

CABINET

Meeting held on Tuesday, 3rd March, 2020 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 Customer Experience and Improvement
Portfolio Holder

Cllr Marina Munro, Planning and Economy Portfolio Holder
Cllr A.R. Newell, Democracy, Strategy and Partnerships Portfolio Holder
Cllr M.L. Sheehan, Operational Services Portfolio Holder
Cllr P.G. Taylor, Corporate Services Portfolio Holder
Cllr M.J. Tennant, Major Projects and Property 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 **16th March, 2020**.

87. EXCLUSION OF THE PUBLIC –

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

Minute No.	Schedule 12A Para. No.	Category
88	3	Information relating to financial or business affairs

THE FOLLOWING ITEM WAS CONSIDERED IN THE ABSENCE OF THE PUBLIC

88. RESTRICTED MINUTE –

The Restricted Minute of the meeting of the Cabinet held on 4th February, 2020, in relation to Minute No. 86 (Aldershot town centre regeneration – Union Street), was confirmed and signed by the Chairman.

THE FOLLOWING ITEMS WERE CONSIDERED IN THE PRESENCE OF THE PUBLIC

89. MINUTES –

The Minutes of the meeting of the Cabinet held on 4th February, 2020 were confirmed and signed by the Chairman.

90. **RUSHMOOR COMMUNITY LOTTERY –**
(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet considered Report No. DSP2003, which set out a review of the Rushmoor Community Lottery, following the second year of operation.

Members heard that the Lottery had been operating since July, 2017 and had raised over £53,000 of new money for the 97 local good causes that had signed up. The Cabinet was reminded that it had, at its meeting in January, 2019, approved the creation of a Community Forum to allocate amounts from the Community Fund to good causes in respect of which a grant application had been received. The Forum had met in July, 2019 and had allocated grants to 16 organisations. Following a review of the allocation process by the Democracy, Strategy and Partnerships Portfolio Holder, it was proposed that, in future, a fresh round of grant applications would be invited each time the balance of the Community Fund exceeded the sum of £10,000.

It was also reported that, in future, the annual report would be published on the Council's website and that any adjustments to the scheme in future should be made by the Portfolio Holder.

The Cabinet RESOLVED that

- (i) the contents of Report No. DSP2003 be noted;
- (ii) in future years, information concerning the Rushmoor Community Lottery be included on the Council's website;
- (iii) the proposed process of the triggering of subsequent grant application processes, when the balance of the Community Fund reached a minimum level of £10,000, be approved; and
- (iv) the Democracy, Strategy and Partnerships Portfolio Holder, in consultation with relevant officers, be authorised to make any future adjustments to the scheme.

91. **FARNBOROUGH AIRPORT COMMUNITY ENVIRONMENTAL FUND –**
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. DSP2003, which sought approval to award grants from the Farnborough Airport Community Environmental Fund to assist local projects.

The Operational Services Portfolio Holder had considered four applications and had recommended that awards should be made to all four. The Cabinet enquired whether the agreement allowed for the contribution made by the Airport to the fund to be reviewed. This would be investigated.

The Cabinet RESOLVED that grants be awarded from the Farnborough Airport Community Environmental Fund as follows:

Prospect Estate Big Local (PEBL)	£6,812
The Species Recovery Trust	£3,000
The Wavell School	£12,387
Friends of Aldershot Military Museum	£5,000

92. **BUSINESS RATES DISCRETIONARY DISCOUNTS - AMENDMENT TO EXISTING RETAIL DISCOUNT POLICY AND NEW PUB DISCOUNT SCHEME –**

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2010, which set out proposed amendments to the Council's existing Retail Discount Policy and proposed the reintroduction of a Pub Discount Scheme.

Members were informed that the Retail Discount Policy was being changed due to the Government increasing the amount of the discount from 33% to 50% and broadening the qualifying criteria to include music venues and cinemas. Members were informed that the Pub Discount Scheme would provide a discount of £1,000 to eligible pubs with a rateable value of less than £100,000 in 2020/21.

The Cabinet RESOLVED that

- (i) the amendments to the Council's Retail Discount Policy, as set out in Report No. FIN2010, be approved;
- (ii) the establishment of a local Pub Discount Scheme, as set out in the Report, be approved; and
- (iii) the Executive Head of Finance, in consultation with the Corporate Services Portfolio Holder, be authorised to award the reliefs and resolve disputes around eligibility for the schemes.

93. **POST CONSULTATION DETERMINATION OF PROPOSED VARIATION TO THE SCHEME OF HACKNEY CARRIAGE FARES –**

(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2008, which set out a proposed way forward following a public consultation exercise on possible changes to the current scheme of hackney carriage fares. The Cabinet was informed that the Council had received 116 responses to the public consultation exercise, of which 112 were from members of the taxi trade. All of the 116 responses made objections to the Council's published proposals. The Operational Services Portfolio Holder, along with the Head of Operational Services and other officers, had met with members of the taxi trade where their concerns had been discussed. Following this meeting, it was felt that the Council's proposals should be withdrawn at this time. Members were informed that a review of the Council's taxi licensing policy was ongoing and it was proposed that a further review of the scheme of fares should be carried out as part of this process. It was further suggested that the use of a specialist consultant at this time would enable the Council and the taxi trade to provide clearer evidence to assist the negotiation of an amended scheme of fares that would be acceptable to all parties.

The Cabinet was supportive of the proposed approach, and, in particular, requested that the review should consider the equity of the £1 extra charge when a journey crossed the Borough's border, such as with trips to or from Frimley Park Hospital.

The Cabinet RESOLVED that

- (i) the withdrawal of the proposed variation to the existing scheme of hackney carriage fares, as set out in Report No. OS1909 (Cabinet 16th December, 2019), be approved;
- (ii) the existing scheme of hackney carriage fares (effective from 1st September, 2018) be retained and the consideration of amendments to the scheme be undertaken as part of the future review of the Council's taxi licensing policy. The review to be supported by the engagement of a specialist consultant; and
- (iii) the 3.4% notional uplift for 2019/20 be taken into account as part of the fares review.

94. **KINGS MOAT CAR PARK - TEMPORARY PLANNING PERMISSION –**
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2007, which sought approval to submit a planning application to extend by three years the temporary planning permission for the Kings Moat car park, which was due to expire in May, 2020.

Members were reminded that, in 2007, permission had been given to use this land as a 58 space car park for a period of three years. The time limit had been agreed to ensure that the long-term objectives for the redevelopment of Farnborough town centre were not prejudiced by the permanent use of this land for car parking. In 2011, 2014 and 2017, permission had been given to continue using this land as a car park. Whilst the car park was located within the Civic Quarter redevelopment site and would, at some point, be part of the regeneration scheme, it was recommended that the retention of the area as a public car park was the best option for the Council for the time being.

It was noted that the car park attracted 66,500 visits each year, with a net income of £60,000 per annum and operational expenditure of £8,000 per annum.

The Cabinet RESOLVED that the Head of Operational Services be authorised to seek planning permission to continue using the land as a car park for a further three years from May 2020.

95. **ADOPTION OF WORKING DEFINITION OF ANTISEMITISM –**
(Cllr David Clifford, Leader of the Council)

The Cabinet considered Report No. DSP2004, which set out a proposal to recommend to the Council the adoption of International Holocaust Remembrance Alliance (IHRA) Working Definition of Antisemitism.

Members were informed that the Secretary of State for Housing, Communities and Local Government had recently written to local authorities to encourage the adoption of the definition.

The Cabinet RECOMMENDED TO THE COUNCIL that approval be given to the adoption of the formal definition as follows:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”.

96. **UNION STREET REGENERATION, ALDERSHOT - NEXT STEPS –**
(Cllr Martin Tenant, Major Projects and Property Portfolio Holder)

The Cabinet considered Report No. RP2005, which provided an update on the next steps in relation to the delivery of the Union Street regeneration scheme in Aldershot and sought permission to submit the necessary planning applications in this regard.

Members were informed that a proposed mixed use scheme for the site had been the subject of a public consultation exercise in January and February, 2020. The consultation had attracted a good response and 85% of respondents had expressed support for the proposals. Subject to agreement by the Cabinet, a planning application would be submitted in early March in order to comply with the milestones attached to a successful funding bid to Home England’s Housing Infrastructure Fund Marginal Viability Fund (HIF) and further external funding from the Enterprise M3 Local Enterprise Partnership.

The Cabinet RESOLVED that

- (i) the Executive Head of Regeneration and Property be authorised to submit planning applications and secure the appropriate permissions as required to enable the Union Street regeneration scheme in Aldershot town centre, as set out in Report No. RP2005; and
- (ii) the proposed decision making process for the implementation of the scheme, as set out in Section 3 of the Report, be noted.

The Meeting closed at 7.33 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

CABINET

Meeting held on Tuesday, 28th April, 2020 at 5.00 pm via Microsoft Teams and streamed live.

Voting Members

Cllr D.E. Clifford, Leader of the Council
Cllr K.H. Muschamp, Deputy Leader and Customer Experience and Improvement
Portfolio Holder

Cllr Marina Munro, Planning and Economy Portfolio Holder
Cllr A.R. Newell, Democracy, Strategy and Partnerships Portfolio Holder
Cllr M.L. Sheehan, Operational Services Portfolio Holder
Cllr P.G. Taylor, Corporate Services Portfolio Holder
Cllr M.J. Tennant, Major Projects and Property Portfolio Holder

The Leader of the Council (Cllr D.E. Clifford) invited the Leader of the Labour Group (Cllr K. Dibble) to attend and contribute to the meeting.

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 **12th May, 2020**.

97. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 3rd March, 2020 were confirmed.

98. **PERFORMANCE MANAGEMENT FRAMEWORK –**

(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet considered Report No. DSP2006, which set out a new Performance Management Framework for the Council. Members were informed that this had been developed as a tool to strengthen performance management and to ensure that the Council was delivering against its priorities. The framework had been presented to the Overview and Scrutiny Committee at its meeting in January, 2020 and the Committee had considered that this would provide an improved system for monitoring and reporting the Council's performance.

