

CABINET

Meeting held remotely on Tuesday, 16th February, 2021 at 6.00 pm.

Voting Members

Cllr D.E. Clifford, Leader of the Council

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

An apology for absence was submitted on behalf of Cllr K.H. Muschamp.

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **1st March, 2021**.

49. **MINUTES –**

The Minutes of the meeting of the Cabinet held on 19th January, 2021 were confirmed.

50. **REVENUE BUDGET, CAPITAL PROGRAMME AND COUNCIL TAX LEVEL –** (Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2106, which made recommendations on the budget, Council Tax requirement and proposals for budget savings for 2021/22. Members noted that the Report had been republished prior to the meeting to provide corrected brought forward balances in respect of the Stability and Resilience Reserve and other earmarked reserves/prior year grants.

The Cabinet was reminded that the budget framework had been approved at its meeting on 13th October, 2020. The prospects for the Medium Term Financial Strategy, in the context of ongoing pressures caused by the impact of Covid-19, had been considered at the Cabinet meeting on 8th December, 2020. Members were advised that the Report had been prepared on the basis that there would be no change to the provisional local government finance settlement figure, which had been confirmed on 4th February, 2021 but had been subject to a Parliamentary debate on 10th February, 2021. The Medium Term Financial Strategy continued to provide a risk-based General Fund balance of £2 million being the minimum expected level for total working balances. The Cabinet was advised that, despite the uncertainties around levels of Government funding and the risks around Brexit and the general economic position, the Council had been able to prepare a sound budget that maintained services to residents. It was confirmed that the budget would also provide a platform for the Council to address future challenges.

The Capital Programme of £38.510 million in 2021/22 was set out in Appendix 3 of the Report. It was explained that the Capital Programme was focussed on delivering

against the Council's key priority of town centre regeneration, with further schemes aimed at enhancing the delivery of core services through improvement and enhancement of assets. The main areas where the Council would be facing increased levels of risk and uncertainty over the medium term were set out in Section 8 of the Report. Members were informed that the most significant risks were the uncertainty around the level of local government funding provided by central government, especially in light of the implementation of the Fair Funding Review and ongoing pressures caused by Covid-19. In discussing the details of the Report, it was confirmed to Members that the business case for the provision of a visitor centre at the Southwood Country Park would be submitted to the Cabinet for approval over the following months.

The Cabinet

- (i) **RECOMMENDED TO THE COUNCIL** that approval be given to:
 - (a) the Medium Term Financial Strategy, as set out in Appendix 1 of Report No. FIN2106;
 - (b) the additional items for inclusion in the budget, as set out in Appendix 2 of the Report;
 - (c) the Council Tax requirement of £6,927,715 for this Council;
 - (d) the Council Tax level for Rushmoor Borough Council's purposes of £214.42 for a Band D property in 2021/22;
 - (e) the Capital Programme, as set out in Appendix 3 of the Report;
 - (f) the Strategy for the Flexible Use of Capital Receipts, as set out in Appendix 4 of the Report;
 - (g) the balances and reserves position, including proposed reserve transfers for 2021/22, as set out in Section 5 of the Report; and
- (ii) **RESOLVED** that authority be delegated to the Council's Section 151 Officer, in consultation with the Leader of the Council and the Corporate Services Portfolio Holder, to make any necessary changes to the General Fund Summary arising from the final confirmation of the Local Government Finance Settlement and the Business Rates Retention Scheme estimates.

51. **ANNUAL TREASURY MANAGEMENT STRATEGY AND ANNUAL NON-TREASURY INVESTMENT STRATEGY 2021/22 –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2104, which set out the Council's proposed Treasury Management Strategy and Non-Treasury Investment Strategy (Investment Strategy) for 2021/22, along with the Minimum Revenue Provision Statement. Members were reminded that the main purposes of the treasury management operation were to ensure that cash flow was adequately planned and to provide funding for the Council's capital plans. The Council's investment advisers,

Arlingclose, had recommended that the Council should diversify its investment risk wherever possible. Members were also informed that the Council's investment holdings remained significant and that the accumulating debt in this respect would result in a need to incur some further borrowing to service the Council's capital expenditure in future years.

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

- (i) the Treasury Management Strategy 2021/22 and Annual Borrowing Strategy 2021/22, as set out in Appendix A of Report No. FIN2104;
- (ii) the Annual Non-Treasury Investment Strategy 2021/22, as set out in Appendix B of the Report; and
- (iii) the Minimum Revenue Provision Statement 2021/22, as set out in Appendix C of the Report.

52. **ANNUAL CAPITAL STRATEGY 2021/22 –**
(Cllr Paul Taylor, Corporate Services Portfolio Holder)

The Cabinet considered Report No. FIN2105, which set out the Council's Capital Strategy for 2021/22, which included the Prudential Indicators for Capital Finance. Members were informed that this Report complemented the Annual Treasury Management Strategy Report that had been considered earlier in the meeting.

Members were reminded that the purpose of the Capital Strategy was to give an overview of how the Council's capital expenditure, capital financing and treasury management activities contributed to the provision of local services, along with an overview of how associated risks would be managed and the implications for future financial sustainability.

The Cabinet RECOMMENDED TO THE COUNCIL that approval be given to the Capital Strategy for 2021/22 to 2023/24 and Prudential Indicators for 2021/22, as set out in Appendix A of Report No. FIN2105.

