

# CABINET

Report of the Meeting held on Tuesday, 23rd July, 2024 at the Council Offices, Farnborough at 5.30 pm.

## **Voting Members**

Cllr Gareth Williams, Leader of the Council and Finance Portfolio Holder  
Cllr Sophie Porter, Deputy Leader and Community & Residents Portfolio Holder

Cllr Abe Allen, Enabling Services Portfolio Holder  
Cllr Jules Crossley, Policy, Climate & Sustainability Portfolio Holder  
Cllr Keith Dibble, Development & Economic Growth Portfolio Holder  
Cllr Christine Guinness, Regeneration & Property Portfolio Holder  
Cllr Becky Williams, Neighbourhood Services 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 **6th August, 2024**.

## **6. DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, the following declaration of interest was made:

<b>Item No.</b>	<b>Member</b>	<b>Interest</b>	<b>Reason</b>
11	Cllr Keith Dibble	Personal and non-pecuniary	Partner employed as Senior Administrator for student lettings at the University of the Creative Arts.

## **7. MINUTES –**

The Minutes of the meeting of the Cabinet held on 4th June, 2024 were confirmed and signed by the Chairman.

## **8. MEDIUM TERM FINANCE STRATEGY 2024-25 TO 2027-28 UPDATE AND 2023-24 BUDGET OUTTURN –**

(Cllr Gareth Williams, Leader of the Council and Finance Portfolio Holder)

The Cabinet considered Report No. FIN2411, which set out the Medium Term Financial Strategy (MTFS) update 2023/24 Budget Outturn.

It was noted that Report No. FIN2411, had been the first opportunity for the Cabinet to review and comment on the Council finances and came with the advantage of full visibility of the underlying numbers and realistic assumptions. The Report contained a wealth of detail which set out the Council's financial position, which required urgent attention and focus from the Council's leadership.

The Cabinet were being asked to note much of the detail in the report, approve the proposals and make recommendations to the Council, but it was also noted that actions were in place to address the issues with a detailed action plan being drafted. The action plan, which would be closely monitored by the Leader, senior Councillors and the executive team, would include action to reduce the Council's level of debt. Upgraded processes would also be put in place so that Members received transparent and insightful reporting of the Council's financial plans, to enable them to fulfil their role of scrutiny.

During discussions the Cabinet noted the importance of monitoring risk and ensuring issues arising were addressed in a timely manner. With regard to savings, it was noted that impacts on services provided would be limited where possible.

### **The Cabinet**

(i) **RECOMMENDED TO THE COUNCIL** that approval be given to:

- (a) the approach and timetable to identifying the required revenue savings, as set out in Report FIN2411;
- (b) the use of capital receipts strategy, as set out in the Report;
- (c) the proposed reprofiling of the capital receipts income target and resulting £1.6m drawdown of reserves, as set out in the Report;

*(Recommendation agreed at the Council Meeting on 25th July, 2024)*

(ii) **RESOLVED** that approval be given to:

- (a) the write-off of the commercial property lease debt described in Report No. FIN2411;
- (b) the 2023/24 reserve movements as represented by the transfers summarised in Report FIN2411, resulting in unaudited usable revenue reserves of £20.8m and a separate £2m working balance;
- (c) the proposed strategy to drawdown reserves to finance the projected deficit, as set out in Report FIN2411;
- (d) the establishment of a cross-party Cabinet Working Group to be known as the "Financial Recovery Working Group" with the primary role of overseeing delivery of the Financial Recovery Plan; and

(iii) **NOTED:**

- (a) the 2023/24 unaudited budget outturn returning £1.245m surplus to reserves, which may change with further due diligence and audit, be updated at the October Council;

- (b) the revenue budget carry forward schedule and capital slippage, as set out in Report FIN2411;
- (c) the 2024/25 financial year review of performance against budget to date on key budget items, as set out in Report FIN2411, and that the Cabinet will receive a full in-year financial position in September;
- (d) the Section 151 Officer assessment that the minimum working balance of £2m remains adequate;
- (e) the sensitivity analysis of the budget deficit with respect to key assumptions and delivery of the savings plan;
- (f) the update to significant risks within the MTFS period;
- (g) the progress made to date on the financial resilience plan approved on 22 February and the CIPFA Financial Resilience Report;
- (h) the intention to address issues affecting the Council's financial position raised by the MTFS update, the CIPFA Financial Resilience Report and the Peer Challenge through a new detailed "Financial Recovery Plan"; and
- (i) that a further update would be provided to Cabinet in September and the Council in October.

9. **SWIMMING POOL SUPPORT FUND GRANT TO FUND ENERGY IMPROVEMENT WORKS AT ALDERSHOT POOLS –**

(Cllr Becky Williams, Neighbourhood Services Portfolio Holder)

The Cabinet considered Report No. OS2440 which set out details of a grant received by the Council from Sport England's Swimming Pool Support Fund (SPSF)

It was noted that the funds from the SPSF grant had already been received by the Council and the purpose of the item was to formally approve the acceptance of the funds. The funding had been granted to fund solar panels and pool covers at the Aldershot Pools and Fitness Centre to improve the energy efficiency of the existing facility.

**The Cabinet**

- (i) **RECOMMENDED TO THE COUNCIL** that approval be given to the addition of £208,350 into the 2024/25 Capital Programme funded by the SPSF; and

*(Recommendation agreed at the Council Meeting on 25th July, 2024)*

- (ii) **RESOLVED** that approval be given to the acceptance of the grant to fully fund the purchase of two swimming pool covers and the installation of photo voltaic panels at Aldershot Pools and Fitness Centre be approved.

10. **COUNCIL PROPERTY AND ESTATES - WORK PROGRAMME RESOURCE REQUIREMENT AND FUTURE CAPITAL COMMITMENTS –**

(Cllr Christine Guinness, Regeneration and Property Portfolio Holder)

The Cabinet considered Exempt Report No PG2420, which provided an update on key activities to be undertaken by the Council's Property and Estates team during the remainder of the current financial year.

The Report identified the need for additional building surveyors to resource the delivery of the current work programme and the requirement for the use of capital contributions to enable lettings across the Council's current and future estate.

**The Cabinet**

- (i) **RECOMMENDED TO THE COUNCIL** that £1.025m of capital receipts be allocated to enable the necessary capital contributions/works to enable letting of commercial units at Union Yard, Meads and across the wider portfolio, subject to the consideration and approval of individual business cases by the Cabinet; and

*(Recommendation agreed at the Council Meeting on 25th July, 2024)*

- (ii) **NOTED:**

- (a) the current work programme of the Property and Estates team associated with the Financial Resilience Plan, management of the Council's commercial and regeneration estate and mobilisation of and post practical completion works at Union Yard, Aldershot, and
- (b) the appointment of an additional Building Surveyor resources to support the work programme as set out in the Report, to be funded from a mix of existing budgets.

