, in the event that the project could not proceed, the Local Enterprise Partnership should be requested to divert this funding to other Aldershot projects in the programme.

In response to a question, it was confirmed that the Council had identified consultants that were well qualified to help to progress the Council's regeneration plans across the Borough. Members reaffirmed the Cabinet's commitment to regeneration as its top priority and assured that tough decisions would be taken when required.

**The Cabinet RESOLVED that**

- (i) the update and funding allocations, as set out in Report No. CD1801, be noted;
- (ii) a supplementary estimate of £50,100, to support the delivery of the regeneration programme for the remainder of the 2017/18 financial year, be approved;
- (iii) in the event that it was not possible to proceed with the Aldershot Railway Station Project, the Enterprise M3 Local Enterprise Partnership be requested to divert funding for the scheme to other Aldershot projects in the programme and the Council's own current capital allocation for the project be released for other projects within the programme for 2018/19 onwards; and
- (iv) the Corporate Director, in consultation with the Leader, the Environment and Service Delivery Portfolio Holder, the Corporate Services Portfolio Holder and the Chief Executive, be authorised to agree the selection criteria and undertake the appropriate selection or procurement processes to select an investment or development partner or partners, to enable the delivery of sites

within the regeneration programme, for recommendation to the Cabinet and the Council in due course.

64. **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND –**  
(Councillor Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Report No. COMM1801, which sought approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects.

The Environment and Service Delivery Portfolio Holder had considered two applications and had recommended that both awards should be made.

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

Pinewood Park Infant School	£6,583
Fernhill Primary School	£2,000

The Meeting closed at 7.59 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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# CABINET

Meeting held on Tuesday, 6th February, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr D.E. Clifford, Leader of the Council  
Cllr K.H. Muschamp, Deputy Leader and Business, Safety and Regulation Portfolio Holder

Cllr Barbara Hurst, Health and Housing Portfolio Holder  
Cllr G.B. Lyon, Concessions and Community Support Portfolio Holder  
Cllr M.L. Sheehan, Leisure and Youth Portfolio Holder  
Cllr P.G. Taylor, Corporate Services Portfolio Holder  
Cllr M.J. Tennant, Environment and Service Delivery 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 February, 2018**.

## 65. MINUTES –

The Minutes of the meeting of the Cabinet held on 9th January, 2018 were confirmed and signed by the Chairman.

## 66. REVENUE BUDGET, CAPITAL PROGRAMME AND COUNCIL TAX LEVEL – (Cllr David Clifford, Leader of the Council)

The Cabinet considered Report No. FIN1808, which made final recommendations on the budget, Council Tax requirement and proposals for budget savings for 2018/19 and included the key factors taken into account in preparing the budget plans. The Report also set out the Strategy for the Flexible Use of Capital Receipts, which had, previously, been contained within a separate report.

At its meeting on 7th December, 2017, the Council had approved the Medium Term Financial Strategy. This included an approved range for the General Fund balance of £1 million - £2 million and a minimum expected level for total working balances of 5% of gross expenditure. The Cabinet was advised that the Report had been prepared on the basis that there would be no change to the provisional local government finance settlement figure. It was proposed that any changes which materially altered the figures contained in the budget summary, particularly in respect of the local government finance settlement figure or the business rates estimates, would be made by the Council's Section 151 Officer, in consultation with the Leader of the Council and the Corporate Services Portfolio Holder, prior to consideration of the budget by the Council on 22nd February, 2018.

The General Fund Revenue Budget would enable the Council to deliver services at similar to current levels and identified reductions in the level of net spending of £1.55 million to be delivered during 2018/19. The General Fund summary showed that the revenue balances were expected to be around £1.7 million by the end of 2018/19.

This was towards the top end of the approved range of balances of £1 million - £2 million and was deemed to be acceptable given the levels of risks and uncertainty that had been identified. The General Fund Revenue Budget assumed a 2.99% increase in a Band D charge for Council Tax, which fell within the permissible level of increase before triggering a local referendum. The Cabinet was advised that the Business Rate Retention Scheme represented a volatile income stream and, for this reason, it was necessary to maintain sufficient reserves to meet any unforeseen shocks to the system. Future changes to the New Homes Bonus and the pace and extent of the Council's invest-to-save programme and regeneration plans would bring further potential pressures to the revenue budget over the medium term.

The Capital Programme of £28.7 million in 2018/19 was set out in Appendix 4 of the Report. Implementation of the core Programme in 2018/19 would require the use of £21.1 million, largely through borrowing, together with £7.6 million use of grants and contributions, including the Better Care Fund, and an element of developers' Section 106 contributions. The main areas where the Council would be facing increased levels of risk and uncertainty over the medium term were set out in Section 8 of the Report. Members were informed that the most significant risk was the potential for the redistribution of funding under the Fairer Funding Review, which would reallocate resources across local authorities based on an assessment of relative needs.

Under Section 25 of the Local Government Act, 2003, the Head of Financial Services, being the Council's Chief Finance Officer, was required to report to the Council on the robustness of the estimates contained in the budget and the adequacy of the reserves maintained by the Council. The Council had to have regard to this report when making its decisions on the budget. The Chief Finance Officer was satisfied that the budget was robust and that it was supported by adequate reserves.

In response to a question, it was confirmed by the Chief Finance Officer that, in view of the risks faced, it would be prudent for the Council to either maintain or increase its current level of reserves.

## **The Cabinet**

- (i) **RECOMMENDED TO THE COUNCIL** that approval be given to:
  - (a) the General Fund Revenue Budget Summary, as set out in Appendix 1 of Report No. FIN1808;
  - (b) the detailed General Fund Revenue Budget, as set out in Appendix 2 of the Report;
  - (c) the additional items for inclusion in the budget, as set out in Appendix 3 of the Report;
  - (d) the Council Tax requirement of £6,147,509 for this Council;
  - (e) the Council Tax level for Rushmoor Borough Council's purposes of £198.49 for a Band D property in 2018/19;

- (f) the Capital Programme, as set out in Appendix 4 of the Report;
  - (g) the Strategy for the Flexible Use of Capital Receipts, as set out in Appendix 5 of the Report;
  - (h) the Head of Financial Services' Report under Section 25 of the Local Government Act, 2003, as set out in Section 9 of the Report;
  - (i) the holding of reserves and the use of the Service Improvement Fund, as set out in the Report; and
- (ii) **RESOLVED** that authority be delegated to the Council's Section 151 Officer, in consultation with the Leader of the Council and the Corporate Services Portfolio Holder, to make any necessary changes to the General Fund Summary arising from the final confirmation of the Local Government Finance Settlement and the Business Rates Retention Scheme estimates.