53. **COUNCIL BUSINESS PLAN PROJECT PROGRESS REPORT: OCTOBER - DECEMBER 2020/21 –**
(Cllr Adrian Newell, Democracy, Strategy and Partnerships Portfolio Holder)

The Cabinet received Report No. ACE2101, which set out progress in delivering the Council Business Plan projects during the third quarter of 2020/21. Members were reminded that, following a recent change in reporting arrangements, only projects which were either completed during Quarter 3 or were not on track at the end of Quarter 3 would be included in the report. Members were informed that the majority of projects had been identified as making good progress and details of these could be found on the Council's website (www.rushmoor.gov.uk/councilplan). Overall, good progress was being made against an ambitious programme of work, taking account of the impact of the current pandemic and ongoing resource constraints.

The Cabinet NOTED the progress made towards delivering the Council Business Plan, as set out in Report No. ACE2101.

54. **ALDERSHOT MILITARY CONSERVATION AREA - ADOPTION –**
(Cllr Marina Munro, Planning and Economy Portfolio Holder)

The Cabinet considered Report No. EPSH2104, which set out a proposed appraisal and management plan, following a review of the Aldershot Military Conservation Area.

Members were informed that a consultation had been carried out on the draft appraisal and six responses had been received. A response from Savills, on behalf of Grainger PLC, stated that the proposed removal of playing fields and open space to the west of the A325 Farnborough Road from the Conservation Area would be at odds with the appraisal, which had identified the importance of open spaces as a key feature of the Conservation Area. It was, therefore, proposed that these areas should be included within the boundary of the Conservation Area.

The Cabinet RESOLVED that the Aldershot Military Conservation Area Appraisal and Management Plan, to include the historic playing fields to the west of the A325 Farnborough Road within the Conservation Area, as set out in Appendix 1 of Report No. EPSH2104, be approved.

The Meeting closed at 6.38 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

CABINET

Meeting held remotely on Tuesday, 23rd February, 2021 at 6.00 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 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 **8th March, 2021**.

55. **LEISURE CONTRACT - ARRANGEMENTS FROM APRIL, 2021 –** (Cllr Maurice Sheehan, Operational Services Portfolio Holder)

The Cabinet considered Report No. OS2101, which set out a range of options for the Council's Farnborough Leisure Centre and Aldershot Indoor Pools Complex, following the expiry of the contract with Places for People Leisure on 31st March, 2021. The Chairman welcomed Mrs Katherine Everard, Committee Member of Rushmoor Indoor Bowling Club and Cllr C.P. Grattan, on behalf of the Council's Labour Group, both of whom had requested to address the Cabinet on this issue.

The Cabinet heard from Mrs Everard, who was speaking on behalf of the Rushmoor Indoor Bowling Club. Mrs Everard brought the Cabinet's attention to the written representations that had been submitted. Mrs Everard raised further points including:

- that the absence of a leisure centre in Farnborough town centre would adversely affect footfall in the town centre generally;
- that the indoor bowling facility and leisure centre contributed positively towards the Council's priorities relating to health and wellbeing;
- that the Club considered there was a lack of evidence in relation to the case for the leisure centre not reopening; and
- that the Club felt that little progress had been made towards the identification of an alternative site for an indoor bowling facility, following the closure of the existing facility.

The Cabinet then heard from Cllr Grattan, who was speaking on behalf of the Council's Labour Group. Cllr Grattan requested that, should the decision be made not to reopen the leisure centre, that all clubs currently connected to the leisure centre would be given every practical assistance to find alternative facilities. The Group also considered that, in that circumstance, any staff employed by the Farnborough Leisure Centre would be treated sensitively and the redeployment would be considered wherever possible.

The Report was presented by Cllr M.L. Sheehan, Operational Services Portfolio Holder. Members were informed that the leisure sector had been severely affected by Coronavirus restrictions and that Government guidance in relation to transition from lockdown indicated that leisure centres would not be allowed to reopen for a further six to nine months. Negotiations had taken place with People for Places Leisure in relation to a further extension to the contract to open and operate the Farnborough Leisure Centre once this was allowed but it was considered that this option carried unacceptable financial risks to the Council. Negotiations had also taken place with Places for People Leisure over the reopening and operation of the Aldershot Indoor Pools Complex, once this was allowed. Details of the negotiation processes were contained within the Report. Members were reminded that the Council was in the process of carrying out a feasibility study for a new combined Leisure Centre and Civic Hub within the Farnborough Civic Quarter development site. The Portfolio Holder stated that the Council would work towards the Aldershot Lido opening for the 2021 season, subject to the Government's restrictions in place at that time.

The Council's Chief Executive informed Members that a petition of 2,741 signatures against the leisure centre not reopening had been received. Whilst this did not meet the requirements contained within the Council's Constitution to be considered under the Petitions Scheme, the Cabinet would have regard to this and the queries raised by the petitioner would be answered in full.

Cllr K. Dibble, Leader of the Council's Labour Group, was invited to address the meeting and endorsed the comments made previously by Cllr Grattan in terms of clubs connected to the Farnborough Leisure Centre and the staff employed there.

The Cabinet then considered the matters in the Exempt Appendices A and B of the Report. During this discussion, the public were excluded from the meeting to avoid the disclosure of exempt information within Paragraph 3 of Schedule 12A to the Local Government Act, 1972 (information relating to financial or business affairs).

In discussing the options, Members raised queries in many areas, including the management costs of running the facilities, the financial implications of bringing forward the demolition and reprovision of the Farnborough Leisure Centre and the income sharing arrangements with Places for People Leisure for the Aldershot Indoor Pools Complex. In deciding to not reopen the Farnborough Leisure Centre and to award a three-year contract to Places for People Leisure to run the Aldershot Indoor Pools complex, Members expressed regret at the temporary loss of this important facility in Farnborough. It was felt, however, that these decisions were in the best interests of Rushmoor's Council Taxpayers.