11. **UNION YARD - MOBILISATION OF ASSET AND REVISED COMPLETION SCHEDULE –**

(Cllr Christine Guinness, Regeneration and Property Portfolio Holder)

The Cabinet considered Report No. REG2404, which set out an update on the mobilisation and practical completion of the Union Yard scheme in Aldershot.

Members were informed that the delivery schedule had been revised further, with the contractors advising of an additional three week delay due to practicalities around decorating the emergency exit stairwell in the student accommodation.

The Cabinet **NOTED**:

- (i) the agreement/contracts entered into by the Council in respect of mobilising the asset ahead of practical completion;
- (ii) the revised completion schedule for the Union Yard scheme and any comments arising for the Union Yard Project Board, and;
- (iii) that contractual matters relating to the revised completion schedule will be considered under a separate report.

**12. 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:

<b>Minute No.</b>	<b>Schedule 12A Para. No.</b>	<b>Category</b>
13	3	Information relating to financial or business affairs

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

**13. UNION YARD - CONTRACTUAL MATTERS –**  
(Cllr Christine Guinness, Regeneration and Property Portfolio Holder)

The Cabinet considered Exempt Report No. REG2405, which set out a proposed course of action arising as a result of the delayed handover of the Union Yard scheme from a contractual viewpoint.

**The Cabinet RESOLVED** that:

- (i) the proposed course of action put forward by the Head of Regeneration and Development in consultation with the Union Yard Project Board with regard the delayed handover be approved, and;
- (ii) the Head of Regeneration and Development, in consultation with the Legal Corporate Manager and the Regeneration and Property Portfolio Holder, be authorised to decide whether to actively pursue or not contractual financial mechanisms available to the Council in the event that they are considered required.

The Meeting closed at 6.33 pm.



# CABINET

Report of the meeting held on Tuesday, 6th August, 2024 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr Sophie Porter, Deputy Leader and Community & Residents Portfolio Holder (in the Chair)

Cllr Abe Allen, Enabling Services Portfolio Holder  
Cllr Jules Crossley, Policy, Climate & Sustainability Portfolio Holder  
Cllr Keith Dibble, Development & Economic Growth Portfolio Holder  
Cllr Becky Williams, Neighbourhood Services Portfolio Holder

Apologies for absence were submitted on behalf of Cllrs Christine Guinness and Gareth Williams.

The Cabinet considered the following matters at the above-mentioned meeting. All executive decisions of the Cabinet shall become effective, subject to the call-in procedure, from **19th August, 2024**.

## **14. DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

## **15. MINUTES –**

The Minutes of the meeting of the Cabinet held on 23rd July, 2024 were confirmed and signed by the Chairman.

## **16. COUNCIL PLAN & RISK REGISTER QUARTERLY UPDATE APRIL TO JUNE 2024/25 –**

(Cllr Jules Crossley, Policy, Climate & Sustainability Portfolio Holder)

The Cabinet received Report No. ACE2408, which set out progress in delivering the Council Plan projects during the first quarter of 2024/25. Members were informed that progress against key activities and projects was included in the Report, along with the Council's business performance monitoring information and the Council's Corporate Risk Register. It was reported that, at the end of the first quarter, 60% of projects/activities were on track, with 30% showing an amber status and 10% a red status.

In considering the Report, it was noted that these performance figures showed a small improvement since the previous report, which had shown 50% of projects on track, with 30% on amber and 20% on red. Members confirmed that, in relation to the project with a red status, a new leisure facility would be provided in Farnborough but that the scale of this project would be commensurate to what could be afforded.

It was reaffirmed that the Cabinet would be carrying out a fundamental review of the Council Plan to reflect the priorities of the new administration.

The Report also introduced the Council's Productivity Plan that summarised the Council's plans to design and deliver services to make better use of resources, to use technology and data to improve decision making, service design and use of resources and to reduce expenditure.

**The Cabinet NOTED**

- (i) the progress made towards delivering the Council Plan and the changes highlighted in the Corporate Risk Register, as set out in Report No. ACE2408;
- (ii) the development and submission of the Council's Productivity Plan, as set out in Annex D of the Report; and
- (iii) the plans to review and refresh the key performance indicators and measures for the next quarter, so that these would be presented in line with the priorities of the new administration.

**17. RECOMMENDATIONS FROM POLICY AND PROJECT ADVISORY BOARD - DEFIBRILLATORS AND BLEED KITS IN RUSHMOOR –**

(Cllr M.J. Roberts, Chairman of Policy and Project Advisory Board)

The Cabinet considered Report No. ACE2407, which set out the work carried out by the Council's Policy and Project Advisory Board Group in respect of the provision of defibrillators and bleed kits in the Borough. The Chairman welcomed Cllr M.J. Roberts, Chairman of the Policy and Project Advisory Board, who was attending to report on the Board's considerations and recommendations.

The Policy and Project Advisory board (PPAB) had met on 13th February, 2024 and 21st March, 2024 to consider its recommendations to the Cabinet. The Board had received information on the existing provision of defibrillators and the costs of providing additional units. A needs assessment and survey had been carried out and, as a result of that, it was recommended that accessible defibrillators and bleed kits should be installed in priority areas to mitigate the dangers of out-of-hospital cardiac arrests.

In discussing this proposal, Members noted the deficiency of provision in more deprived areas. The Cabinet was supportive of the proposal and noted that community groups would be responsible for the ongoing maintenance of the units once these had been procured and installed. The Cabinet expressed gratitude to PPAB for its work in producing these recommendations.

**The Cabinet RESOLVED that**

- (i) the already approved allocation of £10,000 from the existing UKSPF neighbourhood level interventions project budget, for the purchase of up to six Public Access Defibrillators (PADs) in the priority areas identified, as set out in Report No. ACE2407, be endorsed;



- (ii) the prioritisation of the purchase of PADs above the relocation of existing Council-owned defibrillators be approved;
- (iii) the work with First Responders to arrange and co-ordinate daily checks on new defibrillators be approved; and
- (iv) working with partners and providing defibrillator awareness training sessions, be approved.

18. **MOBILE HOMES FIT & PROPER PERSON DETERMINATION POLICY –**  
(Cllr Becky Williams, Neighbourhood Services Portfolio Holder)

The Cabinet considered Report No. OS2411, which set out a new Mobile Homes Fit and Proper Person Determination Policy for the Council.

Members were informed that the policy had been adopted previously under delegated powers and had been in operation since March, 2023. For this reason, mobile home site operators were already familiar with the contents of the policy, which was unchanged from the original version.

**The Cabinet RESOLVED** that the adoption of the Mobile Homes Fit and Proper Person Determination Policy, as set out in Appendix 1 of Report No. OS2411, be approved.

19. **CORPORATE SANCTIONS AND ENFORCEMENT POLICY –**  
(Cllr Abe Allen, Enabling Services Portfolio Holder)

The Cabinet considered Report No. LEG2402, which set out an update to the Council's Corporate Sanctions and Enforcement Policy.