67. **ANNUAL TREASURY MANAGEMENT STRATEGY 2018/19 AND PRUDENTIAL INDICATORS FOR CAPITAL FINANCE –**  
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN1802, which set out an update to the Treasury Management Strategy for 2018/19, the Annual Borrowing Strategy, the Annual Investment Strategy, the Prudential Indicators for Capital Finance and the Minimum Revenue Provision Statement. Members were reminded that the purpose of the treasury management operation was to ensure that the Council's cash flow was adequately planned, so that sufficient cash was available when needed but also that any surplus funds were invested in counterparties or instruments, in line with the Council's agreed Investment Strategy. The Strategy also provided the flexibility to pursue a range of diverse investment opportunities, within appropriate investment boundaries, in line with the advice from the Council's treasury advisers, Arlingclose. It was reported that the Council was now borrowing progressively and this would be required to service capital expenditure in the current and future years.

The Cabinet discussed the Strategy and, in response to a question, it was confirmed that the performance of the Council's advisers, Arlingclose, was closely monitored and benchmarked against other providers.

**The Cabinet RECOMMENDED TO THE COUNCIL** that approval be given to:

- (i) the Treasury Management Strategy, Annual Borrowing Strategy and Annual Investment Strategy, as set out in Appendix A of Report No. FIN1802;
- (ii) the Prudential Indicators, as set out in Appendix B of the Report; and
- (iii) the Minimum Revenue Provision Statement, as set out in Appendix C of the Report.

68. **RUSHMOOR BOROUGH COUNCIL PLAN 2018/19 –**  
(Cllr David Clifford, Leader of the Council)

The Cabinet considered Report No. DMB1802, which introduced the draft Rushmoor Borough Council Plan for 2018/19.

Members were informed that the proposed Council Plan had built on the four priorities and 34 key actions that had been identified by the Cabinet. The development of the Plan had taken into account the need to respond to the continued economic pressures and uncertainty that local government faced. It was confirmed that the document would be regularly monitored to ensure that progress was being made against the agreed priorities.

**The Cabinet RECOMMENDED TO THE COUNCIL** that the Rushmoor Borough Council Plan 2018/19, as set out in Report No. DMB1802, be approved.

69. **COUNCIL PLAN THIRD QUARTER 2017/18 PERFORMANCE UPDATE REPORT–**  
(Cllr David Clifford, Leader of the Council)

The Cabinet received Report No. DMB1801, which set out the Council's performance management monitoring information for the third quarter of the 2017/18 municipal year. In particular, the Cabinet welcomed that grant funding had recently been secured in respect of the regeneration of Aldershot town centre and that the Rushmoor Local Plan had been successfully submitted for examination.

**The Cabinet NOTED** the progress made towards delivering the Council Plan 2017/18, as set out in Report No. DMB1801.

70. **ENVIRONMENTAL LITTERING - PILOT PROJECT WITH EAST HAMPSHIRE DISTRICT COUNCIL –**  
(Cllr Martin Tennant, Environment and Service Delivery Portfolio Holder)

The Cabinet considered Report No. COMM1802, which set out details of a proposed pilot project with East Hampshire District Council to better tackle litter and dog fouling.

It was reported that, during the pilot, East Hampshire District Council would provide a dedicated, experienced and well-equipped team to issue Fixed Penalty Notices for littering and dog fouling. Members were informed that the fine for these offences would be £75 and, of this, East Hampshire District Council would receive £55 for each Fixed Penalty Notice correctly issued. It was expected that the project would be cost neutral, although it was possible that the Council would not recover all of its costs in the event of an initial high level of non-payment of fines. The full details of the proposal were set out in the Report.

The Cabinet expressed firm support for this initiative as littering and dog fouling had been identified by residents as a high priority. In response to a question, it was confirmed that the Council would work closely with East Hampshire District Council throughout the pilot and would consider delivering this service in-house, subject to a review of lessons learnt during the pilot.

**The Cabinet RESOLVED that**

- (i) the Solicitor to the Council be authorised to enter into the Agency Agreement with East Hampshire District Council for a one year environmental littering and dog fouling project, as set out in Report No. COMM1802;
- (ii) the environmental offences fixed penalty fines for littering and dog fouling on designated land be standardised at £75, with no early penalty payment discount; and
- (iii) an initial income and expenditure budget of £65,000, to be pro rata to cover one month in 2017/18 and eleven months in 2018/19, be approved.

The Meeting closed at 7.38 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

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# LICENSING AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 27th November, 2017 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr A. Jackman (Chairman)  
Cllr J.E. Woolley (Vice-Chairman)

Cllr Liz Corps  
Cllr A.H. Crawford  
Cllr B. Jones  
Cllr S.J. Masterson  
Cllr M.D. Smith  
Cllr L.A. Taylor

Apologies for absence were submitted on behalf of Cllr Sue Carter, Cllr Sophia Choudhary and Cllr Jacqui Vosper.

## **19. MINUTES**

The Minutes of the Meeting held on 25th September, 2017 were approved and signed by the Chairman.

## **20. ANNUAL AUDIT LETTER**

The Chairman welcomed to the meeting Mr Andrew Brittain (Associate Partner) and Ms Justine Thorpe (Manager, Government & Private Sector) from Ernst & Young who were attending the meeting to present the Annual Audit Letter for the year ended 31st March, 2017 following the completion of its audit procedures for the financial year.

The Committee was advised that, in respect of the Council's Financial Statements, the auditors had issued an unqualified opinion, stating that the financial statements gave a true and fair view of the financial position of the Council and of its expenditure and income for the year ended 31st March, 2017. The auditors were also of the opinion that other information published with the financial statements was consistent with the Annual Accounts. In respect of the Council's arrangements for securing economy, efficiency and effectiveness, the auditors had concluded that the Council had put in place proper arrangements to secure value for money in its use of resources.

The auditors had also concluded that the Governance Statement was consistent with their understanding of the Council and had no matters to report in the public interest and had no matters to report to the Council which should be copied to the Secretary of State. There were no matters to report regarding other actions taken in relation to the auditor's responsibilities under the Local Audit and Accountability Act, 2014.

Going forward, the auditors had recommended revised terms of reference and a work programme for the Committee to include regular risk management updates, self-assessment of the Committee's effectiveness and the production of an annual report of its achievements for the Cabinet.

It had further been recommended by Ernst & Young that the Council should consider mapping its Assurance Framework, where it obtained its risk assurances, where there were gaps and risks to manage and actions to take. This should then be reported to the Committee to give Members a clear view of how the Council was achieving its objectives and addressing areas for improvement.

During debate, Members raised questions regarding training for Members of the Committee on their duties and responsibilities, which was something that was being looked at by the Member Training and Development Group.