The Cabinet RESOLVED that

- (i) in light of the current position with the leisure market and the increased costs and other risks associated with the operation of the Farnborough Leisure Centre, the ongoing closure of the facility at the end of the existing contract, as set out in Report No, OS2101, be approved, with Council taking action to bring forward the demolition and reprovision of a new leisure facility on the Farnborough Civic Quarter site;
- (ii) the allocation of £100,000 from the Service Expenditure (Contingency) provision and inclusion as an additional item in the 2021/22 revenue budget, subject to approval of the Council's budget at the Council meeting on 25th February, 2021, be approved, to meet the costs associated with the end of the contract, including decommissioning, security and preparation for demolition; and
- (iii) the option to enter into a contract with Places for People Leisure to operate the Aldershot Indoor Pools Complex, on the terms set out in the Restricted Minute appended, be approved.

The Meeting closed at 6.59 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

CABINET

Meeting held remotely on Tuesday, 16th March, 2021 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 **29th March, 2021**.

56. **MINUTES –**

The Minutes of the meetings of the Cabinet held on 16th March and 23rd March, 2021 were confirmed.

57. **RUSHMOOR FOOD HUB –**

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

The Cabinet considered Report No. DCS2102, which set out a proposal to establish a Rushmoor Food Hub.

Members were informed that, over the previous year, the Council had been working with a range of partners and local volunteers to develop a new, sustainable and collaborative approach to food provision. This would be achieved through the development of a local food partnership, the provision of a community store at the Council-owned former St John Ambulance Hall, Windsor Way, Aldershot and the provision of community larders and fridges in locations in Aldershot. The Report set out the details of the scheme. In response to a question, it was confirmed that it was intended to develop the partnership in the North Camp and Farnborough areas using seed funding that was available from existing dedicated grants for food provision under Covid-19, as with the Food Hub.

The Cabinet RESOLVED that

- (i) the establishment of a Rushmoor Food Hub, as set out in Report No. DCS2102, be approved; and
- (ii) the provision of 90% rent relief, until 31st March, 2023, in relation to the lease from the Council, as set out in the Report, be approved.

58. **RUSHMOOR HOMES LIMITED - BUSINESS PLAN 2021-2026 –**
(Mr Paul Shackley, Chief Executive)

The Cabinet considered Report No. CEX2101, which set out the second business plan for Rushmoor Homes Limited (RHLtd), covering the period 2021–2026. It also included the first Shareholder Report, covering the first six months of RHLtd's operation. The Report was presented on behalf of the Council's Chief Executive, in his capacity as the Council's shareholder representative.

Members were reminded that RHLtd had been incorporated on 22nd April, 2020 and that the company was wholly owned by the Council. It was reported that significant progress had been made during the first year of operation, despite challenges including the impact of Covid-19, site issues, the provision of resources to support the company and the need to consider any potential impact from changes to the Public Works Loan Board's lending terms. The attached business plan summarised the outcomes of the first year of trading and set out objectives for the following five years. The business plan set out a list of sites and indicative delivery programme. Members were advised that some planning applications would be submitted imminently, subject to approval.

The Cabinet expressed strong support for the company's business plan and felt that this approach would deliver excellent results for the Council and for Rushmoor residents.

The Cabinet

- (i) **RECOMMENDED TO THE COUNCIL** that
 - (a) Rushmoor Housing Limited's Business Plan 2021-2026, as set out in Appendix 2 of Report No. CEX2101, be approved;
 - (b) the Council's Chief Executive be authorised to approve any variations in the delivery methods used to achieve the outcomes of the business plan, provided that this was within the approved budget;
 - (c) the funding required to finance the company's operations and acquisition and development programme be noted; and
- (ii) **RESOLVED** that the Shareholder Report, as set out in Appendix 1 of Report No, CEX2101, be noted.

NOTE: The Deputy Leader of the Council (Cllr K.H. Muschamp) declared a personal but non prejudicial interest in this item in respect of his involvement as Chairman of the Board of Rushmoor Housing Limited and, in accordance with the Members' Code of Conduct, remained in the meeting during the discussion and voting thereon.

The Meeting closed at 7.32 pm.

CLLR D.E. CLIFFORD, LEADER OF THE COUNCIL

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 17th February, 2021 at 7.00 pm held 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)

57. DECLARATIONS OF INTEREST

Having regard to the Members' Code of Conduct, the following declaration of interest was made:

Member	Application No. and Address	Interest	Reason
Cllr C.J. Stewart	21/00034/FUL (Gurkha Statue, Princes Gardens, Aldershot)	Personal	Acquaintance of applicant

58. MINUTES

The Minutes of the meeting held on 20th January, 2021 were approved and signed by the Chairman.

59. 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:

21/00034/FUL Gurkha Statue, Princes Gardens, Aldershot

- (ii) planning permission/consent be refused in respect of the following application, as set out in Appendix “B” attached hereto, for the reasons mentioned therein:

* 20/00782/FULPP Nos. 1-7 Elms Road, Aldershot

- (iii) 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. EPSH2105, be noted;

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

20/00400/FULPP Land at former Lafarge site, Hollybush Lane, Farnborough;

20/00856/FULPP Land to the rear of Nos. 26-40 Cove Road, Farnborough

* The Head of Economy, Planning and Strategic Housing’s Report No. EPSH2105 in respect of these applications was amended at the meeting

60. **NOS. 1-7 ELMS ROAD, ALDERSHOT**

The Committee considered the Head of Economy, Planning and Strategic Housing’s Report No. EPSH2105 (as amended at the meeting) regarding the rebuilding of a garage workshop (following fire damage) in the same footprint, other than the previous unauthorised eastern side extension (amended site layout plan received on 15th January 2021) at Nos. 1-7 Elms Road, Aldershot.