Members were informed that the purpose of this policy was to set out what should be expected from the Council's regulatory services when sanction and enforcement action was being considered. Whilst much of the policy remained unchanged, it was confirmed that some information and cross references had been updated.

**The Cabinet RESOLVED** that the adoption of the Corporate Sanctions and Enforcement Policy, as set out in Appendix 1 of Report No. LEG2402, be approved.

The Meeting closed at 7.59 pm.

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# CABINET

Report of the meeting held on Tuesday, 10th September, 2024 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr Gareth Williams, Leader of the Council and Finance Portfolio Holder  
Cllr Sophie Porter, Deputy Leader and Community & Residents Portfolio Holder

Cllr Jules Crossley, Policy, Climate & Sustainability Portfolio Holder  
Cllr Keith Dibble, Development & Economic Growth Portfolio Holder  
Cllr Christine Guinness, Regeneration & Property Portfolio Holder

Apologies for absence were submitted on behalf of Cllrs Abe Allen and Becky Williams.

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 **23rd September, 2024**.

## **20. DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

## **21. MINUTES –**

The Minutes of the meeting of the Cabinet held on 6th August, 2024 were confirmed and signed by the Vice-Chairman.

## **22. REVENUE AND CAPITAL BUDGET MONITORING REPORT - Q1 2024/25 –** (Cllr Gareth Williams, Leader of the Council and Finance Portfolio Holder)

The Cabinet considered Report No. FIN2413, which set out the anticipated financial position for 2024/25, based on the budget monitoring information provided by Heads of Service and Service Managers as at the end of June 2024. Members were informed that the Council continued to face a number of external budget pressures that were having an impact on the 2024/25 budget and the Council's finances over the medium term, including higher than expected interest rates and the rate of inflation. It was reported that, at this stage of the financial year, the projected General Fund net adverse variance was £142,000. The Report set out the reasons for this variance and confirmed that, overall, the financial position was stable. It was confirmed that the risks and pressures were being closely monitored by budget holders and that Cabinet Members were kept updated on a regular basis. The Cabinet expressed appreciation for the work that had been carried out by the Council's financial officers.

**The Cabinet RESOLVED** that

- (i) the revenue budget forecast, as set out in Section 2 of Report No. FIN2413,

be noted;

- (ii) the Capital Programme forecast, as set out in Section 4 of the Report, be noted;
- (iii) the virements, as set out on Section 3 of the Report, be approved; and
- (iv) the movements to and from earmarked reserves, as set out in Section 3 of the Report, be approved.

**23. INSURANCE PROVISION –**

(Cllr Gareth Williams, Leader of the Council and Finance Portfolio Holder)

The Cabinet considered Report No. FIN2414, which set out a proposal in relation to the process by which the Council would procure its insurance services in the future.

Members were informed that, for many years, the Council had secured its insurance requirements through Gallaghers, who had been contracted as the broker for the Hampshire Insurance Forum, which consisted of the eleven Hampshire district and borough councils. The Report set out information on how the Hampshire Insurance Forum currently operated. It was reported that the Council's Section 151 Officer had had experience of an alternative insurance collaboration model which was operated by the London Borough of Sutton (LBS) and comprised Sutton Council and seven Surrey local authorities. The Report set out the process by which this operated and explained the difference between this and the Hampshire model. LBS had expressed agreement to Rushmoor joining that scheme and was in the process of working up an insurance proposal that would be tailored to Rushmoor's requirements. This was due to be received imminently.

The Cabinet discussed this and expressed support for the LBS approach being progressed, so long as the proposal received demonstrated best value for the Council.

**The Cabinet RESOLVED that**

- (i) the Executive Head of Finance, in consultation with the Leader of the Council and Finance Portfolio Holder, the Corporate Manager – Legal Services and the Chairman of the Corporate Governance, Audit and Standards Committee, be authorised to agree the collaborative agreement to join the integrated insurance service led by the London Borough of Sutton as the preferred mechanism for the provision of insurance, subject to a satisfactory proposal being received in September, as set out in Report No. FIN2414;
- (ii) the additional provision of one-off funding of £15,000, to allow the London Borough of Sutton to support the Council's insurance administration until the new arrangements were in place, to be funded from the Stability and Resilience Reserve, be approved; and
- (iii) subject to the collaboration proposal not being acceptable, the proceeding with the Hampshire Insurance Forum approach, as set out in the Report, be approved.

24. **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:

<b>Minute No.</b>	<b>Schedule 12A Para. No.</b>	<b>Category</b>
25	3	Information relating to financial or business affairs

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

25. **LETTING OF NO. 1 UNION YARD, ALDERSHOT –**  
(Cllr Christine Guinness, Regeneration & Property Portfolio Holder)

The Cabinet considered Exempt Report No. PG2423, which set out a proposal to grant a capital contribution to a new tenant that would be coming to the Union Yard development in Aldershot.

Members were informed that the grant would assist the new tenant by contributing towards the cost of fitting out the new commercial unit. The Report set out the amount of the capital contribution and the terms applicable.

In response to a question, it was confirmed that the Council would be exposed to a limited amount of risk of financial loss, which would materialise only if the business concerned failed prior to the commencement of the fit out. Members expressed support for the proposed approach and felt that this would be helpful to the overall launch of the Union Yard development.

**The Cabinet RESOLVED** that the capital contribution towards the tenant fit out of No. 1 Union Yard, Aldershot, on the terms set out in Exempt Report No. PG2423, be approved.

The Meeting closed at 7.34 pm.

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# CABINET

Report of the meeting held on Tuesday, 15th October, 2024 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr Gareth Williams, Leader of the Council and Finance Portfolio Holder  
Cllr Sophie Porter, Deputy Leader and Community & Residents Portfolio Holder

Cllr Jules Crossley, Policy, Climate & Sustainability Portfolio Holder  
Cllr Christine Guinness, Regeneration & Property Portfolio Holder

Apologies for absence were submitted on behalf of Cllrs Abe Allen, Keith Dibble and Becky Williams.

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 28th October, 2024.

## **26. DECLARATIONS OF INTEREST –**

Having regard to the Council's Code of Conduct for Councillors, no declarations of interest were made.

## **27. MINUTES –**

The Minutes of the meeting of the Cabinet held on 10th September, 2024 were confirmed and signed by the Chairman.

## **28. CORPORATE PEER CHALLENGE FEEDBACK REPORT AND ACTION PLAN –** (Cllr Gareth Williams, Leader of the Council and Finance Portfolio Holder)

The Cabinet considered Report No. CEX2405, which set out the findings of the Corporate Peer Challenge exercise that had been carried out in June, 2024.

The Report set out feedback along with ten key recommendations on how the Council could improve how it delivered its functions. In response to the feedback report, the Council had developed an action plan to address the recommendations made. The action plan would be closely monitored by the Council's Corporate Management Team and reported to the Cabinet through the standard quarterly performance management process from 2024/25 Quarter 3 onwards.