**RESOLVED:** That the Annual Audit Letter for the year ended 31st March, 2017 be noted.

**21. TREASURY MANAGEMENT OPERATIONS MID-YEAR REPORT 2017/18**

The Committee received the Head of Financial Services' Report No. FIN1736, which set out the main activities of the Treasury Management Operations during the first half of 2017/18.

**RESOLVED:** That the Head of Financial Services' Report No. FIN1736 be noted.

**22. AMENDMENT TO STANDING ORDER 8 - NOTICES OF MOTION**

At the request of Cllr John Woolley, the Committee considered the possibility of making an amendment to the Standing Order relating to notices of motion. The effect of the proposed change would be to remove the words "or which affects the Borough directly" from Standing Order 9 (6).

Following discussion, it was agreed that Cllr Woolley should prepare a report for consideration by the Committee, setting out further details of reasons for the proposed change.

**RESOLVED:** That a report on this matter be drafted by Cllr. Woolley for consideration at a future meeting.

**23. WELLESLEY S106 AGREEMENT - RUSHMOOR BOROUGH COUNCIL APPOINTMENT TO THE ESTATE MANAGEMENT COMPANY - WELLESLEY RESIDENTS TRUST LTD**

The Committee considered the Solicitor to the Council's Report No. LEG1720, which proposed the appointment of the Head of Community and Environmental Services as a Director of Wellesley Residents Trust Ltd.

Members noted that, under the terms of the Section 106 agreement dated 10th March, 2014 for the Wellesley Development, the developers (Grainger plc and Grainger (Aldershot) Ltd) were required to set up an Estate Management Company as a non-profit-making entity, to maintain and manage in perpetuity the features of the development (as set out in the appendix to the Report). A detailed Estate Management Plan setting out the maintenance and management arrangements had been approved by the Council, as required by the Section 106 agreement.

The Estate Management Company comprised stakeholders in the development, including the Minister of State for Defence and/or the developers, Rushmoor Borough Council, Hampshire County Council, any registered provider of social housing on the site and occupiers of the residential units and commercial units on the site and full details of this were set out in the Report. The structure and voting rights of the Estate Management Company had been approved by the Council prior to its formation as required by the provisions of the Section 106 agreement. The maintenance and management costs of the Estate Management Company were funded by an annual service charge levied on the residential units in the development in accordance with the obligations of the Section 106 agreement.

The Report recommended that the Council's representative should be an officer of the Council rather than an elected Member during the build-out period. It was considered that the Head of Community and Environment had an in depth understanding of the estate management obligations of the Estate Management Company and the terms of the Section 106 agreement.

During discussion, the view was expressed that the Council should be represented by a Ward Councillor and further clarification was requested from the Solicitor to the Council before a decision could be made.

**RESOLVED:** That the decision be deferred pending further clarification by the Solicitor to the Council on the appointment.

The meeting closed at 8.00 pm.

CLLR A. JACKMAN (CHAIRMAN)

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# DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 6th December, 2017 at the Council Offices,  
Farnborough at 7.00 pm.

## **Voting Members**

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

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

## **Non-Voting Members**

Cllr M.J. Tennant (Environment and Service Delivery Portfolio Holder) (ex officio)

### **47. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **48. MINUTES**

The Minutes of the meeting held on 8th November, 2017 were approved and signed by the Chairman.

### **49. 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:

- \* 17/00858/REVPP (No. 34 Cranmore Lane, Aldershot);
- \* 17/00891/FULPP (No. 12 Arthur Street, 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. PLN1740, be noted;

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

- \* 17/00866/FULPP (Blackwater Shopping Park, Farnborough Gate, Farnborough);

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

- 16/00837/FULPP (The Crescent, Southwood Business Park, Summit Avenue, Farnborough);
- 16/00981/FULPP (Aldershot Bus Station, No. 3, Station Road, Aldershot);
- 17/00616/FULPP (Land at Orchard Rise, No. 127 and La Fosse House, No. 129 Ship Lane, and Farnborough Hill School, No. 312 Farnborough Road, Farnborough);
- 17/00842/RBCRG3 (No. 259 North Lane, Aldershot);
- 17/00914/OUTPP (Blandford House, Aldershot);
- 17/00956/FULPP (Nos. 110-118 Victoria Road, Farnborough);

- \* The Head of Planning's Report No. PLN1740 in respect of these applications was amended at the meeting

50. **APPLICATION NO. 17/00866/FULPP - BLACKWATER SHOPPING PARK, FARNBOROUGH GATE, FARNBOROUGH**

The Committee considered the Head of Planning's Report No. PLN1740 (as amended at the meeting) regarding the erection of a retail unit (Class A1) for the sale of bulky goods along with associated improvements to retail park access arrangements, revised car parking and servicing arrangements, and associated works.

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

On considering the application, Members were supportive of the overall proposal but asked that an additional condition be added in relation to the management of the car park, so as to limit any anti-social behaviour.

**RESOLVED:** That

- (i) subject to the completion of a satisfactory Legal Agreement under Section 106 of the Town and Country Planning Act 1990 by 11th January, 2018 to secure 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

as set out above and in the Head of Planning's Report No. PLN1740; however

- (ii) in the event that a satisfactory Section 106 Agreement is not completed by 11th January, 2018 the Head of Planning, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that the proposal fails to mitigate its impact in highway terms, contrary to the provisions of the Council's supplementary planning document Planning Contributions – Transport 2008.

**51. ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT - NO. 36 MAYFIELD ROAD, FARNBOROUGH**

The Committee noted the decision to take enforcement action 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. PLN1741.

**RESOLVED:** that the Report be noted.

The meeting closed at 7.45 pm.

CLLR B.A. THOMAS (CHAIRMAN)

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**Development Management Committee  
6th December 2017**

**Appendix "A"**

**Application No. & Date Valid:**      **17/00858/REVPP**                      **11th October 2017**

**Proposal:**                      **MATERIAL MINOR AMENDMENT: Variation of condition 2 of planning permission 12/00967/FULPP dated 15 March 2013 to substitute site plan drawing to extend dropped kerb to allow separate accesses to be provided to new and original dwellinghouse  
at 34 Cranmore Lane Aldershot Hampshire GU11 3AT**

**Applicant:**                      **Mr & Mrs Nazim**

**Conditions:**                      **1            The permission hereby granted shall be carried out and completed in accordance with the following approved drawing - P.50, submitted with this application and drawings P.41 Rev B, P.42 Rev B, P.43 Rev B and P.44 Rev B approved under planning permission 17/00182/MMA.**

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

**2            The development shall be carried out and completed in accordance with the details that were approved under reference 15/00577/CONDPP on 20 November 2015, pursuant to conditions 3, 4, 5, 6, 8 and 13 of planning permission 13/00949/MMAPP.**

**Reason - To ensure a satisfactory form of development.**

**3            Prior to the occupation of the property, details of measures to incorporate Sustainable Drainage Systems (SUDS) into the development or suitable alternative drainage strategy shall be submitted to and approved in writing by the Local Planning Authority. Such details as may be approved shall be implemented in full prior to the first occupation of the dwelling and retained in perpetuity.**

**Reason - To reflect the objectives of Policy CP4 of the Rushmoor Core Strategy**

**4            The new property shall not be occupied until a fully**

detailed landscape and planting scheme (to include, where appropriate, both landscape planting and ecological enhancement) has been submitted to and approved in writing by the Local Planning Authority. The development shall be completed and retained in accordance with the details so approved.