In discussion, concern was raised regarding the inappropriate location for a garage in terms of its impact on neighbouring amenity and the adverse impact on the character of the area.

RESOLVED: That

- (i) Planning application 20/00782/FULPP (Nos. 1-7 Elms Road, Aldershot) be refused; and
- (ii) the wording for the reasons for refusal be agreed by the Chairman and Vice-Chairman based on the discussion outlined above.

61. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT**

The Committee received the Head of Economy, Planning and Strategic Housing’s Report No. EPSH2106, which set out details of action taken in respect of an alleged

unauthorised development at No. 12 Harvey Road, Farnborough where a bay window had been installed at ground floor level on the front elevation of the house. This required planning permission as it was forward of the principal elevation. However, had an application been submitted, it was considered that the window would have complied with Local Plan policies and, as such, planning permission would have been granted.

It was noted that an enforcement notice could be issued to require the removal of the bay window, but as the development was considered acceptable, it would not be expedient for the Council to take further action.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2106 be noted.

62. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER OCTOBER TO DECEMBER 2020**

The Committee received the Head of Economy, Planning and Strategic Housing's Report No. EPSH2107, which provided an update on the position with respect to achieving performance indicators for the Development Management Section of Economy, Planning and Strategic Housing and the overall workload of the section for the quarter from 1st October to 31st December 2020.

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2107 be noted.

The meeting closed at 8.00 pm.

CLLR J.H. MARSH (CHAIRMAN)

Development Management Committee

Appendix "A"

**Application No.
& Date Valid:**

21/00034/FUL

18th January 2021

Proposal:

Erection of a Gurkha memorial statue at **Princes Gardens High Street Aldershot Hampshire**

Applicant:

Khim Gauchan

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

Appendix "B"

Application No. & Date Valid: 20/00782/FULPP

20th October 2020

Proposal: Rebuilding of garage workshop (following fire damage) in same footprint, other than previous unauthorised eastern side extension at **1 Elms Road Aldershot Hampshire GU11 1LH**

Applicant: Bernie Scully

Reasons:

- 1 The proposed development would give rise to a development involving activity detrimental to the residential amenity of surrounding properties and is thereby considered to be unacceptable having regard to Policies DE1 and DE10 of the Rushmoor Local Plan.

DEVELOPMENT MANAGEMENT COMMITTEE

Meeting held on Wednesday, 17th March, 2021 at 7.00 pm held 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 C.P. Grattan
Cllr Nadia Martin
Cllr B.A. Thomas

Apologies for absence were submitted on behalf of Cllr K. Dibble.

Cllr Sophie Porter attended the meeting as a Standing Deputy.

Non-Voting Member

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

63. **DECLARATIONS OF INTEREST**

There were no disclosable pecuniary interests to be declared at the meeting.

64. **MINUTES**

The Minutes of the meeting held on 17th February 2021 were approved and signed by the Chairman.

65. **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:

*20/00856/FULPP Land to the rear of Nos. 26-40 Cove Road,
Farnborough

*21/000109/RBCRG3 No. 2A Windsor Way, Aldershot

(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. EPSH2108, be noted;

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

<p>20/00400/FULPP * 21/00048/REVPP 21/00066/FULPP 21/00108/REMPP</p>	<p>Land at former Lafarge site, Hollybush Lane, Aldershot No. 1 North Close, Aldershot Briarwood, Sorrel Close, Farnborough Zone K (Stanhope Lines East) and Zone M (Buller Wellesley), Aldershot Urban Extension, Alisons Road, Aldershot</p>
--	--

* The Head of Economy, Planning and Strategic Housing's Report No. EPSH2108 in respect of these applications was amended at the meeting

66. APPEALS PROGRESS REPORT

(1) New Appeals

Address	Description
No. 68 Salisbury Road, Farnborough	Against the refusal of a Certificate of Lawful Existing Use: Use of dwelling house as a House in Multiple Occupation with eight bedsitting rooms and shared facilities (19/00237/EDC).
The Chestnuts, No. 34 Church Circle, Farnborough	Against the refusal of planning permission for the formation of a dormer window to the front of the garage roof to facilitate a habitable room.

(2) Appeal Decision

Application / Enforcement Case No.	Description	Decision
20/00127/FULPP	Against the Council's refusal of planning permission for the erection of a three-storey building comprising flexible use of either A1/A2 on the ground floor with 2 x two-bedroom residential units to the upper floors and associated parking at No. 244 Farnborough Road, Farnborough	Appeal dismissed and application for costs dismissed

RESOLVED: That the Head of Economy, Planning and Strategic Housing's Report No. EPSH2109 be noted.

The meeting closed at 7.47 pm.

CLLR J.H. MARSH (CHAIRMAN)

Development Management Committee

Appendix "A"

Application No. & Date Valid: **20/00856/FULPP** **12th November 2020**

Proposal: Retention and re-roofing of existing light industrial building (known as Unit 4 : Use Class B1(c)); demolition of all remaining existing light industrial buildings (Use Class B1(c)) and erection of new buildings for flexible light industrial employment use (within Use Class E1); with associated works, including replacement hardstanding areas at **Land To The Rear Of 26-40 26 Cove Road Farnborough Hampshire**

Applicant: G Day

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 Construction of the following elements of the development hereby approved shall not start until a schedule and/or samples of the materials to be used in 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:
a. External finishing materials for the elevations and roof;and b. Rainwater goods

Reason - To ensure satisfactory external appearance.*

- 4 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. *

- 5 The use of the premises hereby permitted shall be restricted to the hours of 0730 to 1930 hours Monday to Friday; 0730 to 1800 hours Saturdays; and not at all on Sundays and Bank or Statutory Holidays. No machinery shall be operated, no process shall be carried out and no deliveries taken or despatched from the site outside the permitted hours of use.