The Cabinet RESOLVED that the new Performance Management Framework, as set out in Report No. DSP2006, be approved.

99. **WARD COMMUNITY GRANT SCHEME –**

(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet considered Report No. DSP2008, which set out changes to the Council's existing Ward Community Grant Scheme.

Members were informed that, as part of the revenue budget building process, approval had been given to an increase of the Ward Community Grant Scheme to £3,000 per ward for the 2020/21 financial year. Furthermore, it was proposed that

Ward Members should be allowed to use the funding for projects or events that would provide a benefit to the local community. This would be in addition to the current scheme which enabled Members to support local voluntary organisations and community groups with small grants.

The Cabinet was supportive of the proposed approach and, in response to a question, it was confirmed that it was not intended that the Council should incur ongoing costs as a result of grants made under the scheme.

The Cabinet RESOLVED that

- (i) a variance in the purpose of the scheme to include the option for Ward Members to use the funding for projects that provide a benefit to the local community, as well as awarding small grants to local voluntary organisations/community groups, as set out in Report No. DSP2008, be approved; and
- (ii) for 2020/21, the running of the scheme from 1st May, 2020 to 28th February, 2021, be approved.

100. **REVIEW OF LITTER ENFORCEMENT PILOT SCHEME –**
(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2008, which provided an update on the outcomes of the litter and dog fouling enforcement trial operated by East Hampshire District Council.

Members were reminded that the pilot project had been agreed by the Cabinet at its meeting on 6th February, 2018. Over the two years of operation of the trial, over 3,700 Fixed Penalty Notices had been served in respect of littering which had generated income of over £200,000 in total fines. It was confirmed that, whilst the enforcement activity had been focussed on high footfall areas such as town centres, officers were also able to patrol other hotspot areas on request. It was explained to the Cabinet that, from now on, East Hampshire District Council would pick up the legal work previously carried out by the Council's legal officers in connection with the processing of prosecution packs but that this additional work would not affect the cost neutrality of the service to the Council.

The Cabinet RESOLVED that

- (i) the seeking of a contractual arrangement with East Hampshire District Council for the provision of the enforcement services for littering and dog fouling for a period of up to five years, as set out in Report No. OS2008, be approved; and
- (ii) the Head of Operational Services, in consultation with the Corporate Manager – Legal Services and the Operational Services Portfolio Holder, be authorised to re-negotiate the contract with East Hampshire District Council, to include the provision of the non-contested hearings with the courts and the delegation of these functions to East Hampshire District Council.

101. **RUSHMOOR PARKING POLICY –**

(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. RP2003, which set out a proposed Rushmoor Parking Policy, to run alongside the Hampshire County Council Operational Parking Policy.

The Report set out the reasons why the policy had been developed at this time. The Cabinet was informed that on-street parking had given rise to an increasing amount of problems over recent years, with residents regularly looking to the Council resolve the issues faced.

Members were advised that an amendment to the draft policy had been proposed by the Council's planning department as follows:

“Where development requiring planning permission is proposed in an area where a parking permit scheme is in operation, whether for larger Houses in Multiple Occupation, infill housing development or conversion of larger properties or non-residential buildings to residential, the proposed development will be required to meet the Local Plan requirements as set out in the adopted Car and Cycle Parking Standards Supplementary Planning Document. The existence of a residents' parking permit scheme and the availability of permits which do not guarantee the holder a parking space will not affect the requirement to meet the standard provision within development sites, and in determining planning applications consideration will be given to the impact of any proposed entrance or driveway which results in the loss of existing on-street parking space. As such developments will meet their own parking requirements they will not be eligible for parking permits in the future”.

Members were supportive of the amendment and agreed that this should be added to the policy.

The Cabinet RESOLVED that

- (i) the Rushmoor Parking Policy, as set out in Appendix A of Report No. RP2003 and amended at the meeting, be approved; and
- (ii) the Executive Head of Regeneration and Property, in consultation with the Operational Services Portfolio Holder, be authorised to make future operational amendments to the Policy.

102. **ADDITIONAL ITEM - LEISURE OPERATORS' REQUESTS FOR FINANCIAL ASSISTANCE –**

(Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2011, which set out details of requests from the Council's leisure operating contractors, Places Leisure and Active Nation, for financial assistance resulting from the compulsory closure of leisure centres during the Covid-19 emergency. This item had been added to the agenda as a matter of urgency.

The Cabinet was informed that the assistance requested would be used to pay staff, the majority of whom had been furloughed. 80% of the funds would be returned to the Council as soon as monies were released from the Employee Retention Scheme at HM Revenue and Customs. The remaining 20% would be repaid by the operators during the remainder of the contract year ending March, 2021. It was explained that the Council would face the risk that either or both of the operators could go out of business. It was felt, however, that the failure of the businesses was more likely if the Council was to refuse to provide the cash-flow assistance requested.

In response to questions, it was confirmed that Places Leisure did now submit open book accounting records to the Council and that the funds would be used by Places Leisure to pay Rushmoor based staff only. At the request of Members, it was also agreed that the Executive Head of Finance would fully brief Members prior to the release of any monies to the operators.

The Cabinet RESOLVED that, subject to the Executive Head of Finance and the Corporate Manager – Legal Services agreeing financial and legal assurances that would be sufficient to protect the Council’s financial and legal position and providing Cabinet Members with a full briefing, the provision of cashflow assistance to Places Leisure and Active Nation, as set out in Report No. OS2011, be approved.

103. **REVENUE BUDGET MONITORING REPORT Q3 2019/20 –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet received Report No. FIN2012, which set out the anticipated financial position for 2019/20, based on the monitoring exercise carried out during February, 2020. The Report highlighted that the need for savings or income generation of around £3,931,000 had been identified in the original budget but that £3,364,000 of net cost reductions had been identified and built into the approved budget during the year to date. This left a current approved budget savings target of £970,000 and an outturn target of £114,000. It was reported that the forecast position on the General Fund risk-based balance was likely to be maintained at £2 million, which was at the top of the range set out in the Medium Term Financial Strategy. It was noted that the impact of Covid-19 on the Council’s financial position would be significant and the Council would be seeking to mitigate these risks.

The Cabinet NOTED the latest Revenue Budget monitoring position, as set out in Report No. FIN2012.

104. **CAPITAL PROGRAMME MONITORING AND FORECASTING 2019/20 -**
POSITION AS AT MARCH, 2020 –
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet received Report No. FIN2013, which provided the latest forecast regarding the Council’s Capital Programme for 2019/20, based on the monitoring exercise carried out during February, 2020. The Report advised that the revised Capital Programme for 2019/20 of £50.628 million had been agreed by the Council at its meeting on 20th February, 2020. It was noted that projects of major financial significance to the Council in the Capital Programme for 2019/20 remained the Aldershot Town Centre Integration and Union Street developments, the Farnborough

Civic Quarter development, the finalisation of a loan to Farnborough International and the further acquisition of investment properties.

The Cabinet NOTED the latest Capital Programme monitoring position, as set out in Report No. FIN2013.

105. **REPORT OF URGENCY DECISION - TEMPORARY DELEGATION ARRANGEMENTS –**
(Cllr David Clifford, Leader of the Council)

The Cabinet received a Record of Executive Decision, which set out an urgent decision made on 2nd April, 2020 by the Chief Executive, in consultation with the Leader of the Council, to introduce temporary Executive decision making arrangements due to Covid-19. At the time of the decision, legislation to allow the Council to hold virtual meetings had not been passed. The detailed arrangements were set out in Report No. DSP2007, which was appended to the Record of Executive Decision.

The Cabinet RESOLVED that the action taken, as set out in the Record of Executive Decision dated 2nd April, 2020, be noted and endorsed.

106. **COVID-19 RESPONSE –**
(Mr Paul Shackley, Chief Executive)

The Cabinet considered Report No. CEX2004, which set out decisions that had been made by the Council in relation to its ways of working and direct service provision as a result of the Covid-19 pandemic. The Cabinet was informed that Section 4 of the Report detailed the specific service changes that had been introduced. The Council had set up a Local Response Centre (LRC) that had, to date, assisted 230 residents with a range of queries and needs.

The Cabinet RESOLVED that

- (i) the contents of Report No. CEX2004 be noted; and
- (ii) the formal recognition of the effort and hard work of all staff involved in maintaining services and the efforts of the many voluntary sector organisations and volunteers, during challenging, demanding and uncertain times, be approved.

107. **EXCLUSION OF THE PUBLIC –**

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

Minute No.	Schedule 12A Para. No.	Category
108	3	Information relating to financial or business affairs

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

108. RUSHMOOR DEVELOPMENT PARTNERSHIP - UNION STREET, ALDERSHOT –
(Cllr Martin Tennant, Major Projects and Property Portfolio Holder)

The Cabinet considered Exempt Report No. RP2008, which set out the Rushmoor Development Partnership's (RDP) project plan in relation to the redevelopment of Union Street, Aldershot and other associated matters.

Members were informed of the immediate work required at the site and also of the impact of delays as a result of the Covid-19 crisis. Grant Thornton had been appointed to assist officers in carrying out due diligence in respect of the scheme. The Report set out a summary of the project plan, details of delegations and funding and also the next steps required to progress the delivery of the project plan. It was acknowledged that the scheme carried significant risk to the Council but Members were supportive of the approach proposed and considered that the regeneration of this site remained one of the Council's key priorities.