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

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

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

- 6 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.

- 7 The parking spaces shown on the approved plans shall be used only for the parking of vehicles ancillary and incidental to the residential use of the existing and proposed properties. These spaces shall be kept available at all times for parking and shall not be used for the storage of Caravans, boats or trailers. The manoeuvring area between the spaces shall be kept free of obstructions at all times.

Reason - To safeguard residential amenity and ensure the provision and availability of adequate off-street parking.

- 8 There shall be no use of the flat roof of the single storey part of the building as a terrace or sitting out area.

Reason - To safeguard the amenities of adjoining residents.

- 9 Notwithstanding the provisions of the Town and Country

Planning (General Permitted Development Order) 2015, (or any Order revoking and re-enacting that Order), no development falling within Classes) A, B, C, D or E of Part(s) 1 of Schedule 2 shall be carried out without the prior permission of the Local Planning Authority.

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

**Application No. & Date Valid:**      **17/00891/FULPP**                      **20th October 2017**

Proposal:                      Change of use from B1a to C3 at ground and first floor levels to provide 2 two bedroom flats with associated external alterations to include the demolition and rebuilding of existing two storey rear extension at **12 Arthur Street Aldershot Hampshire GU11 1HL**

Applicant:                      Rushmoor Borough Council

Conditions:                      1            The development hereby permitted shall be begun before the expiration of one year 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, to reflect the objectives of the Council's Thames Basin Heaths Special Protection Area Avoidance and Mitigation Strategy as amended July 2014 and to accord with the resolution of Rushmoor's Cabinet on 17 June 2014 in respect of Planning Report no PLN1420.

2            Any new brickwork and roof shall be finished in materials of the same colour and type as those of the existing building, and in the case of brickwork matching the existing bond and pointing. The development shall be completed and retained in accordance with the details so approved.

Reason - To ensure satisfactory external appearance

- 3 Prior to the first occupation of the development, the approved cycle parking facilities to serve the development shall be provided in full and thereafter retained for their designated purpose.

Reason - To promote alternative modes of transport

- 4 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.

- 5 The permission hereby granted shall be carried out in accordance with the following approved drawings - 1507 002.P1, 100.P1, 101.P1, 110.P1, 130.P1, 140.P1, 141.P1, 200.0.P3, 201.0.P1, 300.0.P3, 400.P3 and 401.P1.

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

# LICENSING AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 29th January, 2018 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr A. Jackman (Chairman)  
Cllr J.E. Woolley (Vice-Chairman)

Cllr Sue Carter  
Cllr Sophia Choudhary  
Cllr Liz Corps  
Cllr A.H. Crawford  
Cllr B. Jones  
Cllr S.J. Masterson  
Cllr M.D. Smith  
Cllr L.A. Taylor

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

## 24. MINUTES

The Minutes of the Meeting held on 27th November, 2017 were approved and signed by the Chairman.

## 25. CRITERIA FOR THE SELECTION OF THE MAYOR AND DEPUTY MAYOR 2018/19

The Chief Executive reported on the outcome of the selection process for the Mayor-Elect and the Deputy Mayor-Elect for 2018/19. The Chief Executive had contacted the appropriate Members on the seniority list and reported that Cllr Sue Carter was the next Member able to accept the nomination for Deputy Mayor. Through normal progression, Cllr S.J. Masterson, currently Deputy Mayor, would progress to the position of Mayor for 2018/19.

The Committee **RECOMMENDED TO THE COUNCIL** that:

- (i) Cllr S.J. Masterson be appointed as Mayor-Elect for the 2018/19 Municipal Year; and
- (ii) Cllr Sue Carter be appointed as Deputy Mayor-Elect for the 2018/19 Municipal Year.

## 26. WELLESLEY SECTION 106 AGREEMENT - RUSHMOOR BOROUGH COUNCIL APPOINTMENT TO THE ESTATE MANAGEMENT COMPANY - WELLESLEY RESIDENTS TRUST LTD

The Committee considered the Solicitor to the Council's Report No. LEG1801 which proposed the appointment of a Council representative as a Director of Wellesley Residents Trust Ltd, provided for by a Section 106 Agreement for the development. The Committee had considered the matter previously on 27th November, 2017, however, had sought further clarification on the appointment.

The Chief Executive confirmed that the appointment could be filled by either an officer or Member of the Council and that the duties would involve attendance at board and general meetings of the company. It was considered important that the appointment should be made so that the Council could influence the estate arrangements for the development to ensure that the development was properly funded, managed and maintained to a high standard so problems were not experienced by residents or by being a drain upon Council resources.

During discussion, Members were of the opinion that the Council should be represented on the Board by a Member of the Council and Cllr A.H. Crawford's name was put forward as a nominee. Following a vote, it was agreed that Cllr Crawford should be nominated as the Council's director on the estate management company – Wellesley Residents Trust Ltd.

**RESOLVED:** That Cllr A.H. Crawford be appointed at the Council's representative on Wellesley Residents Trust Ltd.

## 27. **AUDIT PLAN**

The Chairman welcomed to the meeting Ms. Justine Thorpe, Manager, Ernst & Young who was attending the meeting to present the external auditor's Audit Plan. The Committee received the Audit Plan which had been prepared by the Council's external auditors, Ernst & Young. The purpose of the Plan was to provide a basis on which to review the proposed audit approach and scope for the 2017/18 audit in accordance with the requirements of the Local Audit and Accountability Act 2014, the National Audit Office's 2015 Code of Practice, the Statement of Responsibilities issued by Public Sector Audit Appointments (PSAA) Ltd, auditing standards and other professional requirements. The Plan was also used to ensure that the audit was aligned with the Committee's service expectations.

The Plan also summarised Ernst & Young's initial assessment of the key risks driving the development of an effective audit for the Council and outlined the planned audit strategy in response to the risks.