Reason - To safeguard the amenities of neighbouring occupiers.

- 6 Notwithstanding the provisions of the Town & Country Planning (Use Classes) (Amendment) (England) Regulations 2020, (or any other Order revoking or re-enacting that Order) the land and/or building(s) shall be used only for the purpose of offices, research & development and light industrial purposes (being uses which can be carried out in any residential area without detriment to the amenity of that area by reason of noise, vibration, smell, fumes, smoke, soot, ash, dust or grit) and for no other purpose, including any other purpose within Class E 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.

- 7 Notwithstanding the provisions of the Town and Country Planning (General Permitted Development 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 elevations of the development hereby permitted.

Reason - To protect the amenities of neighbouring residential properties.

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

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

- 9 The development hereby permitted shall comprise no more than 722 square metres of gross external floorspace unless with the prior written permission of the Local Planning Authority.

Reason - To accord with the proposals as submitted and in order that the Local Planning Authority can consider the planning implications of any increase in floorspace that may be proposed either as an extension or by internal installation of mezzanine floor areas.

- 10 Prior to the commencement of development a Construction Management Plan to be adopted for the duration of the demolition, site clearance and 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, including construction servicing/delivery routes;
 - (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;
 - (e) measures to prevent and suppress dust emissions from the site; and
 - (e) the programme for construction.

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, pollution prevention, and the safety and convenience of highway users.

11 No works pursuant to this permission shall commence until there has been submitted to and approved in writing by the Local Planning Authority: -

i. a desk top study carried out by a competent person documenting all previous and existing uses of the site and adjoining land, and potential for contamination, with information on the environmental setting including known geology and hydrogeology. This report should contain a conceptual model, identifying potential contaminant pollutant linkages.

ii. if identified as necessary; a site investigation report documenting the extent, scale and nature of contamination, ground conditions of the site and incorporating chemical and gas analysis identified as appropriate by the desk top study.

iii. if identified as necessary; 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.

Where step iii) above is implemented, following completion of the measures identified in the approved remediation scheme a verification report that demonstrates the effectiveness of the remediation shall be submitted for 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.*

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 With the exception of the siting of any receptacles for refuse disposal in the locations identified on the approved plans, no display or storage of goods, materials, plant, or equipment shall take place other than within the building.

Reason - To protect the visual amenities of the area and in the interests of ensuring the retention of adequate parking and vehicle manoeuvring and loading/unloading space on site.

- 14 The development hereby permitted shall not be occupied and brought into use until the on-site car parking spaces and bicycle parking as shown on the plans hereby approved have been provided, marked and made available as shown on the approved plans. The car parking spaces shall be thereafter retained solely for parking purposes in accordance with the allocation identified on the approved plans and made available at all times for their intended users thereafter. For the avoidance of doubt the approved car parking spaces shall not be used at any time for the parking/storage of boats, caravans or trailers.

Reason - To ensure the provision and availability of adequate off-street parking for the proposed development.

- 15 Prior to the first occupation of any of the units within the development hereby approved details of warning signage and/or markings to identify the one-way vehicular circulation around the site between the highway accesses shall be submitted to and approved by the Local Planning Authority. The details so approved shall be implemented in full and retained and maintained thereafter.

Reason - In the interests of the safety and convenience of occupiers and users of the development and highway users in general.

16 No occupation of the premises hereby approved shall take place until a scheme of provisions for the control of noise emanating from the premises hereby permitted has been implemented in accordance with details to be first submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented in full and retained and maintained thereafter.

Reason - To protect the amenity of neighbouring occupiers. *

17 Details of any external plant or equipment (including air conditioning units) to be installed within the development hereby permitted shall be submitted to the Local Planning Authority for consideration and approval prior to installation and use. The external plant and equipment installations so approved shall be implemented as approved and retained and maintained in that condition thereafter.

Subsequently, no further external plant or equipment (including air conditioning units) shall be installed and operated at the site without the prior written consent of the Local Planning Authority.

Reason - To safeguard the character of the area and the amenities of nearby residents.

18 No sound reproduction equipment, conveying messages, music, or other sound which is audible outside the premises hereby permitted shall be installed on the site.

Reason - To protect the amenity of neighbouring property

19 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 tree protection details set out in the Sapling Arboriculture Arboricultural Impact Assessment and Tree Survey Report submitted with the application hereby approved.

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

20 Prior to the first occupation of the development hereby approved, details of all external lighting to be installed within the site and/or on the exterior of the building hereby permitted shall be submitted to and approved by the Local Planning Authority. The submitted details shall

indicate the purpose/requirement for the lighting proposed and specify the intensity, spread of illumination and means of controlling the spread of illumination (where appropriate). The external lighting proposals as may subsequently be approved shall be implemented solely in accordance with the approved details and retained thereafter solely as such unless otherwise first agreed in writing by the Local Planning Authority. With the exception of lighting identified and agreed as being necessarily required solely for maintaining the security of the site/building during night-time hours, no other external lighting shall be used/operated during night-time hours (2300 to 0700 hours daily) unless otherwise first agreed in writing by the Local Planning Authority.

Reason - In the interests of the amenities of nearby residential properties and the adjoining countryside; and to ensure that there is no unnecessary use of lighting at the site.