The Cabinet welcomed the findings of the corporate peer challenge exercise and expressed appreciation to all of those who had been involved in the process.

**The Cabinet RESOLVED** that

- (i) the Corporate Peer Challenge report, as set out in Report No. CEX2405, be noted;

- (ii) the action plan, as set out in the Report, be approved; and
- (iii) the reporting of progress against the action plan through the standard quarterly performance management process be approved from 2024/25 Quarter 3 onwards.

29. **FINANCIAL RECOVERY PLAN –**

(Cllr Gareth Williams, Leader of the Council and Finance Portfolio Holder)

The Cabinet considered Report No. CEX2406, which set out a Financial Recovery Plan for the Council.

Members were reminded that the Council's Medium Term Financial Strategy (MTFS), which had been approved on 22nd February, 2024, had presented a cumulative £19.152 million budget deficit over the four years to 2027/28, before mitigation through a savings programme. In response to this, the high-level Financial Resilience Plan had been developed to address the deficit and the Charter Institute of Public Finance Accountants (CIPFA) had been appointed to review and provide assurance on the plan. In July, 2024, the Cabinet and Council had considered the Medium Term Financial Strategy update and 2023-24 Budget Outturn report, which had included the CIPFA report. The CIPFA report had endorsed the approach being taken and had encouraged the Council to deliver a detailed plan as a priority. As a result, the Financial Recovery Plan had been developed and this included the delivery of revenue savings and capital receipts, as well as improving capability and capacity within the Finance function. The Council's Overview and Scrutiny Committee had considered the CIPFA report at its meeting on 12th September and the matters raised by the Committee were included in the report and considered by the Cabinet. Similarly, the Financial Recovery Working Group had considered this matter and its comments were reported by the Leader of the Council.

The Cabinet welcomed the Financial Recovery Plan and considered this to be a rapid response to the requirement to address the Council's financial position.

**The Cabinet RESOLVED** that

- (i) the matters raised by the Overview and Scrutiny Committee, as set out in Section 3.19 of Report No. CEX2406, be noted;
- (ii) the comments of the Financial Recovery Working Group, as reported at the meeting, be noted;
- (iii) the Financial Recovery Plan actions, as set out in Annex 2 (Revenue) and Exempt Annex 3 (Capital) of the Report, be approved;
- (iv) the actions set out and completed in the Finance Service capacity and capability workstream, as set out in Annex 1 (page 2 onwards) of the Report, be noted; and
- (v) the progress made on the delivery of actions to date, as set out in the Report, be noted.

30. **PUBLIC SECTOR EQUALITY DUTY –**

(Cllr Sophie Porter, Deputy Leader and Community & Residents Portfolio Holder)

The Cabinet considered Report No. ACE2411, which set out the Council's statutory duties under the Equality Act 2010, its compliance with those duties and proposed actions to ensure compliance.

Members were informed that a review had been carried out regarding the Council's compliance with the requirements of the Equality Act 2010 and that this had shown that some corrective action was required. It was proposed that two new equality objectives should be introduced around promoting the use of equality impact assessments and tackling the effects of poverty and deprivation. It was further proposed that the Council should publish an equality report on its website each year in order to fulfil its duty under the Equality Act to publish equality information.

The Cabinet welcomed the proposals and considered that a strong approach to equalities was vital to progressing its future priorities. The importance of a partnership approach in addressing deprivation matters was also discussed.

**The Cabinet RESOLVED** that

- (i) the two new equality objectives, as set out in Section 3.2 of Report No. ACE2411, be approved; and
- (ii) the publishing of an annual equality report and other information, as set out in Sections 3.3 - 3.6 of the Report, be approved.

31. **CONSERVATION AREA APPRAISALS AND MANAGEMENT PLANS –**

(Cllr Keith Dibble, Development & Economic Growth Portfolio Holder)

The Cabinet considered Report No. PG2427, which set out the background of reviews of the Aldershot West, Farnborough Street and South Farnborough Conservation Areas.

Members were reminded that the Council had been carrying out reviews of all of the Borough's conservation areas over the previous few years. It was reported that this represented the final tranche of these reviews. In the case of Aldershot West, it was proposed to carry out another consultation exercise as a result of changes that had been made to the proposal following the first consultation exercise. It was proposed that delegated authority be granted for the Executive Head of Property and Growth, in consultation with the portfolio holder, to agree the final scheme, subject to only minor amendments being required following the consultation exercise. Regarding Farnborough Street and South Farnborough, the Report set out proposed changes and the reasons for this. It was not proposed to carry out further consultation exercises in these cases.

Members felt that, when considering all of the available information, it was right to make the changes proposed in the Report to demonstrate a consistent approach to Conservation Areas across the Borough. It was further felt that the public had had ample opportunity to affect these changes due to the comprehensive consultation exercises that had been, and were due to be, carried out.

**The Cabinet RESOLVED that**

- (i) the re-consultation on the revised appraisal and management plan for the Aldershot West Conservation Area, as set out in Appendix 1 of Report No. PG2427, be approved, with the Executive Head of Property and Growth, in consultation with the Development & Economic Growth Portfolio Holder, being authorised to adopt the appraisal and management plan, subject to any necessary, non-substantive final amendments in the light of consultee comments received;
- (ii) the adoption of the Farnborough Street Conservation Area appraisal and management plan, as set out in Appendix 2 of Report No. PG2427, be approved, with the Executive Head of Property and Growth, in consultation with the Development & Economic Growth Portfolio Holder, being authorised to make any necessary minor amendments prior to publication; and
- (iii) the adoption of the South Farnborough Conservation Area appraisal and management plan, as set out in Appendix 3 of Report No. PG2427, be approved, with the Executive Head of Property and Growth, in consultation with the Development & Economic Growth Portfolio Holder, being authorised to make any necessary minor amendments prior to publication.

**32. EXCLUSION OF THE PUBLIC –**

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

<b>Minute Nos.</b>	<b>Schedule 12A Para. No.</b>	<b>Category</b>
33 and 34	3	Information relating to financial or business affairs

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

**33. FRIMLEY 4 BUSINESS PARK – DISPOSAL OF PLOTS 4.2 & 4.3 –**  
(Cllr Christine Guinness, Regeneration & Property Portfolio Holder)

The Cabinet considered Exempt Report No. REG2428, which sought delegated approval to dispose of the freehold interests in plots 4.2 and 4.3 at Frimley Business Park, in accordance with the agreed Heads of Terms.

Members were informed that this disposal would contribute towards the capital receipts target of £40 million that had been agreed at the Council meeting in February, 2024. The Exempt Report set out all of the terms of the disposal and how this would contribute to the delivery of the Financial Recovery Plan.



The Cabinet expressed strong support for the proposed approach as an important strand towards delivering stability to the Council's financial position.