**RESOLVED:** That the Audit planning report for the year ended 31st March, 2018 be noted.

## 28. **HOUSING BENEFIT CLAIM CERTIFICATION**

The Committee received Ernst & Young's report, which summarised the results of the work on the Council's 2016/17 housing benefit claim to the Department for Work and Pensions (DWP) towards the cost of administering the Government's housing benefits scheme for tenants. In certifying the claim, Ernst & Young had followed a methodology determined by the DWP. The report showed that Ernst & Young had

checked and certified the housing benefits subsidy claim with a total value of £36,777,346. In testing an initial sample of claims, two cases had been identified where benefit had been overpaid (£187.96 and £5.51) and one case where the claim had been overpaid by £65.81 due to an incorrect earnings figure. In view of these errors, an additional random sample of 40 cases had been selected. The testing of the additional sample had identified four errors where benefit had been underpaid. These observations had been reported to the Department for Work and Pensions in a qualification letter. The auditor was of the opinion that there was no impact on the Council's claim to the DWP.

During discussion, a question was raised regarding the underpayment of a claim and whether the Council would go back to the claimant. The Head of Financial Services undertook to look into the matter and report back.

**RESOLVED:** That Ernst & Young's report on its certification work on the Council's housing benefits subsidy claim be noted.

## 29. **LOCAL GOVERNMENT AUDIT COMMITTEE BRIEFING**

The Committee received the Local Government Audit Committee briefing paper that had been produced by Ernst & Young, which covered Government and economic news, accounting, auditing and governance and any key questions for the Committee.

**RESOLVED:** That the Local Government Audit Committee Briefing Paper be noted.

## 30. **INTERNAL AUDIT UPDATE**

The Committee received the Audit Manager's Report No. AUD1801, which set out the work carried out by Internal Audit for Quarter 3 of the 2017/18 financial year and gave details of the proposed work to be delivered for Quarter 4.

It was noted that audit reviews which had been completed since September, 2017 had included: cyber security; contract letting and tendering; purchase of property and land; Aldershot and Farnborough Markets follow-up; and, HMRC requirements and tax requirements.

The Committee was also advised that Internal Audit had provided input and advice as part of the Risk Management Group, which was overseeing the reconstitution of the Council's risk management processes and development of strategic and operational risk registers. Input had also been provided to work to ensure that the Council was set up to comply with the new General Data Protection Regulations (GDPR), which would replace the existing Data Protection Act from May 2018.

The Report advised that, since the previous internal audit update report in September, 2017, an additional review had been added to the audit plan in respect of portable IT equipment, which was expected to be completed in the near future. Follow-up of previous audit recommendations relating to IT network security had also been added to the schedule and a follow-up of recommendations made concerning

the Parking Machine income review would be deferred as this was reliant on the introduction of new parking machines which had been delayed.

**RESOLVED:** That the Audit Manager’s Report No. AUD1801 be noted.

**31. INTERNAL AUDIT PLAN**

The Committee considered the Audit Manager’s Report No. AUD1802, setting out the Annual Internal Audit Plan for 2018/19 which provided the framework for the use of audit resources.

The first six months’ work was set out in the Report and this had been selected from the higher risk areas set out in Appendix B to the Report. The Committee was advised that it would receive quarterly updates on the Audit Plan and that the list of audits would be subject to review due to the changing needs of the organisation or resource availability.

**RESOLVED:** That approval be given to the annual audit plan, as set out in the Audit Manager’s Report No. AUD1802, which would be monitored and updated on a rolling, quarterly basis.

**32. FEES AND CHARGES - ENVIRONMENTAL HEALTH ANIMAL LICENCES**

The Committee considered the Head of Environmental Health and Housing’s Report No. EHH1802, which sought approval for revised fees for new licences and licence renewals in respect of animal boarding establishments, pet shops, dog breeders and dangerous wild animals following a review of the work time required to deliver the work. The fees proposed were based on the principle of full cost recovery and were comparable with other local authorities.

**RESOLVED:** That approval be given to the following fees, as set out in the Head of Environmental Health and Housing’s Report No. EHH1802, with effect from 1st April, 2018:

<b>Licence</b>	<b>Existing Fee</b>	<b>Fee payable from 1st April 2018</b>
New Animal Boarding Establishment Licence/Renewal	£142/£142	£242/£143
New Pet Shop Licence/Renewal	£142/£142	£271/£171
New Dog Breeder Licence/Renewal	£160/£160	£271/£171
New Dangerous Wild Animals Licence (2 years)/Renewal	£280/£280	£399/£399

**33. AMENDMENT TO STANDING ORDER 8 - NOTICES OF MOTION**

The Committee considered a report on a potential amendment to the Council Procedure Rules (Standing Orders) relating to Notices of Motion and Questions. The report had been prepared by the Vice-Chairman, Cllr John Woolley, following discussion on the issue at the Committee meeting on 27th November, 2017 when it

had been agreed that further information should be provided on the current situation and potential amendment options.

Cllr Woolley presented his report and explained that the background to his proposal for an amendment was to ensure that all motions debated by the Council were relevant to topics over which the Council had some control and thereby using the Council's time more effectively.

At the previous meeting, it had also been suggested that a similar amendment could be made to Standing Order 8(3) (Questions). However, it was felt that very few questions were submitted under this Standing Order and, as there was no debate on the question, the item was therefore dealt with quickly. Standing Order 8 questions were there to give Members the opportunity to raise issues which might not otherwise be dealt with by an agenda item.

The report gave examples of motions which had been debated by Members, the subject matter over which the Council had no powers or duties. The report also gave details of other local authorities' rules in respect of Notices of Motion.

During discussion on the proposal, Members raised questions regarding the Government's response to the resolutions passed by the Council the point was made that the idea behind the proposal was to focus the Council's time rather than to stifle debate. A further request was made that there should be an annual report to the Council on the outcome of Notices of Motion taken to full Council.

**The Committee RECOMMENDED TO THE COUNCIL that**

- (i) the proposed change to the provisions relating to Notices of Motion be agreed; and
- (ii) the following amendment be made to Council Procedure Rule (Standing Orders) 9(6), to read as follows:

“Every motion shall be relevant to some matter in relation to which the Council has powers or duties”; and

**RESOLVED:** That further examination of the proposal to have an annual report to full Council of the outcome of Notices of Motion be considered as part of the next review of the Council Procedure Rules.

**Note:** Recommendation (ii) will stand adjourned without discussion until the Council Meeting on 19th April 2018.

**34. APPOINTMENT OF HONORARY ALDERMEN**

The Committee considered the Head of Democratic and Customer Services' Report No. DEM1802 which recommended the approval of changes to the appointment and duties of Honorary Aldermen and the protocol thereon in the Council's Constitution.