- 21 Prior to the commencement of development details of measures to incorporate Sustainable Drainage Systems (SUDS) into the development hereby approved shall be submitted to and approved in writing by the Local Planning Authority. Such details as may be approved shall be implemented in full prior to the first occupation of the newly built units and retained and maintained thereafter in perpetuity.

Reason - To meet the requirements of Policy NE8 of the adopted Rushmoor Local Plan (2014-2032). in the interests of flood and pollution prevention. *

- 22 The roller shutter doors comprising part of the development hereby approved shall be kept closed at all times except for the explicit purpose of ingress and egress of equipment and personnel.

Reason - To ensure satisfactory containment of noise within the building(s) in the interests of the amenities of neighbours.

- 23 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.

24 The development hereby approved shall proceed implementing in full the precautionary ecology mitigation measures and biodiversity enhancements as set out in the Darwin Ecology Update Preliminary Ecological Appraisal and Preliminary Roost Assessment Report submitted with the application hereby approved.

Reason - To comply with the requirements of Policy NE4 of the adopted Rushmoor Local Plan (2014-2032).

Application No. & Date Valid: **21/00109/RBCRG3** **11th February 2021**

Proposal: Variation of Conditions 8 and 12 of planning permission 93/00079/FUL (for the erection of St Johns Ambulance HQ) to allow the use of the building as a Community Food Store (bank) and 'Men's Shed' with ancillary meeting rooms Use Classes F2b at **2A Windsor Way Aldershot Hampshire GU11 1JG**

Applicant: Rushmoor Borough Council, Democracy And Community

Conditions: 1 The permission hereby granted shall be carried out in accordance with the following approved drawings numbers:
Location Plan scale 1:1250, Existing Site Plan scale 1:100, Existing north elevation 6 dated 29/08/02, Existing south elevation 3 dated 29/08/02 , Existing east elevation 5 29/08/02, Existing west elevation 4 dated 29/08/02, Existing ground floor floor plan 01, Existing First Floor Plan 02, Proposed Ground Floor Plan 03, Proposed First Floor Plan 04, Proposed Site Plan 05.

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

2 The development hereby approved shall not be occupied until the off-street parking facilities shown on the approved proposed Site Plan 05 have been completed and made ready for use by the occupiers. The parking facilities shall be thereafter retained solely for parking purposes (to be used by the occupiers of, and visitors to, the development).

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

- 3 Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order, 1987, (or any other Order revoking or re-enacting that Order) the land and/or building shall be used only for the purpose of a Community Food Bank/Store, 'Men's Shed' workshop and ancillary meeting room space; and for no other purpose, including any other purpose within Class F2, 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.

LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

Meeting held on Monday, 29th March, 2021 at 7.00 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 Jacqui Vosper

Apologies for absence were submitted on behalf of Cllr Prabesh KC.

28. MINUTES

The Minutes of the meeting held on 25th January 2021 were approved and would be signed by the Chairman at a later date.

29. COUNCILLORS' CODE OF CONDUCT - UPDATE

The Committee considered the Monitoring Officer's Report No. LEG2101 which set out a draft new Code of Conduct for Councillors following a period of public consultation. It was noted that a total of four responses had been received, not all of which were relevant to the proposed update to the Code and the comments received were set out in Appendix B to the Report.

It was noted that the consultation exercise had included a consultation page on the Council's website, a letter to 3,000 residents who had asked to be kept up-to-date on Council news and consultations. There had also been a social media campaign and the Monitoring Officer had also contacted a number of local and partner organisations asking for their views on the draft Code of Conduct.

The Committee reviewed the responses received to the consultation exercise. It was considered that the Code, as drafted, provided safeguards around each of the concerns received.

RESOLVED: That the Council be **RECOMMENDED TO APPROVE** the draft Code of Conduct for Councillors, as set out in the Monitoring Officer's Report No. LEG2101.

30. **BRING YOUR OWN DEVICE POLICY**

The Committee considered the Audit Manager's Report No. AUD2101, which set out the Council's Bring Your Own Device Policy, which had been developed to allow employees, Members and contractors to access Council emails, contacts and calendar using their own mobile devices.

The Head of IT, Facilities and Projects advised the Committee that the Policy referred to any person wishing to use a device owned by someone other than the Council in order to access Council data. The Council was able to provide access to Outlook email, contacts and calendar through a secure application on such a device. The Committee noted that user responsibilities were defined within the Policy and included:

- Users are responsible for the safekeeping of their own personal data and ensuring that it was backed up
- Any sensitive information should not be emailed via the user's mobile device, as it would not be secure. A Council-owned and managed laptop or PC should be used.
- Users must ensure that their device is compliant with the system requirements and that security software was kept up-to-date.

It was also explained that user responsibilities set out in the Policy had been developed in conjunction with IT, Legal Services and Internal Audit and was compliant with cyber security standards. The Policy would be kept under review annually.

RESOLVED: That the Bring Your Own Device Policy, as set out in the Audit Manager's Report No. AUD2101, be approved for adoption.

31. **STATEMENT OF ACCOUNTS 2019/20 - UPDATE 2**

The Committee received the Executive Head of Finance's Report No. FIN2107, which advised Members of the audit progress for the Council's Statement of Accounts for 2019/20 and the provision of the audit opinion since the previous meeting on 25th January 2021. The Committee was reminded that the deadline for issuing a final set out audit statements of accounts and audit opinion of 30th November 2020 had not been met.

The Chairman welcomed Maria Grindley from Ernst & Young (EY) to the meeting who was in attendance to provide an update on the work of EY on the current audit.