The Cabinet RESOLVED that

- (i) the scheme, as set out in the appendix to Exempt Report No. RP2008, and the proposals by the RDP for taking the scheme forward, be noted;
- (ii) the submission of the planning application by the RDP be noted;
- (iii) the appointment of Grant Thornton as the Council's main consultant for due diligence and other advice in relation to the scheme be noted;
- (iv) the appointment of external solicitors to progress with the Agreement for Lease and associated documents, using the provisionally agreed Head of Terms for the accommodation set out in Appendix A to Exempt Report No. RP2008, be noted, with the advice of the legal, property and financial due diligence processes being considered by the Cabinet prior to finalising the lease;
- (v) the Executive Head of Regeneration and Property, in consultation with the Major Projects and Property Portfolio Holder, be authorised to negotiate terms with a Register Provider in relation to a long lease for the affordable housing elements within the scheme;
- (vi) the Corporate Manager – Legal Services, in consultation with the Executive Head of Finance and the Major Projects and Property Portfolio Holder, be

authorised to enter into the grant funding agreement with the Enterprise M3 Local Enterprise Partnership for the Union Street, Aldershot project;

- (vii) the demolition of the development site to enable redevelopment, following the securing of relevant land holdings, be approved, with officers being authorised to proceed with the procurement of the demolition contractor, with final approval of the said contract to be approved by the Cabinet in line with financial regulations;
- (viii) capital funding of up to £100,000, to enable the next phase of detailed design work to proceed, be approved; and
- (ix) it be noted that the Chief Executive, following the receipt and consideration of the due diligence advice, will bring forward a further report to the Cabinet setting out options for the delivery of the scheme.

The Meeting closed at 6.32 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

CABINET

Meeting held on Tuesday, 2nd June, 2020 at 5.00 pm via Microsoft Teams and streamed live.

Voting Members

Cllr D.E. Clifford, Leader of the Council
Cllr K.H. Muschamp, Deputy Leader and Customer Experience and Improvement
Portfolio Holder

Cllr Marina Munro, Planning and Economy Portfolio Holder
Cllr A.R. Newell, Democracy, Strategy and Partnerships Portfolio Holder
Cllr M.L. Sheehan, Operational Services Portfolio Holder
Cllr P.G. Taylor, Corporate Services Portfolio Holder
Cllr M.J. Tennant, Major Projects and Property 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 **15th June, 2020**.

109. MINUTES –

The Minutes of the meeting of the Cabinet held on 28th April, 2020 were confirmed.

110. 2020-21 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY - COVID-19 IMPACT –

(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2017, which set out the current forecast of the impact from Covid-19 on the Council's 2020/21 budget.

The Cabinet was informed that the current position was set out in Table 1 of the Report and this showed a net adverse impact of £633,165, after allowing for emergency funding provided by the Government. The Report set out an update in relation to the Council's commercial property investments and investment income. It was reported that Farnborough International had approached members of the funding consortium to seek a deferral of interest payments in relation to the exhibition centre loan, in light of the cancellation of the 2020 Airshow. It was clarified that the shortfall in the Council's finances would be funded from reserves in the short term but that it was likely that further savings would need to be identified over the period of the Medium Term Financial Strategy.

The Cabinet RESOLVED that

- (i) the forecasted financial impact of Covid-19, as set out in Report No. FIN2017, be noted;
- (ii) the establishment of the Treasury Management Reserve, as set out in Paragraph 5.5 of the Report, be approved; and

- (iii) the agreement in principle of the deferment of interest on loans to Farnborough International Limited, subject to the completion of the due diligence process set out in Paragraph 3.12 of the Report, be approved.

**111. COUNCIL BUSINESS PLAN END OF YEAR AND QUARTERLY UPDATE
JANUARY - MARCH 2019/20 –**

(Cllr David Clifford, Leader of the Council)

The Cabinet received Report No. ELT2002, which set out progress against the Council Business Plan, as at the end of the fourth quarter of the 2019/20 municipal year. The Report brought together monitoring information in respect of the actions identified as key activities in the three year business plan, including the Council's corporate projects and the Regeneration and ICE Programmes, which had been identified as two key areas of work that were essential in delivering the priorities,. It was confirmed that the Council continued to make good progress in relation to the Regeneration and ICE programmes despite the Council's activities being restricted as a result of Covid-19.

The Cabinet NOTED the progress made towards delivering the Council Business Plan 2019/20 and the end of year position for the key activities that had been identified for the 2019/20 financial year, as set out in Report No. ELT2002.

112. CORPORATE POLICY & STRATEGY –

(Mr Paul Shackley, Chief Executive)

The Cabinet considered Report No. CX2005, which set out the Chief Executive's proposed changes to the corporate policy and strategy function of the Council.

The Cabinet was informed that the Council's response to the Covid-19 Pandemic had identified that some of the Council's corporate policy and strategy functions were in need of strengthening. These included the areas of policy response and development, strategy, performance, risk, emergency planning and business continuity and Covid-19 recovery. As part of the reorganisation, it was proposed to create a new role of Assistant Chief Executive, remunerated at Executive Head of Service level, and an associated office to which existing roles supporting the areas concerned would be relocated. It was confirmed that the new arrangements would release a large area of responsibility from the existing Head of Democracy, Strategy and Partnerships, which would enable further resources to be allocated to the Council's activities to support the local community, which had become an area of growth recently. The Chief Executive requested an additional £50,000 across the following two years to support further work in this area.

The Cabinet was supportive of the suggested approach and requested that progress in these key areas was kept under ongoing review.

The Cabinet RESOLVED that

- (i) the challenges faced by the Council, as set out in Report No. CX2005, be noted;

- (ii) changes to the corporate policy and strategy functions, as set out in the Report, and the variation of the budget to allocate the sum of £50,000 from the recently received Government grant to fund the changes, be approved; and
- (iii) the provision of further funding of £50,000 over the following two years, to allow an increased level of community support, be approved.

113. **CLIMATE CHANGE – STRATEGY STATEMENT 2020-2030 –**
 (Cllr Ken Muschamp, Deputy Leader of the Council)

The Cabinet considered Report No. DSP2010, which set out a Climate Change Strategy Statement for the Council. The Chairman welcomed Cllr M.J. Roberts to the meeting. Cllr Roberts had requested to address the Cabinet on this matter.

Members were reminded that the Council had declared a climate emergency at its meeting on 20th June, 2019 and had agreed to make its activities carbon neutral by 2030 and to build a more sustainable Borough. Since that time, a considerable amount of work had been undertaken to develop a strategy and action plan. It was explained that this was a starting point and that a number of detailed plans would now be developed to address the key principles and priorities for the Council, as set out in the Report and Strategy Statement. The Climate Change Working Group would continue to play a key role in reviewing the strategy document and draft action plan.

It was acknowledged that work to address climate change had continued to receive cross party support and that the Council now intended to establish a clear process and action plan for taking that work forward.

The Cabinet RESOLVED that Climate Change Strategy Statement, as set out in Report No. DSP2010, be approved.

114. **APPOINTMENTS TO CABINET WORKING GROUPS –**

The Cabinet RESOLVED that

- (i) appointments be made to Cabinet working groups for the 2020/21 Municipal Year as follows:-

Budget Strategy Working Group

Corporate Services Portfolio Holder -	Cllr P.G. Taylor
Chairman of Licensing, Audit and General Purposes Committee -	Cllr S.J. Masterson
Chairman/Vice-Chairman of Policy and Project Advisory Board -	Cllr J.B. Canty
Conservative Group (2) -	Cllrs Mrs. D.B. Bedford and C.J. Stewart

Labour Group (2) - Cllrs Gaynor Austin and A.H. Crawford

Liberal Democrat Group (1) - Cllr T.W. Mitchell

Climate Change Working Group

Chairman of Policy and Project Advisory Board - Cllr J.B. Canty

Cabinet Members (2) - Cllrs K.H. Muschamp and M.L. Sheehan

Conservative Group (2) - Cllrs Mara Makunura and C.J. Stewart

Labour Group (2) - Cllrs Gaynor Austin and M.J. Roberts

Liberal Democrat Group (1) - Cllr T.W. Mitchell

Member Development Group

Democracy, Strategy and Partnerships Portfolio Holder - Cllr A.R. Newell

Additional Cabinet Member - Cllr P.G. Taylor

Conservative Group (2) - Cllrs J.B. Canty and S.J. Masterson

Labour Group (2) - Cllrs Nadia Martin and Sophie Porter

Liberal Democrat Group (1) - Cllr T.W. Mitchell

- (ii) the Head of Democracy, Strategy and Partnerships, in consultation with the Leader of the Council, be authorised to make appointments to these Groups during the 2020/21 municipal year, in order to fill vacancies.

The Meeting closed at 5.42 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 11th March, 2020 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 R.M. Cooper
Cllr P.I.C. Crerar
Cllr P.J. Cullum
Cllr C.P. Grattan
Cllr Mara Makunura
Cllr C.J. Stewart

Apologies for absence were submitted on behalf of Cllr A.H. Crawford and Cllr P.F. Rust.

Cllr Gaynor Austin attended the meeting as a Standing Deputy.

Non-Voting Member

Cllr Marina Munro (Planning and Economy Portfolio Holder) (ex officio)

51. DECLARATIONS OF INTEREST

There were no declarations of interest.

52. MINUTES

The Minutes of the meeting held on 15th January, 2020 were approved and signed by the Chairman.

53. 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:

- * 20/00024/FULPP (No. 36 Invincible Road, Farnborough);
- 20/00099/FUL (No. 21 Closeworth Road, Farnborough);

(ii) the applications dealt with by the Head of Economy, Planning and Strategic Housing, 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 Economy, Planning and Strategic Housing's Report No. EPSH2008, be noted; and

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

18/00367/OUTPP (Former Police Station, Pinehurst Avenue, Farnborough);

19/00673/FULPP (Nos. 2-4 Mount Pleasant Road, Aldershot).

- * The Head of Economy, Planning and Strategic Housing's Report No. EPSH2008 in respect of this application was amended at the meeting

54. **ESSO PIPELINE PROJECT**

The Head of Economy, Planning and Strategic Housing gave an update on the current position with regard to the application (our ref: 19/00432/PINS) submitted to the Planning Inspectorate for a Development Consent Order in respect of a Major Infrastructure Project to permit the renewal and partial realignment of an existing Southampton to London fuel pipeline which crossed the Borough.