Following a review of arrangements for appointing Honorary Aldermen and their roles, it was proposed that there should be a reduction in the period of eligible service with the Council and its constituent authorities from 25 to a total of 16 years (i.e. four full terms) and the inclusion of a provision that Aldermen should normally be Borough residents. In addition, it was proposed that Aldermen should be allowed to ask to speak at meetings, subject to agreement by the relevant Council body. This arrangement was the same as that which was currently afforded to elected Members who were not already members of that body. At full Council meetings each Alderman would be able to speak on one agenda item at a meeting, subject to the other rules of debate set out in Standing Orders.

It was further proposed to include in the protocol the provision to appoint an Honorary Alderman to represent the Council on outside bodies. If agreed, the new arrangements would be kept under review.

**The Committee RECOMMENDED TO COUNCIL** that approval be given to changes regarding the appointment and role of Honorary Aldermen, as set out in the Head of Democratic Services' Report No. DEM1802.

### 35. **APPOINTMENT OF INDEPENDENT PERSON**

The Committee considered the Head of Democratic and Customer Services' Report No. DEM1802 which recommended an appointment to the role of Designated Independent Person for the Council, as part of the regime on Members' standards which had been introduced by the Localism Act 2011.

The Report advised the Committee that the previously appointed Designated Independent Person was no longer available to the Council and that it had therefore become necessary to re-appoint to this role. The Report set out the role description and statutory functions of the Designated Independent Person. It was noted that a person could not be considered independent if:

- he or she had been an elected or co-opted Member of the Council or an officer of the Council;
- he or she had been an elected or co-opted Member of any committee or sub-committee of the Council; or
- he or she had a relative or close friend of a current elected or co-opted Member or officer of the Council

There was no payment for the role, however it was proposed that a small, annual retainer allowance should be paid to the post-holder equivalent to the amount paid to a co-opted committee member (£480 per annum).

The Report gave details of the appointment process which had been undertaken for the role, following which it was proposed that Mrs Mary Harris be recommended for appointment as the Designated Independent Person for a three-year term, subject to the approval of the Committee and the Council. Details of the candidate were also set out in the Report.

During discussion, it was agreed that, prior to seeking the approval of the full Council, contact would be made with all Members of the Council to confirm the independence of the recommended candidate for the appointment.

Subject to confirmation by Members of the Council of the independence of the recommended candidate, the Committee **RECOMMENDED TO THE COUNCIL** that Mrs Mary Harris be appointed to the role of Designated Independent Person for a three-year term.

### 36. **TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL INDICATORS 2018/19**

The Committee considered the Head of Financial Services' Report No. FIN1802, which set out the Treasury Management Strategy, Annual Borrowing Strategy and Annual Investment Strategy, Prudential Indicators and Minimum Revenue Provision Statement for recommendation to the Cabinet for approval.

The Committee noted that CIPFA had conducted reviews of the Prudential Code and the Treasury Management Code of Practice in 2017 and that the Ministry of Housing, Communities and Local Government (MHCLG) had also recently undertaken a consultation on treasury management issues. However, neither of these institutions had produced additional new definitive reference and guidance. The Treasury Management Strategy Statement for 2018/19 had therefore been prepared in accordance with the existing 2011 CIPFA Treasury Management Code of Practice and the 2010 MHCLG Investment Guidance. It was expected that CIPFA and the MHCLG would provide further definitive guidance in the coming months. Should this be the case, then a revision and an update to the Treasury Management Strategy for 2018/19 might be required during the current financial year.

The Report set out the purpose and functions of the treasury management operation and the Strategies, Indicators and Statement set out in Appendices A, B and C provided an approved framework within which officers undertook the day-to-day capital and treasury activities.

Members were advised that Arlingclose continued to indicate that the Council should diversify investment risk (spreading smaller amounts over an increasing number of counterparties) wherever possible. The Council was progressively incurring further borrowing and Arlingclose had advised that, in the circumstances of some current specific investments reaching their maturity dates, the Council should not replace them. This strategy would allow for a natural reduction in overall investments balance during a period when borrowing was increasing.

The Committee was also advised that the Council had incurred prudential code borrowing in 2016/17 of £6.548 million in relation to its capital expenditure. Further borrowing to support the financing of the approved Capital Programme for the 2017/18 financial year would be required. The Council had therefore commenced the 2018/19 financial year in a position where its investment holdings continued to remain significant, but the Council also carried some accumulating debt. Members

were advised that there would be an inevitable requirement to incur some further borrowing to service capital expenditure in future years.

The Report advised that careful observation of the Prudential Indicator “gross debt v capital financing requirement” would need to be undertaken progressively throughout the financial year. This meant that the Council might need to redeem an element of its core pooled fund investments at some time in the future in order to adhere to the requirements of this Indicator.

During discussion, Members asked questions in respect of borrowing in respect of Aldershot Regeneration projects, the role of Arlingclose and levels of risk in respect of investment.

**RESOLVED:** That

- (i) the Cabinet be recommended to approve
  - (a) the Treasury Management Strategy, Annual Borrowing Strategy and Annual Investment Strategy, as set out in Appendix A to the Head of Financial Services’ Report No. FIN1802;
  - (b) the Prudential Indicators, as set out in Appendix B; and
  - (c) the Minimum Revenue Position Statement, as set out in Appendix C; and
- (ii) an all Member seminar be organised on the role and work of Arlingclose in due course.

### **37. RISK MANAGEMENT UPDATE**

The Committee considered the Head of Financial Services’ Report No. FIN1806, which set out the new processes being established to manage corporate risk within the organisation.

The Report advised that a Corporate Risk Management Group had been formed to undertake a review and update of the risk register, which had led to the establishment of new policy and processes for risk management, details of which were set out in the Report. Members were advised that, in order to ensure that key risks were assessed, managed and recorded appropriately, a risk register would be updated and maintained for the Council by the Risk Management Group. A copy of the draft register was also set out in the Report. The risk register would be a “living document” and would be subject to on-going updating and used as a tool for assessing and mitigating risk to the Council.

The Committee was advised that the Head of Financial Services would report on the risk register to the Corporate Leadership Team every three months to ensure that Heads of Service and Directors remained aware of the key risks to the Council and the measures being put in place to mitigate that risk. The Head of Financial Services would report on the risk register at least annually to Members via the Committee and the appropriate scrutiny panel.

Work would continue to develop the risk register and adapt the system being established to ensure it remained fit for purpose. In order to ensure risks were effectively identified and managed into the future, work to embed these practices at all levels of the organisation would take place. Initially it was proposed to cascade information through a workshop for the Corporate Leadership Team and middle managers, with the aim of maturing the corporate risk management system within the organisation to a position where effective risk management was recognised and actively promoted at all levels.