The Report advised Members that, owing to the impact of Covid-19, the deadlines for the completion and publication of the 2019/20 accounts had been relaxed in recognition of the possible disruption to relevant authorities caused by the coronavirus pandemic. The Report set out the current deadlines, as set out in Accounts and Audit Regulations 2015 and the revised deadlines, as set out in the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020.

The Report set out the background to the current position. It was noted that 265 public bodies had not received an auditor opinion by 30th November 2020 and that, according to data from Public Sector Audit Appointments, the number of public bodies that had not received their audit opinion by mid-March was 147.

The Executive Head of Finance reported to the Committee on the current status of the audit and advised that a meeting had been held with EY the previous week to work through some of the issues raised by EY. It was anticipated that the information required by EY would be available by the middle of April to give EY time to work through any queries and raise these with the Council. It was, therefore anticipated that the audited Statement of Accounts and the Audit Results Report would be available to be considered by the Committee at the meeting in May 2021.

The Report informed the Committee that deadlines for the completion and publication of the 2020/21 and 2021/22 accounts had been amended as part of the Government's response to the recommendations of the independent Redmond Review into the effectiveness of external audit and transparency of financial reporting in local authorities. It was noted that the new regulations, which would come into force on 31st March 2021 would amend the draft and final accounts publication deadlines for relevant bodies from 1st June and 31st July to 1st August and 30th September for the next two accounting years and the position would be reviewed.

The Committee was advised that the Council had amended its 2020/21 accounts closure process to meet the revised Accounts and Audit Regulation 2021 timetable. It was felt that the timetable would be challenging as a result of continuing Covid-19 pressures. In addition, the delay in concluding the 2019/20 audit would mean that the opening balance for 2020/21 would be fluid and that working on two audit years at the same time and having to revisit opening balances would increase the workload for the Council and could potentially further delay the audit process for 2020/21.

RESOLVED: That the Executive Head of Finance's Report No. FIN2107, including the updated process and timetable for approval of the 2019/20 Statement of Accounts and receiving the Audit Opinion, be noted.

32. **AUDIT PLAN 2021/22**

The Committee considered the Audit Manager's Report No. AUD2102, which set out the Audit Plan for 2021/22. The annual Audit Plan provided a framework for the use of audit resources to enable the Audit Manager to provide the Authority with an overall assurance of the internal control environment.

The Report set out the methodology used for compiling audit coverage, including the updating of the risk universe to show auditable areas as at January 2021 and this would be reviewed as appropriate. The risk criteria had been developed to ensure all relevant areas had been considered in determining the level of risk exposure within an auditable area. The Corporate Risk Register and the details within the Annual Governance Statement were also taken into account when reviewing the risk

universe and developing the Audit Plan. The Report set out a timetable for communication on and monitoring of the Plan.

The Report stated that there was currently a vacant full-time auditor post and that the work of this post would be carried out by contract auditors in 2021/22.

The first six months' work of the 2021/22 Audit Plan was set out in Appendix A to the Report. This work had been selected from the higher risk areas. However, it was noted that this list was fluid and could be responsive to the changing environments faced by the Council or resource availability. An update would be provided at the Committee's meeting in July 2021.

RESOLVED: That the Annual Audit Plan, as set out in the Audit Manager's Report No. AUD2102, be approved to be monitored and updated on a rolling quarterly basis.

33. ANNUAL GOVERNANCE STATEMENT - ACTION PLAN UPDATE

The Committee received the Audit Manager's Report No. AUD2103 which gave details of the work carried out towards the implementation of the actions defined in the Annual Governance Statement, which had been presented to the Committee in July 2020.

RESOLVED: That the Audit Manager's Report No. AUD2103 be noted.

34. FUTURE ARRANGEMENTS FOR THE LICENSING, AUDIT AND GENERAL PURPOSES COMMITTEE

The Committee considered the Joint Report of the Head of Democracy and Community and the Monitoring Officer (Report No. DC2109), which proposed changes to ensure the future effectiveness of the Committee, with a strong focus on its corporate governance role providing oversight, protection and public confidence in Council activities.

In introducing the Report, the Monitoring Officer explained that the Council, along with many other authorities within the sector, had been diversifying its range of activities to both mitigate the risk of financial restructuring as a result of Central Government funding changes, and to facilitate the Council to take a much stronger role in place shaping and to influence the regeneration of the area. In order to deliver against this more diversified agenda, the Council had sought to establish key delivery vehicles such as the Rushmoor Development Partnership to pursue regeneration and Rushmoor Homes Ltd to deliver local housing solutions. The Council had also sought to become more commercially focused in seeking out income generating sources and had considered a wide range of commercial income investment opportunities. All of these areas of activity required good governance, careful oversight and risk management, supported with transparent arrangements to provide the public oversight, protection and confidence necessary. It was felt that high quality Elected Member oversight was a pivotal lynchpin to providing that public confidence.

The Report advised that the Council was keen to build on lessons learned by high profile local authority failures, especially in respect of the role of corporate governance, use of expertise and independence and the approach to risk management and transparent decision making.

The Report set out proposals to implement arrangements for the Licensing, Audit and General Purposes Committee to help ensure and support the Committee's effectiveness in the future. The proposed arrangements were:

- **Committee Name** – It was proposed to change of the Committee's name to 'Corporate Governance, Audit and Standards Committee', which was a more accurate reflection of the Committee's work and focus. This would take effect from the first meeting of the new Municipal Year in May 2021.
- **Terms of Reference and Statement of Purpose** - It was proposed to add a new Statement of Purpose as an introduction to the Committee's terms of reference to bring greater focus to the corporate governance and audit role. This was set out in Appendix 1 to the Report.
- **Membership** – It was proposed to continue the membership of the Committee as 11 Members (non-executive and politically balanced) with a new provision to appoint up to three additional non-voting, co-opted Independent Members. These Independent Members would be invited to join meetings for discussion on all corporate governance and audit matters.
- **Independent Members** – It was proposed to follow good practice, which showed that for committees with audit responsibilities, the co-option of independent members with technical knowledge and expertise could be beneficial, helping with the process of in-depth questioning and committee discussion. A copy of the Person Specification for Independent Members was set out in Appendix 3 to the Report.