The Committee was advised that further documents had been submitted by the latest consultation deadline of 5th March, 2020, including an updated draft Statement of Common Ground, signed under delegated authority by the Head of Economy, Planning and Strategic Housing.

The Committee noted that the Examination Panel was due to publish further documents on 12th March, 2020, with a deadline for responses of 31st March, 2020.

RESOLVED: That the report be noted.

55. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT - NO. 14 ASH ROAD, ALDERSHOT**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2010 regarding a complaint received regarding new fencing and decking erected in the rear garden of No. 14 Ash Road, Aldershot.

The Committee noted that the complainant had claimed that the fencing exceeded two metres in height and was visually harmful and dangerous. After contact was made with the owner/occupier, some fence panels had been removed, leaving it less

than two metres in height and therefore falling within permitted development. Whilst some of the concrete supporting posts remained and were above two metres in height, the Committee was advised that, were an application submitted, it would receive a recommendation that permission be granted.

RESOLVED: That no further action be taken.

56. **URGENT ACTION - BLANDFORD HOUSE AND MALTA BARRACKS, SHOE LANE, ALDERSHOT**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2011 (as amended at the meeting), regarding an urgent decision, made in consultation with the Chairman, to extend the deadline for the completion of the Section 106 Planning Obligation in respect of the development of up to 180 dwellings (including the conversion of Blandford House and retention of three existing dwellings) including access, internal roads, demolition of buildings, amenity space, green infrastructure and sustainable drainage systems (Matters for Approval – Access Only) to include full approval of details for the provision of 13.7ha of Suitable Alternative Natural Greenspace (SANG) and associated car park (18 spaces).

Members were reminded that the Committee had resolved to grant planning permission on 6th November, 2019 for the above development, subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 by 28th February, 2020.

The Committee noted that, despite ongoing efforts, the applicants had been concerned that this deadline would not be achievable and had requested an extension of the completion deadline until 27th March, 2020. Whilst this request had been agreed on 28th February, 2020 by the Chairman in consultation with the Head of Economy, Planning and Strategic Housing, there remained the possibility that the complexity of the issues involved might preclude completion by 27th March, 2020. Members were asked to approve a further recommendation to allow for additional flexibility in the timescale beyond that date, to be agreed by the Head of Economy, Planning and Strategic Housing in consultation with the Chairman.

RESOLVED: That the amendment of the final paragraph of the recommendation agreed by the Chairman's Action on 28th February 2020 be approved to read as follows:

"In the event of failure to complete the agreement by 27th March, 2020, the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to either:

- a) refuse planning permission on the grounds of inadequate provision made in respect of SPA mitigation, affordable housing, open space, play areas, and transport obligations and contributions; or

b) agree a further extension of time for completion of the agreement, subject to the Corporate Manager – Legal Services advising that the prospect of completion within the agreed period was realistic.”

57. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER OCTOBER - DECEMBER 2019**

The Committee received the Head of Economy, Planning and Strategic Housing’s Report No. EPSH2012 (as amended at the meeting) which provided an update on the position with respect to achieving performance indicators for the Development Management section of Planning and the overall workload of the section for the quarter from 1st October to 31st December, 2019.

RESOLVED: That the Head of Economy, Planning and Strategic Housing’s Report No. EPSH2012 (as amended at the meeting) be noted.

The meeting closed at 7.40 pm.

CLLR J.H. MARSH (CHAIRMAN)

Development Management Committee

Appendix "A"

Application No. & Date Valid: 20/00024/FULPP

8th January 2020

Proposal: Erection of 1 no. commercial building for use as builders' merchant (sui generis) for the display, sale and storage of building, timber and plumbing supplies, storage and distribution of kitchen joinery products, plant and tool hire, including outside display and storage including storage racking; access and servicing arrangements, car parking, landscaping and associated works. at **36 Invincible Road Farnborough Hampshire GU14 7QU**

Applicant: Travis Perkins (Properties) Limited

Conditions:

- 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission. Reason - As required by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
- 2 The permission hereby granted shall be carried out in accordance with the following approved drawings –
Drawing numbers:
 - 16033 3100-pl-c proposed ground floor
 - 16033 3101-pl-b proposed mezzanine
 - 16033 5100-pl-d proposed section
 - received on 14th January 2020.
 - 3600-pl-rev c proposed roof plan received on the 21 January 2020
 - 2100-pl-k proposed site plan received 31 January 2020
 - 16033 4100 pl f proposed elevations received on the 10 February 2020.

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

- 3 No works pursuant to this permission shall commence until there has been submitted to and approved in writing by the Local Planning Authority: -
 - a) A preliminary risk assessment which has identified:
 - all previous uses
 - potential contaminants associated with those uses
 - a conceptual model of the site indicating sources, pathways and receptors
 - potentially unacceptable risks arising from contamination at the site

- b) A site investigation scheme, based on a) to provide information for a detailed assessment of the risk to all receptors that may be affected, including those offsite.
- c) The results of the site investigation and the detailed risk assessment referred to in b) and, based on these, an options appraisal and remediation strategy giving full details of the remediation measures required and how they are to be undertaken. This shall include a detailed scheme for remedial works and measures shall be undertaken to avoid risk from contaminants/or gas identified by the site investigation when the site is developed and proposals for future maintenance and monitoring, along with verification methodology. Such scheme to include nomination of a competent person to oversee and implement the works.
- d) A verification plan providing details of the data that will be collected in order to demonstrate that the works set out in the remediation strategy in c) are complete and identifying any requirements for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action.
- e) A verification report that demonstrates the effectiveness of the remediation shall be submitted for approval in writing by the Local Planning Authority.

Any changes to these components require the written consent of the local planning authority. The scheme shall be implemented as approved.

Reasons - To ensure that the development does not contribute to, and is not put at unacceptable risk from or adversely affected by unacceptable levels of contamination including levels of water pollution in line with paragraph 170 of the National Planning Policy

- 4 No works pursuant to this permission shall commence until there has been submitted to and approved in writing by the Local Planning Authority a scheme for the management of Surface Water Drainage. The drainage system shall be installed and maintained in accordance with the details so approved.

Reason: In the interest of Managing Flood Risk.

- 5 No development shall start on site until a construction method statement has been submitted to and approved in writing by the Planning Authority, which shall include:
 - a) A programme of and phasing of demolition (if any) and construction work;
 - b) The provision of long term facilities for contractor parking;

- c) The arrangements for deliveries associated with all construction works;
- d) Methods and phasing of construction works;
- e) Access and egress for plant and machinery;
- f) Protection of pedestrian routes during construction;
- g) Location of temporary site buildings, compounds, construction material, and plant storage areas;

Demolition and construction work shall only take place in accordance with the approved method statement.

Reason - In order that the Planning Authority can properly consider the effect of the works on the amenity of the locality.

- 6 Prior to the first use of the development hereby approved, a skills and employment plan shall be submitted to and approved in writing by the LPA. The skills and employment plan shall be implemented as so approved.

Reason: In the interest of Sustainable Development.

- 7 Unless otherwise agreed in writing, no works shall start on site until the existing trees and hedges which are to be retained have been adequately protected from damage during site clearance and works in accordance with the details within Tree Survey Report by Encon Associates dated September 2019 revision B 11.11.19.

Reason - To preserve the amenity value of the retained tree(s) and shrubs.*

- 8 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.

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

- 9 The development hereby approved shall not come into use until the parking facilities shown on the approved plans have been completed and made ready for use. The parking facilities shall be thereafter retained solely for parking purposes. *

Reason - To ensure the provision and availability of adequate vehicular and cycle parking*.

- 10 No occupation or use of the development shall occur until such time that a scheme for the restriction of parking opposite the site access off Invincible Road has been submitted and agreed by the local highway authority.

Reason – In the interest of Highway Safety*.

- 11 No occupation or use of the development shall occur until a post-construction BREEAM certificate of achievement of the BREEAM 'excellent' for water consumption has been submitted to and approved in writing by the LPA.

Reason: in the interest of sustainable development*.

- 12 Any existing means of access or part thereof not incorporated within the approved arrangement hereby permitted shall be permanently closed as soon as the new means of access has been constructed and brought into use. A footway/verge shall be provided and the kerbs raised in accordance with details which shall be submitted to and approved in writing by the Local Planning Authority prior to commencement of the development.

Reason - In the interest of highway and pedestrian safety.*

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

Reason - To safeguard the amenities of the area.*

- 14 The external materials of the development hereby approved shall be that as set out on the approved plans, unless otherwise approved by the Local Planning Authority.

Reason - To ensure satisfactory external appearance.

- 15 No mezzanine floor or similar alteration shall be carried out without the express planning permission of the Local Planning Authority.

Reason: In the interest of highway safety.

- 16 Any trade counter areas provided shall not be larger than those on the approved plans (3100 rev C). Customers visiting those premises shall be restricted solely to the trade counter area, and BMX Selection Centre that shall be clearly defined within the units concerned. No other area of the units outside the defined trade counter area shall be accessible, and used for, the display and/or sale of goods to customers visiting those premises.

Reason - In order for the Council to retain control over the extent of retail activity conducted at the premises, and to ensure that the trade counter areas remain wholly ancillary and incidental to the primary use of the units for storage and distribution purposes.

17 Materials shall not be stacked or deposited in any external areas to a height exceeding 5.5 metres.

Reason - To protect the amenities of neighbouring property

18 The store shall only be open to the public within the following hours:

- 07:00 – 18:00 Mondays to Fridays, and
- 08:00 – 12:00 on Saturdays.

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

Reason - To safeguard the amenities of neighbouring occupiers

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

- 07:00 – 18:00; Mondays to Fridays, and
- 08:00 – 12:00 on Saturdays.