**The Cabinet RESOLVED** that the Executive Head of Property and Growth, in consultation with the Regeneration & Property Portfolio Holder and the Executive Head of Finance, be authorised to dispose of the freehold interest in plots 4.2 and 4.3 at Frimley Business Park, in accordance with the Heads of Terms and at a value within the range set out in paragraph 3.7 of Exempt Report No. REG2428, subject to final legal due diligence.

34. **LETTING OF NO. 8 UNION YARD, ALDERSHOT –**  
(Cllr Christine Guinness, Regeneration & Property Portfolio Holder)

The Cabinet considered Exempt Report No. PG2429, which set out a proposal to grant a capital contribution to a new tenant that would be coming to the Union Yard development in Aldershot.

Members were informed that the grant would assist the new tenant by contributing towards the cost of fitting out the new commercial unit. The Report set out the amount of the capital contribution and the terms applicable.

Members expressed support for the proposed approach and felt that this would be helpful to the overall launch of the Union Yard development.

**The Cabinet RESOLVED** that the capital contribution towards the tenant fit out of No. 8 Union Yard, Aldershot, on the terms set out in Exempt Report No. PG2429, be approved.

The Meeting closed at 7.49 pm.

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# CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Report of the Meeting held on Wednesday, 31st July, 2024 at the Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr Bill O'Donovan (in the Chair)

Cllr A. Adeola  
Cllr Gaynor Austin  
Cllr Rhian Jones  
Cllr M.J. Roberts  
Cllr M.D. Smith  
Cllr Sarah Spall  
Cllr P.G. Taylor  
Cllr Jacqui Vosper  
\*Cllr Lisa Greenway  
\*Cllr Craig Card

Apologies for absence were submitted on behalf of Cllr A.H. Crawford.

\*Cllr Lisa Greenway attended the meeting as a Standing Deputy.

\*Cllr Craig Card joined the meeting remotely and was therefore unable to vote.

## 5. MINUTES

The minutes of the meeting held on 23rd May 2024 were agreed and signed as a correct record of the proceedings, subject to an amendment to Minute No. 2 in respect of the Annual Governance Statement 2023/24 to include that the Executive Head of Finance had stated at the meeting that the Council was not bankrupt.

## 6. INTERNAL AUDIT - ANNUAL AUDIT OPINION 2023/24

The Committee considered the Audit Manager's Report No. AUD2406 which set out the Internal Audit Manager's independent annual audit opinion for 2023/24 on the adequacy and effectiveness of the Council's framework of governance, risk management and internal control. With reference to Appendix 1 of the Report, the Committee noted that assurance levels had been provided for each of these areas in order to provide a clear assessment:

- **Internal Control** – It was noted that, in the opinion of the Audit Manager, the internal control environment for the Council was reasonable. Whilst a reasonable assurance had been provided it was noted that this was on the lower level of this assurance bracket, therefore, improvements were required so that this downward trend did not continue – particularly around the financial systems where work was currently being undertaken.

During discussion on Internal Control, the Committee highlighted concerns in respect of audits carried out in 2023/24 where an assessment had been given of a limited assurance level in respect of cyber security within the supply chain and procurement cards.

The Audit Manager confirmed that where weaknesses had been identified through internal audit review, plans and actions had been discussed and developed with managers to address improvements needed.

- **Risk Management** – It was noted that, in the opinion of the Audit Manager, risk management for the Council was reasonable. Whilst a reasonable assurance had been provided the process required improvement and focus to ensure that it was an effective management tool rather than just process driven. The Committee noted that a risk appetite statement had not been defined and agreed with Members, resulting in a lack of clarity against the level of risk that would be deemed as acceptable by the Council, therefore, risks were categorised based upon individual perceptions and not calibrated against the Council's adopted appetite.

On risk management, the Committee indicated support for the development of a risk appetite statement for the Council to support decision making.

- **Governance** - It was noted that, in the opinion of the Audit Manager, governance for the Council was reasonable. Governance issues were addressed through the corporate governance group, and it had been acknowledged that work needed to be done to improve the governance arrangements within the Council. In this way, the Corporate Governance Group had undertaken a review of the seven characteristics of good governance to assist this work and outcomes had started to be implemented, in particular around consistency and clarity of reports to the Cabinet and Council.

During discussion on governance, the Committee discussed whether a Working Group should be established to review and consider how governance arrangements within the Council's decision-making structure were working, including the effectiveness of scrutiny, assessing how governance worked previously and how it was proposed to work going forward. In response, Mr Harrison, Executive Director, advised that the recommendations from the recent Peer Review and CIPFA reports, had proposed a review of governance arrangements and that a formal response and action plan was being developed in response to the CIPFA and Peer report recommendations. It was noted that this would establish and agree how a review should be taken forward and the Committee would play an integral part in that process.

**RESOLVED** That:

- (1) the Cabinet be recommended to develop a risk appetite statement for the Council to support risk management, planning and decision-making within the organisation (*proposed to be considered by informal Cabinet*)

- (2) further details in respect of those audits carried out in 2023/24 assessed as having limited assurance including cyber security within the supply chain, procurement cards and Rushmoor Homes Limited be reported in the next audit update report. Relevant Service Managers to be invited to report to the committee in the future as needed.
- (3) the Audit Opinion given for governance, risk management and internal control for 2023/24 be noted, and
- (4) the self-assessment exercise against the Public Sector Internal Audit Standards (PSIAS) and the improvement areas be noted.

## **7. ANNUAL STATEMENT OF ACCOUNTS UPDATE/EXTERNAL AUDIT PROVISIONAL AUDIT PLANNING REPORT**

The Chairman welcomed Simon Mathers and Kalthiemah Abrahams of Ernst & Young (EY), who joined the meeting remotely via Microsoft Teams.

The Council's Executive Head of Finance, Peter Vickers, advised that following the publication of the Statement of Accounts for 2023/24 on 31st May, 2024, Ernst & Young had prepared a provisional audit planning report for the Committee (copy circulated with the agenda) to provide a basis for the Committee to review its proposed audit approach and scope for the 2023/24 audit. This was in accordance with the requirements of the Local Audit and Accountability Act 2014, the National Audit Office's 2020 Code of Audit Practice, the Statement of Responsibilities issued by Public Sector Audit Appointments (PSAA) Ltd, auditing standards and other professional requirements.

Mr Mathers reported on the delays in audits being carried out on councils' Annual Statements of Accounts. It was noted that following the General Election in July 2024, the new Government had agreed that the previous leadership's legislation to address the delays would be passed. This would result in all accounts for the Council between 2020/21 and 2022/23 being completed through the process of a disclaimer by 13th December, 2024 and the 2023/24 accounts would be audited, in the proposed way as set out in the plan, by 28 February, 2025.

Mr Mathers, advised on the plan and the risks identified within it that could impact the financial statement audit. The identified risks were key as they helped direct EY's audit process and included risks around fraud, valuation of investment properties, Pension Liability Valuation and, new for 2024/25 inherent risks relating to, IFRS 16 and going concern disclosure. Also noted in the report were the levels set for planning and performance materiality and the audit difference threshold.