It was further reported that regular discussions had been held with the external auditors to validate and improve the Council's approach and to respond to recommendations in the Audit Results Report/Annual Audit Letter and to develop the risk register. In addition, the Council's insurers were actively engaged and would be assisting with a workshop on risk management issues.

During discussion, it was requested that Members should also receive training on risk management,

**RESOLVED:** That approval be given to the approach to corporate risk management as set out in the Head of Financial Services' Report No. FIN1806.

### 38. **AUDIT FEES - RESPONSE TO CONSULTATION**

The Committee received the Head of Financial Services' Report No. FIN1805 which set out the Council's response to the Public Sector Audit Appointments Limited (PSAA) consultation on scale fee setting for 2018/19 for opted-in local government and police bodies.

It was noted that, from 2018/19, Public Sector Audit Appointments was responsible for appointing an auditor and setting scale fees for relevant principal authorities that had chosen to opt into its national scheme and that, for the Council, there would be a 23% fee reduction in 2018/19, providing an audit fee saving of £11,462. In its response to the consultation, the Council had made representation regarding additional fees, which could be charged by an external auditor for additional work undertaken. It was felt that there should be a robust consultation process in place on a fee variation, to include the audited body, auditor and PSAA with an iterative progressive resolution process in place.

**RESOLVED:** That the Head of Financial Services' Report No. FIN1805 be noted.

### 39. **PUBLIC SECTOR AUDIT APPOINTMENTS' REPORT ON RESULTS OF AUDITOR'S WORK**

The Committee received the Head of Financial Services' Report No. FIN1807 which summarised the results of audit work performed on local government bodies in the 2016/17 audit cycle and the types of audit opinion that could be issued.

**RESOLVED:** That the Head of Financial Services' Report No. FIN1807 be noted.

#### 40. **ACCOUNTING POLICIES AND RELATED MATTERS FOR THE YEAR 2017/18**

The Committee considered the Head of Financial Services' Report No. FIN1809 which reviewed the proposed accounting policies to be applied for the closure of the 2017/18 accounts.

The Report advised that, as part of its Statement of Accounts, the Council had to disclose the accounting policies it had applied to all material balances and transactions. This process was described in CIPFA's Code of Practice on Local Authority Accounting in the UK 2017/18 (the Code) as proper accounting policies, over which the Council had limited discretion. The accounting policies had not changed compared to the policies applied for the previous financial year other than for:

- cash and cash equivalent's policy had been clarified to remove ambiguity with investments
- the introduction of new accounting policy related to the capitalisation of borrowing cost
- date references relating to the financial year 2017/18 applicable to some of the accounting policies had been updated.

Members were advised that the materiality threshold might be lower for common transactions and outcomes where materiality judgements were usually particularly sensitive. Preparations for 2017/18 account disclosure would be commencing in the near future and would be reviewed against the previous year's disclosures in line with the level of materiality.

**RESOLVED:** That

- (i) the minor amendments to accounting policy in respect of cash and cash equivalents and borrowing costs eligible for capitalisation, as set out in the Head of Financial Services' Report No. FIN1809, be approved for the closure of the 2017/18 accounts; and
- (ii) the updated disclosures and internal level of materiality to be included within the Statement of Accounts for 2017/18 be noted.

#### 41. **FOLLOW UP FROM AUDIT RESULTS REPORT**

The Committee considered the Head of Financial Services' Report No. FIN1810, which set out a proposed course of action in response to observations made by Ernst & Young and set out in its recent Audit Results Report and in the Annual Audit Letter in respect of:

- revised terms of reference and work programme for the Licensing and General Purposes Committee
- mapping and reporting of the Council's Assurance Framework
- review of Risk Management Framework

- robust challenge of experts

Other actions were proposed to underpin this work and these included improved communications on available training and forums and targeted training for Members of the Committee to understand their role as “those charged with governance”.

During discussion, Members raised questions regarding the setting up of a work programme for the Committee, training and the scheduling of committee meetings. The comment was also made that some of the issues identified would need to be actioned by the end of the 2017/18 financial year.

**RESOLVED:** That approval be given to the action plan in response to the observations made by Ernst & Young in its annual Audit Results Report and Annual Audit Letter reported to the Committee on 25th September and 27th November, 2017 respectively, and as set out in the Head of Financial Services’ Report No. FIN1810.

The meeting closed at 8.45 pm.

CLLR A. JACKMAN (CHAIRMAN)

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# DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 31st January, 2018 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr J.H. Marsh (Vice-Chairman), in the Chair

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

Apologies for absence were submitted on behalf of Cllr Sue Dibble and Cllr B.A. Thomas.

Cllr S.J. Masterson and Cllr P.F. Rust attended the meeting.

## **Non-Voting Member**

Cllr M.J. Tennant (Environment and Service Delivery Portfolio Holder) (ex officio)

## **52. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **53. MINUTES**

The Minutes of the meeting held on 6th December, 2017 were approved and signed by the Vice-Chairman.

## **54. PLANNING APPLICATIONS**

**RESOLVED:** That

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

17/01011/ADVPP

(Land at the junction of Belle Vue Road, Connaught Road and Holly Road, Aldershot);

(ii) an objection be raised in respect of the application listed below and set out in Appendix “B” attached hereto for the reasons mentioned therein:

\* 17/00920/ADJ (Hartland Park, Bramshot Lane, Fleet);

(iii) 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. PLN1801, be noted;

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

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

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

16/00981/FULPP (Aldershot Bus Station, No. 3, Station Road, Aldershot);

17/00616/FULPP (Land at Orchard Rise, No. 127 and La Fosse House, No. 129 Ship Lane, and Farnborough Hill School, No. 312 Farnborough Road, Farnborough);

17/00842/RBCRG3 (No. 259 North Lane, Aldershot);

17/00914/OUTPP (Blandford House, Aldershot);

17/00956/FULPP (Nos. 110-118 Victoria Road, Farnborough);

18/00006/PRIOR (The Crescent, Southwood Business Park, Summit Avenue, Farnborough);

18/00025/FULPP (Block 3, Queensmead, Farnborough);

\* The Head of Planning’s Report No. PLN1801 in respect of these applications was amended at the meeting

## 55. REPRESENTATIONS BY THE PUBLIC

In accordance with the guidelines for public participation at meetings, the following representation was made to the Committee and was duly considered before a decision was reached:

<b>Application No.</b>	<b>Address</b>	<b>Representation</b>	<b>In support of or against the application</b>
16/00837/FULPP	The Crescent, Southwood Business Park, Summit Avenue, Farnborough	Mr. J. Robson	In support

**56. APPLICATION NO. 16/00837/FULPP - THE CRESCENT, SOUTHWOOD BUSINESS PARK, SUMMIT AVENUE, FARNBOROUGH**

The Committee considered the Head of Planning's Report No. PLN1801 (as amended at the meeting) regarding the comprehensive redevelopment of the site comprising demolition of existing buildings and site clearance and erection of 159 residential units (Use Class C3) (comprising 9 x one-bedroom flats, 27 x two-bedroom flats, 26 x two-bedroom houses, 2 x three-bedroom flats, 79 x three-bedroom houses & 16 x four-bedroom houses), associated parking and servicing, hard and soft landscaping, public amenity space and play areas, formation of vehicular accesses onto Southwood Road and Apollo Rise and other associated works. Before considering the application in detail, the Committee received a representation in accordance with the scheme for public representation from Mr. J. Robson in support of the application.