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

Reason - To safeguard the amenities of neighbouring occupiers

20 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.

21 In the event that unforeseen ground conditions or materials which suggest potential or actual contamination are revealed at any time during implementation of the approved development it must be reported, in writing, immediately to the Local Planning Authority. A competent person must undertake a risk assessment and assess the level and extent of the problem and, where necessary, prepare a report identifying remedial action which shall be submitted to and approved in writing by the Local Planning Authority before the measures are implemented.

Following completion of measures identified in the approved remediation scheme a verification report must be prepared and is subject to approval in writing by the Local Planning Authority.

Reason - To ensure that the site is safe for the

development permitted and in the interests of amenity and pollution prevention

**Application No. 20/00099/FUL
& Date Valid:**

4th February 2020

Proposal: Erection of single-storey rear & side extension and alterations to form granny annexe at **21 Closeworth Road Farnborough Hampshire GU14 6JH**

Applicant: Mrs Rachael Wilkinson

Conditions: 1 The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason - As required by Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2 The permission hereby granted shall be carried out in accordance with the following approved drawings Drawing numbers:

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

3 The external walls of the extension hereby permitted shall be finished in materials of the same colour and type as those used in the existing building and retained thereafter in this condition.

Reason - To ensure satisfactory external appearance.

4 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development Order) 2015, (or any Order revoking and re-enacting that Order), no windows, doors or openings of any kind shall be inserted in the east side elevation of the development hereby permitted (facing towards the adjoining Park Road properties) without the prior permission of the Local Planning Authority.

Reason - To protect the amenities of neighbouring residential properties.

5 The accommodation hereby permitted shall be used solely in connection with and ancillary to the occupation of the existing property on the site as a single dwelling and shall not at any time be occupied separately.

Reason - In order to safeguard residential amenity and by preventing the establishment of an unrelated or independent use on the site.

LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 23rd March, 2020 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr S.J. Masterson (Chairman)
Cllr L. Jeffers (Vice-Chairman)

Cllr J.B. Canty
Cllr M.S. Choudhary
Cllr A.K. Chowdhury
Cllr Christine Guinness
Cllr Prabesh KC
Cllr Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr Veronica Graham-Green, Cllr A.J. Halstead and Cllr P.F. Rust.

36. MINUTES

The Minutes of the meeting held on 27th January, 2020 were approved and signed by the Chairman.

37. STATEMENT OF ACCOUNTS 2018/19 - UPDATE

The Committee received the Executive Head of Finance's Report No. FIN2011 which provided Members with audit progress for the Council's Statement of Accounts for 2018/19 since the last meeting on 27th January, 2020, and included a revised timetable for the completion of the audit and provision of the audit opinion.

The Executive Head of Finance explained that discussions with Ernst & Young (EY) had taken place to resolve all outstanding audit issues and that EY had largely been able to conclude their audit work and had issued the Council with a draft Audit Results Report. As this Report contained a number of adjustments to the accounts, these needed to be updated by officers and re-submitted to EY. EY would then need to undertake a review of the revised set of accounts and verify that all material changes had been made to the financial statements. Given this ongoing process and the likelihood of further minor delays due to the current Covid-19 situation, it was proposed that, in order to finalise the Statement of Accounts process and receive the external Auditor's Report, authority was delegated to the Chairman and to the Executive Head of Finance to approve formally and certify the audited Statement of Accounts and receive the External Auditor's Report from EY. Members would be provided with a copy of the final draft documents in advance to give them a limited opportunity to ask questions and seek clarification on matters identified in the report.

RESOLVED: That, subject to Members of the Committee being provided with a copy of the audited Statement of Accounts and the Audit Results Report in advance, the Chairman of the Committee and the Executive Head of Finance be authorised to approve formally and certify the audited Statement of Accounts 2018/19 and to receive the External Auditor's Report.

38. **ANNUAL AUDIT PLAN 2020/21**

The Committee considered the Audit Manager's Report No. AUD20/02 which set out the annual internal audit plan for 2020/21. The plan provided a framework for the use of audit resources to ensure they were focussed on activities that would enable the Audit Manager to provide an overall assurance of the internal control environment.

Members were advised of the methodology for compiling audit coverage, including the risk universe and risk criteria, as updated in January 2020 and as set out more fully in the Report. Heads of Service had been consulted on the risk areas which were high risk on the audit universe to ensure that these were appropriate to be reviewed within the financial year and to highlight any areas of concern within their services.

The Committee noted that the audit plan would include a review of key financial systems on a three-year rolling basis, adjusted for any significant system developments or identified weaknesses. Other areas of coverage were based on various risk factors developed by Internal Audit with input from Heads of Service.

The Report outlined the first six months' work, selected from the higher risk areas, and highlighted that these were subject to review due to the changing needs of the organisation or resource availability. It was acknowledged that the first review would also need to take account of the ongoing Covid-19 situation and its impact on expected deliverables. An update would be provided at the next meeting.

The Committee noted that there was currently a vacant full-time auditor post. Currently, the work of this post was being carried out by contract auditors.

RESOLVED: That the Internal Audit Plan for 2020/21, as set out in the Audit Manager's Report No. AUD20/02, to be monitored and updated on a rolling quarterly basis, be approved.

39. **ANNUAL GOVERNANCE STATEMENT - UPDATE**

The Committee considered the Audit Manager's Report No. AUD 20/03, which set out the work carried out since the previous update to the Committee in November 2019 towards the implementation of the actions defined within the Annual Governance Statement (AGS).

It was noted that the Accounts and Audit Regulations 2015 required the Council to prepare and publish an AGS in order to report publicly on the extent to which the Council complied with its Local Code of Corporate Governance, including how the

Council had monitored the effectiveness of arrangements in the year and on any planned changes to governance arrangements in the coming year.

The Committee was advised that, given the complex nature of some of the actions, particularly around the review of the Constitution and financial regulations, a number of deadlines had not been met, notwithstanding that progress had continued to be made on actions since the last update to the Committee in November 2019. The AGS for 2019/20 would be reported to the Committee at its meeting scheduled for May 2020 and would detail any actions from the 2018/19 AGS which were to be carried forward.

RESOLVED: That the progress towards the implementation of the actions detailed within the Council's Annual Governance Statement be noted.

40. **CONSTITUTION REVIEW**

The Committee considered the Head of Democracy, Strategy and Partnerships' Report No. DSP2002, which set out the draft updated Constitution in full for recommendation to the Council. It was noted that at its meeting on 27th January, 2020, the Committee had received an update on progress on the review and had considered and endorsed the draft updated Standing Orders for the Regulation of Business.

It was noted that the Council had a responsibility to monitor its Constitution and ensure it was kept up to date. To this effect, updates were made on a regular basis, with those made in 2018 reflecting changes to the governance structure and the last significant review carried out in 2013 had reflected the provisions contained in the Localism Act 2011, the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, and other general updates. However, since the Constitution was first prepared in 2001, no changes to the fundamental structure of the document had taken place and the review underway was to ensure that it reflected current working arrangements and supported the Council's aim to be a more agile and flexible organisation in the future through its transformation and modernisation programme. It was noted that the governance structure approved in 2018 had not been subject to this review.

The Committee was advised that a cross-party Constitution Review Group had met on a number of occasions during autumn/winter 2019 to consider key documents that formed part of the Constitution and the Group's comments and action notes were contained in Appendix 2 to the Report. It was noted that wider consultation had also been carried out with the Corporate Leadership Team, the Leader of the Council (in respect of matters relating to executive decision making) and with a representative from the Local Government Association with expertise on Council Constitutions.

The Committee considered the summary of proposed updates, as outlined in Appendix 1. Areas where significant updates were proposed, included:

- Part 3 – Scheme of Delegation for Executive Matters: revisions have been made to improve clarity around responsibilities for executive decision-making and to

enable increased opportunities for some quicker decision-making. It also includes governance arrangements for new bodies such as Rushmoor Development Partnership and Rushmoor Homes Ltd and clarifies the general powers of officers in the Corporate Leadership Team.

- Part 4 – Procedure Rules and Part 5 – Codes and Protocols: revisions have been made to ensure consistency with the rest of the Constitution, with the addition of a new Mayoral Protocol, new Guidance for Members using social media linked to the Code of Conduct for Councillors and the inclusion of the ICT Acceptable Use Policy.

In discussion, a Member raised his concern about the proposed additional text in paragraph 10 of Part 5 – Selection of the Mayor and Deputy Mayor. In particular, it was suggested that the proposal for the Chief Executive to seek views on the proposed candidates should not be supported because the selection process already ensured respect and support of Members and the amendment was too broad and open to abuse. It was also questioned whether the process would be transparent and suggested it should not be brought in until May 2022. Following discussion, the Committee voted to retain the change and not to delete it.

RESOLVED: That:

- (i) the draft Constitution incorporating the revisions summarised in Appendix 1 be endorsed for recommendation to the Council for implementation with effect from the Annual Council Meeting;
- (ii) the Head of Democracy, Strategy and Partnerships, in consultation with the Chairman of the Licensing, Audit and General Purposes Committee, be authorised to make further minor changes to the draft revised Constitution in advance of the report to the Council; and
- (iii) the Leader of the Council, in consultation with the Head of Democracy, Strategy and Partnerships, be authorised to make any further amendments to the Scheme of Delegation for Executive Matters required to finalise the document for Council.

The meeting closed at 8.00 pm.

CLLR S.J. MASTERSON (CHAIRMAN)

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 27th May, 2020 at 7.00 pm
via Microsoft Teams and streamed live.