Mr Mathers advised that EY were currently in the process of concluding the final elements of the planning work and were selecting the samples that would be needed for detailed testing in October through to mid-December. It was expected that EY would be in a position to report on the outcomes from the audit by the end of December, 2024.

During discussions, queries were raised relating to the levels set on materiality, property and land valuations, the timetable of the audit process to fit with the setting of the budget due in February 2025, and staffing levels to deal with the demand and work within the timescales. The importance of timely responses to audit requests was emphasised to meet the timescales.

**RESOLVED:** That the proposed audit approach and scope for the 2023/24 audit, as set out in Ernst Young's Provisional Audit Planning Report circulated with the agenda be endorsed.

## **8. TREASURY MANAGEMENT AND NON-TREASURY INVESTMENT OPERATIONS 2023/24**

The Committee received the Executive Head of Finance Report No. FIN2409, which set out the main activities of the Treasury Management and Non-Treasury Investment Operations for the full financial year 2023/24 and reported on compliance with Prudential Indicators. The appendices in the report set out the Treasury Management Operations, Borrowing and Investments, as well as Non-Treasury Investment, Prudential Indicators, the list of borrowing counterparties and market commentary from the Council's treasury management advisors Arlingclose.

The Committee noted that all treasury activity had been conducted within the approved Treasury Management Practices, with the exception of the Interest Rate exposure measure. During 2023/24 there had been an unprecedented number of Bank of England base rate increases and while borrowing had remained within the approved limits, interest costs had increased significantly. It was noted that majority of the borrowing was short term and would remain so until interest rates reduced. The rates were predicted, by the financial markets, to reduce circa 4% by the end of the calendar year 2025. The Council's revenue budget had capacity to pay approximately £3million interest on its borrowing, but costs of interest above this would be funded by the Council's reserves.

The Committee noted the position on the Council's pooled funds, which were valued at less than the initial sum invested, and the planned mitigation which was to hold these funds into the future to avoid the crystallisation of the capital loss.

The key risks to the Council's delivery of successful treasury and non-treasury investment options were noted. These included:

- Inflation levels
- Bank of England base rates for quarters two and three
- Delivery of the Capital Programme

During discussion, the Committee asked that the next monitoring report include further details on the percentage interest rates and dates of maturity for the debt counterparties as set out in Appendix D.

**RESOLVED:** That the Executive Head of Finance Report No. FIN2409 on the Treasury Management and non-Treasury Investment Operations for the full financial year 2023/24, including the position on compliance on Treasury Management Practices and the key risks as set out in para 5.1 of the Report, be noted.

9. **TREASURY MANAGEMENT AND NON-TREASURY INVESTMENT OPERATIONS 2024/25 - QUARTER 1**

The Committee received the Executive Head of Finance Report No. FIN2410 which set out the activities of the Treasury Management and non-Treasury Investment Operations for quarter one in the financial year 2024/25 and reported on compliance with Prudential Indicators.

The Committee noted that all treasury activity was compliant and had been conducted within the approved Treasury Management Practices.

The Committee also noted the position on the pooled funds, where funds were currently valued below the value of the initial sums invested. Notification had been received by the Council that the UBS pooled fund, in which the Council had an investment of £5million, would be closed from September 2024. It was proposed that the UBS fund would be redeemed once the quarterly dividend had been paid, and the funds used to make a reduction on some of the Council's debt.

**RESOLVED:** That

- (1) the Executive Head of Finance Report No. FIN2410 in relation to the treasury management and non-treasury investment operations carried out during 2024/25 be noted; and
- (2) the position on the pooled funds held in the UBS Multi Asset Income fund and the CCLA Local Authorities Property Fund as detailed in paragraphs 4.1 – 4.7 be noted.

10. **FREEDOM OF INFORMATION - ANNUAL UPDATE REPORT 2024**

The Committee received the Corporate Manager – Legal Services Report No. LEG2403 which set out information about Freedom of Information (FOI) requests received by the Council, and performance on responses to FOIs. It was noted that performance had been steadily improving and that further work was planned to progress this further. A new Microsoft Lists system had been launched to improve resilience and increase oversight by senior management, and regular monitoring was in place.

In response to a question, it was confirmed that good use was made of the Council's website to publish information which was frequently the subject of FOI requests. During discussion, it was proposed that an additional mid-year update be reported to the Committee to review the effects of further planned improvements, including an update on the implications of data protection on FOI requests by businesses.

**RESOLVED:** That officers:

- (1) Continue their work on reducing the number of overdue FOIs within the system in 2024 towards the 90% turnaround time, as per the ICO target;
- (2) Continue to raise FOI awareness and knowledge across employees through regular training and guidance; and
- (3) Publish as much information proactively to reduce the number of FOI requests.

## 11. APPOINTMENTS

The Committee was advised that the Council had been invited to appoint a councillor representative to the Citizens' Advice Rushmoor Board of Trustees in an observer capacity following a recent vacancy and review of the role.

The usual process had been taken to seek nominations and following a vote, it was **AGREED** that Cllr Bill O'Donovan be appointed as a Member of the Citizens' Advice Rushmoor Board for the remainder of the 2024/25 Municipal Year.

## 12. EXCLUSION OF THE PUBLIC

**RESOLVED:** That the public be excluded from the meeting during the discussion of the undermentioned item to avoid the disclosure of exempt information within the paragraph of Schedule 12A to the Local Government Act 1972 indicated against such item:

Minute No.	Para. No.	Category
12	1	Information relating to an individual

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

## 13. APPOINTMENT OF HONORARY ALDERMEN

The Committee considered the Corporate Manager – Democracy Report No. DEM2405, which set out proposals for the appointment of Honorary Alderman of the Borough.

It was noted that the provisions for the appointment of Honorary Aldermen were contained in the Local Government Act, 1972 and that the criteria adopted by the Council had been circulated to Committee members. The criteria included that former councillors were required to have not less than 16 years' service with the Council or its constituent authorities and should normally be a resident of the Borough. If the proposals were supported by the Committee, then arrangements

would be made for an Extraordinary Meeting of the Council to be held later in the Municipal Year to enable the honour to be bestowed.

The Committee considered the report and was of the unanimous opinion that Mrs. D.B. Bedford should be appointed as Honorary Alderman of the Borough in recognition of her eminent and long service to the Borough.

**RESOLVED:** That the Council, at an Extraordinary Meeting arranged for this purpose, be asked to appoint Mrs. D.B. Bedford as Honorary Alderman of the Borough in recognition of her eminent and long service to the Council and Borough.

The meeting closed at 9.15 pm.



# DEVELOPMENT MANAGEMENT COMMITTEE

Report of the meeting held on Wednesday, 14th August, 2024 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr Gaynor Austin (Chairman)  
Cllr C.P. Grattan (Vice-Chairman)

Cllr Thomas Day  
Cllr A.H. Gani  
Cllr Lisa Greenway  
Cllr Julie Hall  
Cllr S.J. Masterson  
Cllr Dhan Sarki  
Cllr Calum Stewart

Apologies for absence were submitted on behalf of Cllr Peace Essien Igodifo and Cllr Ivan Whitmee.