A public advertisement to recruit Independent Members would be published during April 2021 with a view to recommending an appointment for confirmation at the Annual Council Meeting in 2021.

It was proposed that the following terms would apply to the appointment of Independent Members:

- A fixed term of three years, with provision for early termination or extension of the appointment
- The Independent Member would be eligible to be paid an allowance equal to the statutory co-optee allowance (currently £514 per year)
- The Independent Member would be expected to follow the same code of conduct as Elected Members and with the register of interests.

The Committee was advised that role descriptions had been prepared for the Chairman and Members of the Committee, as set out in Appendix 2 to the Report. It was noted that the role descriptions referenced the apolitical and independent nature of the Committee and a requirement for Committee members to have an interest in

corporate governance matters. It also emphasised a commitment to participate in training events to ensure knowledge and understanding of the Committee's key areas of responsibility. Members noted that the updated role descriptions would be incorporated in Part 3 of the Council's Constitution (Section 10 – Councillor Role Descriptions).

It was advised that, during 2021/22 it was proposed to deliver an enhanced programme of learning and development support for Members on the Committee, based on the training modules set out in Appendix 4 to the Report.

It was proposed to review the new arrangements in a year when the Committee would have had some experience of the changes. In these circumstances, it was not intended to recommend that Standing Orders for the Regulation of Business be changed but to ask full Council to suspend Standing Orders at the Annual Council Meeting so that the new arrangements could be introduced for 2021/22. Once the review had been undertaken, the proposed changes to Standing Orders could be formalised in the early part of 2022.

During discussion, Members agreed that changes were needed due to the growing complexity of matters dealt with by the Committee and it was felt that the proposals were a good way forward. The view was expressed that, in view of the onerous duties to be imposed on Members of the Committee, including in-depth training to be undertaken and the level of ability required, that a special responsibility allowance should be given to Members of the Committee. Following consideration of the suggestion, it was agreed by the Committee that the Council should also be recommended to appoint an Independent Remuneration Panel to examine whether a Special Responsibility Allowance should be paid to Members of the Committee.

During further discussion, Members raised questions regarding the apolitical and independent nature of the Committee particularly in relation to corporate governance matters and how this might not always be possible. It was also requested that Members of the Committee should have access to a list of financial management terminology and their meanings.

In response to a question regarding training, it was explained that undertaking the training programme would ensure that Members were confident that they could not only take an independent view on the advice of professional officers but also could challenge, question and really get to grips with the information submitted for consideration and in so doing be satisfied that they were happy with the information provided.

RESOLVED:

(1) That the COUNCIL BE RECOMMENDED to approve

- (a) the Committee's name change to 'Corporate Governance, Audit and Standards Committee' from the Annual Council Meeting in May 2021;
- (b) updates to the Council's Constitution to incorporate a new Statement of Purpose to precede the Committee's terms of reference, as set out in

Appendix 1 to the Report; and the updated Role Descriptions, as set out in Appendices 2 and 3;

- (c) the suspension of Standing Orders for the Regulation of Business at the Annual Council Meeting to enable the proposals set out in the Report to be implemented for 2021/22; and
- (d) the appointment of an Independent Remuneration Panel to assess the duties of the Members and Chairman of the new Committee and make recommendations regarding a Special Responsibility Allowance; and

(2) **RESOLVED:** That

- (a) arrangements to recruit Independent Member(s) be based on the approach and terms set out in paragraphs 3.7 and 3.8 of the Report be agreed; and
- (b) the implementation of a Members' training programme for the Committee in 2021/22, based on the modules set out in Appendix 4 to the Report, be approved.

35. **EXTENSION OF TERM OF OFFICE FOR DESIGNATED INDEPENDENT PERSON**

The Committee considered the Joint Report of the Head of Democracy and Community and the Monitoring Officer (Report No. DC2110), which recommended a two-year extension to the term of office for the Council's Designated Independent Person, Mrs Mary Harris. It was explained that this was a role which was required under the Localism Act 2011 to assist the Council in promoting and maintaining high standards of conduct amongst its elected Members.

The Report set out role description and statutory functions of the Designated Independent Person. It was noted that there was no payment for this role, however, a small annual retainer allowance was paid, which was the same amount allowed for a co-opted committee member (currently £514 per annum).

The Committee was advised that it was open to the Council to carry out a fresh recruitment process or to make an extension to Mrs Mary Harris' term of office. It was noted that, since her appointment, Mrs Harris had attended training, attended regular update meetings with the Monitoring Officer, carried out her role diligently and had gained experience from which the Council could benefit for a further period. There had been very few Member conduct related complaints and the call on the Designated Independent Person has been minimal.

The Report set out details about Mrs Harris, including her qualifications, work experience and voluntary experience and it was proposed that the Committee should recommend to the Council to extend the term off office of Mrs Mary Harris for two years until the end of the 2022/23 Municipal Year.

RESOLVED: That **the Committee RECOMMEND TO THE COUNCIL** that the term of office of Mrs Mary Harris, as the Council's Designated Independent Person, be extended for two years until end of 2022/23 Municipal Year.

The meeting closed at 8.20 pm.

CLLR S.J. MASTERSON (CHAIRMAN)