Voting Members

Cllr J.H. Marsh (Chairman)
Cllr C.J. Stewart (Vice-Chairman)

Cllr Mrs. D.B. Bedford
Cllr J.B. Canty
Cllr R.M. Cooper
Cllr P.I.C. Crerar
Cllr P.J. Cullum
Cllr K. Dibble
Cllr C.P. Grattan
Cllr Nadia Martin
Cllr B.A. Thomas

Non-Voting Member

Cllr Marina Munro (Planning and Economy Portfolio Holder) (ex officio)

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES

The Minutes of the meeting held on 11th March, 2020 were approved and signed by the Chairman.

3. 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:

20/00213/FULPP (Kings Moat Car Park, Westmead, Farnborough);

- (ii) the applications dealt with by the Head of Economy, Planning and Strategic Housing, 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 Economy, Planning and Strategic Housing's Report No. EPSH2013, be noted;

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

- * 19/00873/FULPP (Nos. 2-4 Mount Pleasant Road, Aldershot);
- * 20/00229/FULPP (Woodcot Court, No. 2A Woodcot Gardens, Farnborough);
- 20/00248/FULPP (No. 29 Whites Road, Farnborough);

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

- 18/00367/OUTPP (Former Police Station, Pinehurst Avenue, Farnborough);
- 20/00149/FULPP (Units 2A & 3, Blackwater Shopping Park, 12 Farnborough Gate, Farnborough);
- 20/00171/FULPP (Development at Union Street, Aldershot);
- 20/00287/FULPP (Land at Solartron Retail Park, Solartron Road, Farnborough);
- 20/00301/FULPP (Farnborough College of Technology, Boundary Road, Farnborough).

- * The Head of Economy, Planning and Strategic Housing's Report No. EPSH2013 in respect of these applications was amended at the meeting

4. REPRESENTATIONS ON APPLICATIONS

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.

Application No.	Address	Representation	In support of or against the application
19/00873/FULPP	Nos. 2-4 Mount Pleasant Road, Aldershot	Ms. E. Wicks	Against

5. **APPLICATION NO. 19/00873/FULPP - NOS. 2-4 MOUNT PLEASANT ROAD, ALDERSHOT**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2013 (as amended at the meeting) regarding the erection of 17 dwellings (11x3 beds, 4x2 beds and 2x1 bed) with associated parking and landscaping, following the demolition of the existing industrial buildings.

In discussion, the concern over parking was raised a number of times. The Committee was advised that denying planning permission on highways grounds was only justified and appropriate where the safety or convenience of highway users would be subject to 'severe' harm. The parking stress and availability survey did not indicate such a detrimental impact and any refusal on the grounds of parking congestion would not be sustainable were the applicant to submit such an appeal.

RESOLVED: That:

- (i) subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 by 30th June, 2020 to secure Special Protection Area and Public Open Space financial contributions and on-site provision of six affordable housing units as set out in the Report (as amended at the meeting), the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to grant planning permission subject to the conditions and informatives set out in Report No. EPSH2013 (as amended at the meeting);
- (ii) in the event that a satisfactory S106 Agreement was not received by 30th June, 2020, the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that the proposal does not provide a financial contribution to mitigate the effect of the development on the Thames Basin Heaths Special Protection Area in accordance with The Rushmoor Thames Basin Heaths Special Protection Area Interim Avoidance and Mitigation Strategy and adopted New Rushmoor Local Plan Policy NE1; and appropriate financial contribution in respect of Public Open Space in accordance with Policy DE6 of the adopted New Rushmoor Local Plan (2014-2032); and appropriate provision of on-site affordable housing in accordance with Policy LN2 of the adopted New Rushmoor Local Plan (2014-2032).

6. **APPLICATION NO. 20/00229/FULPP - WOODCOT COURT, NO. 2A WOODCOT GARDENS, FARNBOROUGH**

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2013 (as amended at the meeting) regarding the proposed change of use from general industrial (Use Class B2) to residential (Use Class C3), including the demolition of the existing buildings and the erection of seven two-storey houses

(comprising 5 x 3-bedroom 4-person occupancy and 2 x 4-bedroom 5-person units), landscaping and associated works.

RESOLVED: That:

- (i) subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 by 7th August, 2020 to secure the SAMMs Special Protection Area contribution as set out in the Report, the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to grant planning permission subject to the conditions and informatives set out in Report No. EPSH2013 (as amended at the meeting);
- (ii) in the event that a satisfactory S106 Agreement was not received by 7th August, 2020, the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that the proposal does not provide a financial contribution to mitigate the effect of the development on the Thames Basin Heaths Special Protection Area in accordance with The Rushmoor Thames Basin Heaths Special Protection Area Interim Avoidance and Mitigation Strategy and adopted New Rushmoor Local Plan Policy NE1.

7. APPLICATION NO. 20/00248/FULPP - NO. 29 WHITES ROAD, FARNBOROUGH

The Committee considered the Head of Economy, Planning and Strategic Housing's Report No. EPSH2013 regarding the proposed new attached 3-bedroom 4-person occupancy dwelling house following demolition of existing garage; and provision of a pair of forecourt parking spaces to both the existing dwelling (No. 29) and the proposed new house (amended scheme following withdrawal of 2-bedroom new house scheme 20/00138/FULPP).

RESOLVED: That:

- (i) subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 by 17th June, 2020 to secure the Special Protection Area contributions as set out in the Report, the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to grant planning permission subject to the conditions and informatives set out in Report No. EPSH2013;
- (ii) in the event that a satisfactory S106 Agreement was not received by 17th June, 2020, the Head of Economy, Planning and Strategic Housing, in consultation with the Chairman, be authorised to refuse planning permission on the grounds that the proposal does not provide a financial contribution to mitigate the effect of the development on the Thames Basin Heaths Special Protection Area in accordance with The Rushmoor Thames Basin Heaths Special

Protection Area Interim Avoidance and Mitigation Strategy and adopted New Rushmoor Local Plan Policy NE1.

8. ESSO PIPELINE PROJECT

The Head of Economy, Planning and Strategic Housing gave an update on the current position with regard to the application (our ref: 19/00432/PINS) submitted to the Planning Inspectorate for a Development Consent Order in respect of a Major Infrastructure Project to permit the renewal and partial realignment of an existing Southampton to London fuel pipeline which crossed the Borough.

The Committee was advised that the Examination had concluded on 9th April, 2020, with the Council submitting final documents to the Examination Panel on 2nd April, 2020, and, with the Examination Panel's permission, further documents were submitted during the following week. ESSO submitted a case on 9th April, 2020. The Council was concerned that ESSO had questioned the Council's open-mindedness with regard to the method of construction in Queen Elizabeth Park. The Council had sought throughout to ensure that ESSO properly and fully considered the alternative options to minimise impact on the trees and park, and had been clear that it was not close-minded. The Examination Panel had three months to make a recommendation to the Secretary of State, who then had a further three months to make a decision.

It was noted that the Council was having ongoing discussions with ESSO in relation land agreements as Compulsory Acquisition of Rights was part of National Infrastructure Enquiries. The Council would ensure that, in negotiating these, it did not prejudice its position on Queen Elizabeth Park.

RESOLVED: That the report be noted.

9. URGENT ACTION - BLANDFORD HOUSE AND MALTA BARRACKS, SHOE LANE, ALDERSHOT

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2018, regarding urgent decisions, made in consultation with the Chairman on 30th April, 2020, and the Vice-Chairman on 5th May, 2020, to extend the deadline for the completion of the legal agreement in respect of the development of up to 180 dwellings (including the conversion of Blandford House and retention of three existing dwellings) including access, internal roads, demolition of buildings, amenity space, green infrastructure and sustainable drainage systems (Matters for Approval – Access Only) to include full approval of details for the provision of 13.7ha of Suitable Alternative Natural Greenspace (SANG) and associated car park (18 spaces).

Members were reminded that the Committee had resolved to grant planning permission on 6th November, 2019 for the above development, subject to the completion of a satisfactory Planning Obligation under Section 106 of the Town and Country Planning Act 1990 by 28th February, 2020. At its meeting on 11th March, 2020, the Committee approved an amendment to allow for additional flexibility in the timescale beyond the then completion deadline date of 27th March, 2020, to be

agreed by the Head of Economy, Planning and Strategic Housing in consultation with the Chairman, should it prove necessary.

The Committee noted that the legal agreement was completed on 15th May, 2020, and noted the changes to the conditions necessary to provide consistency with the negotiated terms of the s106 legal agreement. The key changes to conditions 20, 24 and 25 were set out in the Report.

RESOLVED: That the Report be noted.

10. ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT

(i) **No. 148 Marrowbrook Lane, Farnborough –**

The Committee was advised that the overlooking issues in respect of a playhouse erected in the rear garden of the above property had been rectified and, were an application to be submitted to regularise the breach of planning control, it would be granted.

RESOLVED: That the decision taken in accordance with the Council's Scheme of Delegation and outlined in the Head of Economy, Planning and Strategic Housing's Report No. EPSH2014 (as amended at the meeting in respect of this item) that no further action be taken in respect of this property, be noted.

(ii) **'Briarwood', Sorrel Close, Farnborough –**

The Committee noted that the property had been vacant and unused for some years and had been shuttered-up due to persistent problems with vandalism and unauthorised access. Following a fire in autumn 2019, the roof of the building was largely missing and open to the weather. It was considered that the amenity of the surrounding area was adversely affected by the continued presence of the building in its current state. Given the reluctance of the property owner to demolish the building and the lack of planning proposals forthcoming, the Council intended to serve an 'Untidy Site Notice' on the property.

RESOLVED: That the decision to instruct the Council's Corporate Manager – Legal Services to prepare and serve an 'Untidy Site Notice' under Section 215 of the Town & Country Planning Act 1990 to require the demolition of the buildings at the site and the removal of the demolition materials from the site within an appropriate time period to be considered in consultation with the Council's Building Control Manager, more particularly specified in the Head of Economy, Planning and Strategic Housing's Report No. EPSH2014, be noted.