The Committee was reminded that it had previously considered this application at its meeting on 19th July, 2017 and had agreed then to defer a decision in order that the applicants could be invited to consider alternative vehicular access instead of the one access point onto Southwood Road.

It was noted that the recommendation was to grant permission subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country 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 23rd February, 2018 to secure the following:
  1. £1,034,722 towards SPA avoidance and mitigation and access management at the Southwood Woodland II SANG mitigation scheme (comprising £932,750 Suitable Alternative Natural Greenspace (SANG) and £101,972 Strategic Access Management and Monitoring (SAMM) contributions);
  2. £236,590 towards the off-site provision of public open space comprising habitat improvements and footpath renovation at Southwood Meadows/Southwood Playing Fields (£129,049) and pitch refurbishments at Southwood Playing Fields (£107,541);
  3. £120,000 Transport Contribution towards improvements to local pedestrian and cycleway links to the site and/or towards

enhancements to local bus services and/or towards implementation of Traffic Regulation Orders in the vicinity of the site;

4. £16,500 for the implementation, evaluation and monitoring of the Travel Plan;
5. the provision on-site of 32 Affordable Housing units of a mix of sizes and tenures to meet local housing needs; and
6. financial viability re-assessment clauses in the event that the implementation and completion of the scheme is protracted beyond three years from commencement and market conditions improve the value of the scheme.

- (ii) The Head of Planning be authorised to amend the deadline for the completion of the Section 106 Obligation should the circumstances be considered appropriate.

**57. ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT - NO. 36 MAYFIELD ROAD, FARNBOROUGH**

The Committee noted the decision to take enforcement action 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. PLN1802.

**RESOLVED:** that the Report be noted.

**58. APPEALS PROGRESS REPORT**

The Committee received the Head of Planning's Report No. PLN1803 concerning the following new appeals:

<b>Address</b>	<b>Description</b>
Wellington Centre, Aldershot	Against the refusal of planning permission for the proposed residential development involving erection of extensions above both the existing Boots shop and the Wellington Centre multi-storey car park comprising a total of 43 dwelling units (15 x one-bedroom, 25 x two-bedroom and 3 x three-bedroom units), to include construction of new building access cores, elevational alterations to the multi-storey car park and alterations to the entrance to Victoria House. It was noted that this appeal was being dealt with by means of the written procedure.
Nos. 40-42 Park Road, Farnborough	Against the refusal of planning permission for the erection of 4 x one-bedroom flats with parking on land at rear. It was noted that this appeal was being dealt with by means of the written procedure.

No. 201 Weybourne Road, Aldershot      Against the refusal of planning permission to extend the existing two-storey residential building to create additional residential accommodation provided 4 x one-bedroom apartments. It was noted that this appeal was being dealt with by means of the written procedure.

No. 55 High Street, Aldershot      Against the refusal of prior approval under Class M of the Town and Country Planning (General Permitted Development)(England) Order 2015 as amended for a proposed change of use of the ground floor of No. 55 High Street from a shop (Class A1) to a use falling within Use Class C3 (dwellinghouses) namely two flats. It was noted that this appeal was being dealt with by means of the written procedure.

**RESOLVED:** That the Head of Planning's Report No. PLN1803 be noted.

59.      **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER OCTOBER - DECEMBER 2017**

The Committee received the Head of Planning's Report No. PLN1804 which provided updates on the Performance Indicators for the Development Management Section of Planning and the overall workload of the Section for the period 1st October to 31st December, 2017.

**RESOLVED:** That the Head of Planning's Report No. PLN1804 be noted.

The meeting closed at 7.50 pm.

CLLR B.A. THOMAS (CHAIRMAN)

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**Development Management Committee  
31st January 2018**

**Appendix "A"**

**Application No. & Date Valid:**      **17/01011/ADVPP**                              **13th December 2017**

Proposal:                              Erection of a board for the display of Community Notices at  
**Land At The Junction Of Belle Vue Road Connaught Road  
And Holly Road Aldershot Hampshire**

Applicant:                              Rushmoor Borough Council

Conditions:                              6              The signage hereby permitted shall be carried out in  
accordance with the following approved drawings -

Reason - To ensure the signage is displayed in  
accordance with the permission granted

**Appendix "B"**

**Application No. & Date Valid:**      **17/00920/ADJ**                              **1st November 2017**

Proposal:                              Consultation from Hart District Council in respect of amended  
highway details relating to a hybrid Planning Application (part  
full, part outline) for a residential-led mixed use redevelopment  
comprising 1. Outline planning application with means of  
access (in part) to be determined (all other matters reserved for  
subsequent approval), for the erection of up to 1,500 dwellings  
(Use Class C3); a local centre including residential (Use Class  
C3 within the up to 1,500 dwellings) and up to 2,655m<sup>2</sup> (GEA)  
of retail, commercial and/or community floorspace (Use  
Classes A1 to A5, B1, D1 and D2); a primary school (Use  
Class D1); drainage works including balancing ponds; on and  
off-site SANG mitigation; creation of landscaping, open space  
and ecological habitats; car and cycle parking; demolition of  
existing buildings; site clearance; earthworks; site remediation;  
provision of utilities infrastructure; off-site highway works; and  
all other ancillary and enabling works. 2 Full planning  
application for the erection of 181 dwellings (Use Class C3);  
access; drainage works including balancing ponds; creation of  
landscaping, open space and ecological habitats; car and cycle  
parking; earthworks; demolition of existing buildings; site  
remediation; provision of utilities infrastructure; off-site highway  
works; and all other ancillary and enabling works. at **Hartland  
Park Bramshot Lane Fleet**

Applicant: Hart District Council

- Reasons:
- 1 Insufficient information has been submitted to demonstrate that the development will have a satisfactory impact on the highway network within Rushmoor.
  - 2 Insufficient information has been provided to demonstrate the proposal will adequately mitigate the additional recreation impact arising from the new residential development on the Thames Basin Heaths Special Protection Area.