Cllr Nadia Martin attended the meeting as a Standing Deputy.

## **Non-Voting Member**

Cllr Keith Dibble (Development & Economic Growth Portfolio Holder) (ex officio)

## **7. DECLARATIONS OF INTEREST**

There were no declarations of interest for this meeting.

## **8. MINUTES**

The Minutes of the Meeting held on 22nd May, 2024 were approved and signed as a correct record of proceedings.

## **9. 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:

24/00388/ADV

High Street Multi-Storey Car Park, Aldershot

- (v) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Executive Head of Property and Growth's Report No. PG2419, be noted
- (vi) the current position with regard to the following applications be noted pending consideration at a future meeting:

21/00271/FULPP	Block 3, Queensmead, Farnborough
23/00713/FUL	Manor Park Cottage, St. Georges Road East, Aldershot
23/00794/REVPP	Farnborough Airport, Farnborough
24/00237/FULP	Nos. 235-237 High Street, Aldershot
24/00236/REMPP	Land at Zone H, Stanhope Lines West and Zone I, School End, Wellesley, Aldershot
24/00441/FULPP	Village Hotel, Pinehurst Road, Farnborough
24/00140/REVPP	Land at Former Lafarge Site, Hollybush Lane, Aldershot

## 10. **APPEALS PROGRESS REPORT**

The Committee received the Executive Head of Property and Growth's Report No. PG2421 (as amended at the meeting) concerning the following appeal decisions:

<b>Application / Enforcement Case No.</b>	<b>Description</b>	<b>Decision</b>
ASDA, Westmead, Farnborough	Appeal against non-determination for a proposed click and collect facility.	New appeal
No. 33 Ashley Road, Far	Appeal against refusal of a TPO application to remove one beech tree	New appeal
No. 14 Fleet Road	Appeal against refusal of planning permission for the demolition of existing outbuildings and the erection of a single storey accommodation annex.	Dismissed
Blandford House and Malta Barracks	Appeal against non-determination of part approval of reserved matters for	Dismissed

Development Site, the erection of 71 dwellings and Shoe Lane, Aldershot associated infrastructure.

**RESOLVED:** That the Executive Head of Property and Growth's Report No. PG2421 be noted.

11. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER APRIL 2024 - JUNE 2024**

The Committee received the Executive Head of Property and Growth's Report No. PG2422 (as amended at the meeting) which provided an update on the position with respect to achieving performance indicators for the Development Management Section of the Planning Service and the overall workload of the Section for the quarter from 1st April to 30th June 2024.

**RESOLVED:** That the Executive Head of Property and Growth's Report No. PG2422 be noted.

The meeting closed at 7.26 pm.

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## Development Management Committee

### Appendix "A"

**Application No. & Date Valid:**

**24/00388/ADV**

**28th June 2024**

**Proposal:** Display of 2.4m x 1.2m banner on south elevation at **High Street Multi-Storey Car Park High Street Aldershot Hampshire**

**Applicant:** Rushmoor Borough Council - FAO Diane Highet

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

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

# CORPORATE GOVERNANCE, AUDIT AND STANDARDS COMMITTEE

Report of the Meeting held on Wednesday, 25th September, 2024 at the Council Offices, Farnborough at 7.00 pm.

## **Voting Members**

Cllr A.H. Crawford (Chairman)  
Cllr Bill O'Donovan (Vice-Chairman)

Cllr A. Adeola  
Cllr Gaynor Austin  
Cllr C.W. Card  
Cllr Rhian Jones  
Cllr M.J. Roberts  
Cllr M.D. Smith  
Cllr Jacqui Vosper  
\*Cllr Lisa Greenway  
\*Cllr S.J. Masterson

Apologies for absence were submitted on behalf of Cllr Sarah Spall and Cllr P.G. Taylor.

\*Cllrs Lisa Greenway and S.J. Masterson attended the meeting as Standing Deputies.

## **Non-Voting Member**

Mr. Tom Davies (ex officio)

## **14. MINUTES**

The minutes of the meeting held on 31st July 2024 were agreed and signed as a correct record of the proceedings, subject to the acronym on Page 7 of the minutes being written in full as follows, "Public Sector Internal Audit Standards (PSIAS)".

## **15. ANNUAL OMBUDSMAN COMPLAINT REVIEW LETTER 2024**

The Committee considered the Monitoring Officer's Report No. CS240911, which summarised the outcomes and findings of the Annual Review Letter 2023/24 from the Local Government and Social Care Ombudsman (LGSCO).

It was noted that the LGSCO had received three complaints directly from members of the public, of which two were not upheld. One complaint, relating to private renting conditions, was upheld. The LGSCO found no fault in the Council's assessment and actions, however fault was found regarding an email sent to the tenant from the Council, in which they felt the Council had not provided adequate information,

leading to uncertainty. The report showed that the LGSCO had set out actions for the Council to complete, which had been carried out.

During discussions, the Committee noted that 32 complaints had been made in total, of which 82% had been resolved at the first stage and 17% resolved at the second stage. Further to a request, it was agreed that additional information about the nature of complaints would be summarised and included as part of future reporting to the Committee.

**RESOLVED:** That:

- (1) the Committee note the Annual Review Letter;
- (2) the Council would continue to manage any complaints through the current complaints processes; and
- (3) the Council would continue to make use of the LGSCO's review letter to monitor and review the effectiveness of its complaints policy and responses – informing the implementation of any changes as required.

#### 16. **ANNUAL STATEMENT OF ACCOUNTS/EXTERNAL AUDIT OPINION - UPDATE**

The Chairman welcomed Simon Mathers, Director at Ernst and Young (EY), who joined the meeting remotely via Microsoft Teams.

The Committee received an update from the Executive Head of Finance, Peter Vickers, who advised that the Council had been liaising with Mr Mathers in arranging the external audit of the 2023/24 accounts.

Mr Mathers advised that there had been a significant backlog in the delivery of external audits for local Government. It was noted that following the General Election in July 2024, the new Government had agreed legislation to address the delays. This had resulted in all accounts for the Council between 2020/21 and 2022/23 being completed through the process of a disclaimer by 13th December 2024, and the 2023/24 accounts would be audited, in the proposed way as set out in the plan, by 28th February 2025. If audit work on the 2023/24 accounts was not completed in time, the Council would also have to publish these with a disclaimer.

The Committee was advised that the audit for 2023/24 was due to commence on the 30th September 2024 and would take approximately eight weeks. It was confirmed that at the current time, all requests for working papers and the sampling requests had been issued, and that the Council would be responding to requests for information as a priority and in a timely manner to support the completion of the audit. In terms of the assurance that Ernst and Young would be able to give at the end of that process, it was noted that the opinion for 2023/24 would be modified to reflect the position that the previous years' accounts had been published with a disclaimer. EY would be focusing their resources on those aspects of the audit and those areas that were of most value to the Council, to allow the Council to rebuild assurance for subsequent financial years.