11. **APPEALS PROGRESS REPORT**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2015 concerning the following appeal decisions:

Application / Enforcement Case No.	Description	Decision
19/00367/FULPP	Against the refusal of planning permission for the erection of a two-storey side extension at No. 145 Alexandra Road, Farnborough.	Dismissed
19/00606/ADVPP	Against the refusal for the display of one advertising billboard measuring 6m x 2m on side wall of No. 101 Ash Road, Aldershot	Dismissed

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2015 be noted.

12. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER JANUARY - MARCH 2020 AND FOR THE FINANCIAL YEAR 2019-2020**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2016 which provided an update on the position with respect to achieving performance indicators for the Development Management section of Planning and the overall workload of the section for the quarter from 1st January to 31st March, 2020. The Report also provided summary figures for the financial year 2019-2020.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2016 be noted.

13. **APPOINTMENTS TO STANDING CONSULTATION GROUP**

RESOLVED: That the Chairman and Vice-Chairman and Cllrs D.B. Bedford and C.P. Grattan be appointed to the Standing Consultation Group for the 2020/21 Municipal Year.

14. **APPOINTMENTS TO DEVELOPMENT MONITORING GROUPS**

(1) **Farnborough Town Centre -**

RESOLVED: That the Vice-Chairman and the three Empress Ward Councillors be appointed to the Farnborough Town Centre Development Monitoring Group for the 2020/21 Municipal Year.

(2) **North Town, Aldershot -**

RESOLVED: That the Chairman and the two North Town Ward Councillors be appointed to the North Town Development Monitoring Group for the 2020/21 Municipal Year.

(3) **Wellesley – Aldershot Urban Extension -**

RESOLVED: That the Vice-Chairman and the three Wellington Ward Councillors be appointed to the Wellesley Development Monitoring Group for the 2020/21 Municipal Year.

The meeting closed at 9.10 pm.

CLLR J.H. MARSH (CHAIRMAN)

Development Management Committee

Appendix "A"

Application No. & Date Valid: **20/00248/FULPP** **9th April 2020**

Proposal: Proposed new attached 3-bedroom 4-person occupancy dwellinghouse following demolition of existing garage; and provision of pair of forecourt parking spaces to both the existing dwelling (No.29) and the proposed new house (amended scheme following withdrawal of 2-bedroom new house scheme 20/00138/FULPP) at **29 Whites Road Farnborough Hampshire GU14 6PB**

Applicant: Pinecraft Development Ltd

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 August 2019 and to accord with the resolution of Rushmoor's Cabinet on 17 June 2014 in respect of Planning Report no PLN1420.

2 The permission hereby granted shall be carried out in accordance with the following approved drawings
Drawing numbers:

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

3 Notwithstanding any indication of materials which may have been given in the application, or in the absence of such information, construction of the following elements of the development hereby approved [the external walls, roofing materials, window frames/glazing, and rainwater goods] shall be undertaken using materials matching those used in the existing dwelling and thereafter retained.

Reason - To ensure satisfactory external appearance. *

- 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 Prior to occupation or use of the development hereby approved, screen and boundary walls, fences, hedges or other means of enclosure shall be installed in accordance with details to be first submitted to and approved in writing by the Local Planning Authority. For the avoidance of doubt this shall include the installation of a 2 metre high close-boarded timber fence or imperforate brick wall along the section of the boundary shared with No.31 Whites Road adjacent with the new house hereby permitted. The boundary treatment shall be completed and retained in accordance with the details so approved prior to the first occupation of the new dwelling hereby permitted.

Reason - To safeguard the amenities of neighbouring property. *

- 6 The development hereby permitted shall not be occupied until the parking spaces shown on the approved plans have been constructed, surfaced and made available to occupiers of, and visitors to, the development and also to the existing dwellinghouse at No.29 Whites Road to be retained as indicated on the approved plans. Thereafter these facilities shall be kept available at all times for their intended purposes as shown on the approved plans. Furthermore, the parking spaces shall not be used at any time for the parking/storage of boats, caravans or trailers.

Reason - For the avoidance of doubt and to ensure the provision, allocation and retention of adequate off-street car parking. *

- 7 Provision shall be made for services to be placed underground. No overhead wire or cables or other form of overhead servicing shall be placed over or used in the development of the application site.

Reason - In the interests of visual amenity.

- 8 Prior to first occupation of the development hereby approved a fully detailed landscape and planting scheme (to include, where appropriate, both landscape planting and ecological/biodiversity enhancement) shall be first submitted to and approved in writing by the Local Planning Authority.

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

- 9 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 building or the practical completion of the development hereby approved, whichever is the sooner.

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

- 10 Prior to the commencement of development a Construction & Traffic Management Plan to be adopted for the duration of the construction period shall be submitted to and approved in writing by the Local Planning Authority. The details required in this respect shall include:

- (a) the provision to be made for the parking and turning on site of operatives and construction vehicles during construction and fitting out works;
- (b) the arrangements to be made for the delivery of all building and other materials to the site;
- (c) the provision to be made for any storage of building and other materials on site;
- (d) measures to prevent mud from being deposited on the highway; and
- (e) the protective hoarding/enclosure of the site.

Such measures as may subsequently be approved shall be retained at all times as specified until all construction and fitting out works have been completed.

Reason - In the interests of the safety and convenience of adjoining and nearby residential properties and the safety and convenience of highway users. *

- 11 No construction works pursuant to this permission shall

take place until measures to incorporate Sustainable Drainage Systems (SUDS) into the new built development have been 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 new building and retained in perpetuity.

Reason - To reflect the objectives of Policy NE8 of the New Rushmoor Local Plan (2014-2032). *

- 12 In the event that unforeseen ground conditions or materials which suggest potential or actual contamination are revealed at any time during implementation of the approved development it must be reported, in writing, immediately to the Local Planning Authority. A competent person must undertake a risk assessment and assess the level and extent of the problem and, where necessary, prepare a report identifying remedial action which shall be submitted to and approved in writing by the Local Planning Authority before the measures are implemented.

Following completion of measures identified in the approved remediation scheme a verification report must be prepared and is subject to approval in writing by the Local Planning Authority.

Reason - To ensure that the site is safe for the development permitted and in the interests of amenity and pollution prevention.

- 13 Surfacing of access driveways, forecourts or other paths and hardsurfaces within the development hereby approved shall not start until a schedule and/or samples of the surfacing materials to be used for them have been submitted to, and approved in writing by, the Local Planning Authority. Those elements of the development shall be carried out using the materials so approved and thereafter retained

Reason - To ensure satisfactory external appearance and drainage arrangements.*

- 14 Prior to occupation of any part of the development hereby approved, details of the siting and means of enclosure of refuse bin storage areas which, (where appropriate, shall include facilities for the storage of wheelie bins,) have been submitted to and approved in

writing by the Local Planning Authority. The development shall be carried out and retained in accordance with the details so approved.

Reason - To safeguard the amenities of the area. *

- 15 Prior to occupation of any part of the development hereby approved, details of the siting and means of enclosure of cycle storage areas have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out and retained in accordance with the details so approved.

Reason - In the interests of visual amenity and highway safety. *

- 16 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England), Order 2015 (or any Order revoking and re-enacting that Order), no development falling within Classes A, B, C and D of Part 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.

- 17 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015, (or any Order revoking and re-enacting that Order), no additional windows, doors or openings of any kind shall be inserted in the side elevations and roof of the new development hereby permitted without the prior permission of the Local Planning Authority.

Reason - To protect the amenities of neighbouring residential properties.

LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Thursday, 28th May, 2020 at 6.30 pm
via Microsoft Teams and streamed live.

Voting Members

Cllr S.J. Masterson (Chairman)
Cllr Mara Makunura (Vice-Chairman)

Cllr Sophia Choudhary
Cllr A.K. Chowdhury
Cllr A.H. Crawford
Cllr Veronica Graham-Green
Cllr Christine Guinness
Cllr A.J. Halstead
Cllr L. Jeffers
Cllr Prabesh KC
Cllr Jacqui Vosper

1. MINUTES

The Minutes of the meeting held on 23rd March, 2020 were approved and would be signed by the Chairman at a later date.

2. STATEMENT OF ACCOUNTS 2018/19 - UPDATE

The Committee received the Executive Head of Finance's Report No. FIN2016 which provided Members with an update on audit progress for the Council's Statement of Accounts for 2018/19 and on the provision of audit opinion since the last meeting on 23rd March, 2020, and included a timetable for the completion and publication of the 2019/20 Statement of Accounts.

The Executive Head of Finance reminded members that at its meeting in March 2020, they were advised that the external auditors had largely concluded their audit work and had issued a draft Audit Results Report, and delegated approval had been given to authorise the Chairman of the Committee and the Executive Head of Finance to approve formally and certify the audited Statement of Accounts 2018/19 and to receive the External Auditor's Report.

Subsequent to this meeting, the Committee was advised that Ernst & Young (EY), in response to the Covid-19 pandemic, placed a temporary moratorium on the issuing of audit opinions on 24th March, 2020. Whilst this moratorium has been lifted, EY now had to consider whether Covid-19 gave rise to a Post Balance Sheet Event (PBSE) and posed an ongoing risk. Officers were in discussion with EY and were providing information concerning the impact of Covid-19 on the Council's finances. The Committee noted that a statement from the Executive Head of Finance

concerning the financial standing of the Council was currently being reviewed by EY and that the final Statement of Accounts and Audit Opinion were now expected in early June 2020 and would be considered by the Committee at its next meeting on 28th July, 2020. The delegated authority given to the Chairman and Executive Head of Finance was therefore no longer needed.

In respect of the 2019/20 Statement of Accounts, in response to Covid-19, the Committee noted that the deadlines for the completion and publication of these accounts had been changed, as set out in the Accounts and Audit (Coronavirus)(Amendment) Regulations 2020 which came into force on 30th April, 2020, and detailed in the Report.

RESOLVED: That the approval given to the Chairman of the Committee and the Executive Head of Finance to approve formally and certify the audited Statement of Accounts 2018/19 and to receive the External Auditor's Report be removed.

3. **INTERNAL AUDIT - AUDIT UPDATE**

The Committee considered the Audit Manager's Report No. AUD20/04 which provided an update on work carried out by Internal Audit for quarter 4 and the changes required to deliverables due to the current Covid-19 situation. The Committee noted the need to change work priorities to focus on assurance work around the payment of grants to businesses and to provide general advice to the organisation, and also noted the adjustments to the previously communicated deliverables for quarters 1 and 2.

One member was concerned that the assurance ratings given by Internal Audit to the fees and processing of records in relation to taxi licensing did not fully take into account the reputational risk to the Council of the high percentage of errors. The Committee was assured that actions had been taken to improve the systems used and that this was an area of work that managers had acknowledged required further attention.

RESOLVED: That the audit work carried out in quarter 4, including work slipped from quarter 3, and the expected deliverables for quarters 1 and 2, as set out in the Audit Manager's Report No. AUD20/04, be noted.

4. **INTERNAL AUDIT - AUDIT OPINION**

The Committee considered the Audit Manager's Report No. AUD20/05 which set out the Internal Audit coverage, findings and performance for 2019/20 and presented the Audit Manager's overall assurance opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and control environment. The Report also covered the self-assessment carried out against the Public Sector Internal Audit Standards (PSIAS) and the progress on the Quality and Assurance Improvement Plan (QAIP) for the year.

It was noted that, in assessing the level of assurance to be given for 2019/20, the opinion was based on:

- written reports on all internal audit work completed during 2019/20;
- results of any follow-up exercises undertaken in respect of previous years' internal audit work;
- results of work of other review bodies (where appropriate) eg PSN certification;
- counter-fraud work carried out by the Corporate Investigations Team;
- quality and performance of the internal audit service and the extent of compliance with the Standards;
- NFI data match checks;
- participation on the corporate governance group;
- mitigations in place to minimise the risks identified within the Corporate Risk Register

The Report advised that the Audit Manager had given an overall reasonable assurance opinion on the effectiveness of the Council's framework of governance, risk management and management control for 2019/20. In respect of the four key areas of non-compliance for the PSIAS, appropriate corrective actions and a timescale for improvement have been agreed with management. These four key areas were:

- an external assessment on audit activity;
- performance targets not in place;
- updates to policies and procedures;
- review of the Council's Ethics related objectives, programmes and activities.

The Report set out a summary of the results of the PSIAS self-assessment. It was noted that there were eleven overall standards, which were broken down into 336 fundamental principles against which compliance was measured. The Report advised that, in 2019/20, the Council had been 95% compliant, 4% partially compliant and 1% not compliant.

During discussion, concern was raised about the number of limited assurances in the report. The Audit Manager acknowledged that the number had increased during 2019/20 but that the overall trend was downwards. It was her view that a limited assurance was not necessarily negative as it meant that a risk had been identified and controls were being applied to mitigate the risk.

RESOLVED: That

- (i) the coverage of assurance obtained across the Council to allow the Audit Opinion to be formulated be noted;
- (ii) the level of internal control assessed in 2019/20 through opinion-based audit assurance work be noted;
- (iii) the Audit Opinion given for 2019/20 be noted;
- (iv) the Performance Indicators for the internal audit activity for 2020/21 be endorsed;
- (v) the self-assessment exercise against the Public Sector Internal Audit Standards and the areas of non-conformance with the standards be noted; and

- (vi) the Quality and Assurance Improvement Plan for 2019/20, as set out in Appendix C to the Report, be endorsed.

5. APPOINTMENTS 2020/21

(1) Outside Bodies –

RESOLVED: That the appointment of representatives to outside bodies for the 2020/21 Municipal Year, as set out in the attached Appendix, be approved.

(2) Appointments and Appeals Panels –

RESOLVED: That the Head of Democracy, Strategy and Partnerships be authorised to make appointments to the Appointments and Appeals Panels in accordance with the Membership criteria set out in the Officer Employment Procedure Rules in the Constitution.

(3) Licensing Sub-Committee –

RESOLVED: That the following Members be appointed to serve on the Licensing Sub-Committee for the 2020/21 Municipal Year (three Conservative; two Labour):

Conservative Group: Cllrs Mara Makunura, S.J. Masterson and Jacqui Vosper

Labour Group: Cllrs A.H. Crawford and Christine Guinness.

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

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

(5) Constitution Working Group –

RESOLVED: That the Head of Democracy, Strategy and Partnerships be authorised to make appointments on the basis of six Members including two Cabinet Members, the Chairman of the Licensing, Audit and General Purposes Committee and representatives of other groups.

The meeting closed at 7.40 pm.

CLLR S.J. MASTERSON (CHAIRMAN)

**LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE
28TH MAY 2020**

REPRESENTATION ON OUTSIDE BODIES

NAME OF ORGANISATION	REPRESENTATIVE(S) 2020/21
Age Concern, Farnborough	Cllrs C.P. Grattan and Jacqui Vosper
Aldershot & Farnborough Festival of Music & Art	Cllrs Gaynor Austin, T.W. Mitchell and K.H. Muschamp
Aldershot Military Museum Strategic Local Agreement Meeting	Cllrs Mrs. D.B. Bedford and Sophie Porter
Aldershot Town Centre Business and Retailers Group	Cllrs Gaynor Austin, M.S. Choudhary, Sophia Choudhary, Christine Guinness and Prabesh KC
Basingstoke Canal Joint Management Committee	Cllrs Veronica Graham-Green and J.H. Marsh with Cllrs C.P. Grattan and P.G. Taylor as Standing Deputies
Blackbushe Airport Consultative Committee	Cllr P.J. Cullum with Cllr Veronica Graham-Green as Standing Deputy
Blackwater Valley Advisory Panel for Public Transport	Cllrs M.L. Sheehan and M.J. Roberts with Cllrs T.D. Bridgeman and R.M. Cooper as Standing Deputies
Blackwater Valley Countryside Partnership	Cllrs Mrs D.B. Bedford and P.G. Taylor with Cllrs C.P. Grattan and A.J. Halstead as Standing Deputy
Brickfield Country Park, Friends of	Three Manor Park Ward Members (Cllrs D.E. Clifford, P.I.C. Crerar and B.A. Thomas)
Cove Brook Greenway Group	Cllrs Veronica Graham-Greenn and L. Jeffers

NAME OF ORGANISATION	REPRESENTATIVE(S) 2020/21
District Council's Network (DCN)	Leader of the Council (Cllr D.E. Clifford)
Enterprise M3 Joint Leaders Board	Leader of the Council (Cllr D.E. Clifford)
Farnborough Aerodrome Consultative Committee	Cabinet Member (Cllr M.L. Sheehan) and Cllr P.G. Taylor (as a representative of an adjoining ward) with Cllr M.J. Tennant as Standing Deputy
Farnborough and Cove War Memorial Hospital Trust Ltd	Cllr C.J. Stewart
457 Farnborough Squadron	Cllr J.H. Marsh
Hampshire and Isle of Wight Local Government Association	Leader of the Council (Cllr D.E. Clifford) and Cllr P.G. Taylor (Cabinet Member)
Hampshire Districts Health and Wellbeing Forum	Cllr Marina Munro (Cabinet Member)
Hampshire Police and Crime Panel	Cllr K.H. Muschamp (Cabinet Member)
Hampshire Buildings Preservation Trust AGM	Cllrs Veronica Graham-Green and Marina Munro
Local Government Association - General Assembly	Leader of the Council (Cllr D.E. Clifford)
North Hampshire Area Road Safety Council	Cllr Mara Makunura with Cllr P.G. Taylor as Standing Deputy
North Hampshire Community Safety Partnership	Cllr M.L. Sheehan (Cabinet Member)
Joint Scrutiny Committee (Hart/Basingstoke/Rushmoor) North Hampshire Community Safety Partnership	Two representatives from Chairman and Vice-Chairmen of the Overview and Scrutiny Committee and Cllr A.H. Crawford, with Cllr K. Dibble and remaining Scrutiny Chairman or Vice-Chairman as nominated substitutes

NAME OF ORGANISATION	REPRESENTATIVE(S) 2020/21
Parity for Disability	Cllr S.J. Masterson with Cllr Sue Carter as Standing Deputy
Project Integra Strategic Board	Cllr M.L. Sheehan (Cabinet Member)
Royal British Legion (Farnborough Branch) Remembrance Day Arrangements	Cllr Mrs D.B. Bedford
Citizens' Advice Rushmoor Trustee Board	Cllrs C.J. Stewart and Nadia Martin
Rushmoor Development Partnership LLP (RDP) Board	Cllrs D.E. Clifford and M.J. Tennant and Executive Director (Mrs Karen Edwards)
Rushmoor Homes Company – Board of Directors	Cllrs K. Dibble, K.H. Muschamp and P.G. Taylor
Rushmoor In Bloom Forum	Cllrs Mrs D.B. Bedford, M.S. Choudhary, C.P. Grattan, T.W. Mitchell and Sophie Porter
Rushmoor Partners Network	Cllrs D.E. Clifford (Leader of the Council), K.H. Muschamp (Deputy Leader of the Council) and Marina Munro (Cabinet Member)
Rushmoor Voluntary Services Board	Cllr S.J. Masterson
Rushmoor Youth Forum (currently a virtual forum)	Cllrs J.B. Canty, Sue Carter and A. J. Halstead
South East Employers – Full Meeting	Cllr P.G. Taylor (Cabinet Member)
South East England Councils (SEEC) All Member Meeting	Leader of the Council (Cllr D.E. Clifford)
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Marina Munro (Cabinet Member)

NAME OF ORGANISATION	REPRESENTATIVE(S) 2020/21
Wellesley Residents Trust Ltd	Cllr Prabesh KC
West End Centre Management Committee	Cllrs M.S. Choudhary and Sophie Porter