**RESOLVED:** That the Annual Statement of Accounts/External Audit Opinion update be noted.

## **17. INTERNAL AUDIT - AUDIT UPDATE**

The Committee received the Audit Manager's Report No. AUD2407, which set out an update on the audits finalised in respect of the 2023/24 audit plan, and progress on the 2024/25 audit plan including a schedule of work to be delivered in Quarter 3.

The Committee noted that the Southern Internal Audit Partnership (SIAP) had been assisting the Council with the delivery of the annual audit plan for 2024/25 and that a more permanent arrangement was being considered via a local authority collaboration agreement. In discussing the approach to agreeing future permanent arrangements, it was proposed that the Committee be consulted for comments prior to the decision.

With reference to paragraph 2.2 of the Report, the Committee was advised of the assurance opinion on each of the completed audits since the previous update in May 2024. During discussion on the previous year, it was noted that overall budget savings had been achieved, and that the Cost Reduction Efficiencies Programme (CREP), and Outcomes Based Budget (OBB) activities had achieved a positive impact on reducing the Council's deficit, with clear objectives set out in the proposal documentation for the programme.

On the payroll audit, the Committee enquired as to the approach to the management and authorisation of overtime. It was advised that the Executive Leadership Team (ELT) had an overview of the position, which they were able to check for disproportionate overtime payments. In addition, the Committee was advised that Service Managers were required to authorise overtime payments in advance.

**RESOLVED:** That the information provided within the Audit Manager's Report No. AUD2407 be noted in relation to the progress of audit work to date towards the 2023/24 audit plan, and the expected deliverables for the next quarter.

## **18. UPDATE ON GOVERNANCE ACTIONS - CIPFA REPORT AND LGA CORPORATE PEER CHALLENGE**

The Committee noted that the findings in the Chartered Institute of Public Finance and Accountancy (CIPFA) Financial Resilience Review Report and the Local Government Association (LGA) Corporate Peer Challenge Feedback Report would be considered at the meeting of the Cabinet on 15th October, when both a Corporate Peer Challenge Action Plan, and a Financial Recovery Plan would be considered for approval. In addition, feedback and recommendations from the Overview and Scrutiny Committee Meeting on 12th September, at which the CIPFA Report was considered, would be reported to the Cabinet.

It was noted that, across the two reports, a number of recommendations related to Governance matters, these included:

- a refresh of the Equality, Diversity and Inclusion objectives,



- a review of the Committee structure, with an aim to conclude this work by the end of the Municipal Year to allow for any amendments to be made to the Constitution,
- a review of the relationship between the Rushmoor Development Partnership (RDP) and Rushmoor Homes Limited (RHL)
- a review of the organisational structure
- a review of Corporate Risk Management

It was advised that reports would be made to the Committee as the work progressed. In response to a question, it was advised that the recommendation to Cabinet on 15th October would be to undertake a review of the committee structure, once endorsed by the Cabinet, further engagement with relevant bodies would be made. There would be no need for the Committee to meet prior to the Cabinet meeting on 15th October.

**RESOLVED:** That the update be noted.

#### 19. **CORPORATE POLICY AND GUIDANCE ON SURVEILLANCE AND THE USE OF THE REGULATION OF INVESTIGATORY POWERS ACT 2000**

The Committee considered the Corporate Manager – Legal Report No. LEG24/02 which set out a review for approval of the Council’s corporate policy on the use of covert investigatory techniques, including surveillance, within and outside the scope of the Regulation of Investigatory Powers Act 2000 (RIPA).

The Committee was advised that much of the surveillance carried out by officers was overt, where officers were transparent in their investigations. Investigations which were deemed to need covert surveillance, needed authorisation from the Magistrates Court, and were carried out by trained and authorised Council officers, in partnership with the Police. It was noted that no covert surveillance had been undertaken by the Council during 2023/24. The Council’s Regulation of Investigatory Powers Act 2000 (RIPA) policy and procedure was up-to-date and complied with current guidance.

**RESOLVED:** That the Corporate Surveillance and RIPA Policy Report No. LEG24/02, be noted.

The meeting closed at 8.35 pm.

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# DEVELOPMENT MANAGEMENT COMMITTEE

Report of the meeting held on Wednesday, 23rd October, 2024 at the Concorde Room, Council Offices, Farnborough at 7.00 pm.

## Voting Members

Cllr C.P. Grattan (Vice-Chairman) (In the Chair)

Cllr Peace Essien Igodifo  
Cllr A.H. Gani  
Cllr Lisa Greenway  
Cllr Julie Hall  
Cllr S.J. Masterson  
Cllr Dhan Sarki  
Cllr Calum Stewart  
Cllr Ivan Whitmee

Apologies for absence were submitted on behalf of Cllr Gaynor Austin and Cllr Thomas Day.

Cllr Rhian Jones and Cllr Nadia Martin attended the meeting as a Standing Deputy.

## Non-Voting Member

Cllr Keith Dibble (Development & Economic Growth Portfolio Holder) (ex officio)

## 12. DECLARATIONS OF INTEREST

Having regard to the Members' Code of Conduct, the following declarations of interest were made. All Members who had or believed that they had any interest under Rushmoor Borough Council's Councillor Code of Conduct, adopted in April 2021, in any matter to be considered at the meeting disclosed that interest at the start of the meeting or as soon as possible thereafter and took the necessary steps in light of their interest as to any participation in the agenda item:

Member	Application No. and Address	Interest	Action
Cllr Calum Stewart	24/00236/REMPP – Land at Zone H Stanhope Lines and Zone I School End, Aldershot	Non-registerable	Cllr Stewart was a resident on the Wellesley Development and Chairman of the Residents' Committee and

remained in the meeting for the item.

Cllr Nadia Martin	24/00236/REMPP – Land at Zone H Stanhope Lines and Zone I School End, Aldershot	Non-registerable	Cllr Martin was the Chair of the Wellesley Trust and remained in the meeting for the item.
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### 13. MINUTES

The Minutes of the Meeting held on 14th August, 2024 were approved and signed as a correct record of proceedings.

### 14. REPRESENTATIONS BY THE PUBLIC

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

Application No.	Address	Representation	In support of or against the application
24/00236/REMPP	Land at Zone H Stanhope Lines West and Zone I School End Aldershot Urban Extension, Alisons Road, Aldershot, Hampshire	Alex Hales, Bellway Homes Limited (Thames Valley), Imperium, Imperial Way, Reading, Berkshire, RG2 0TD	In support
24/00441/FULPP	Village Hotel, Pinehurst Road, Farnborough, Hampshire	Alex Snartt, Pegasus Group, Queens House, Queen Street, Manchester, M2 5HT	In support

### 15. 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:

- \* 24/00236/REMPP Land at Zone H Stanhope Lines West and Zone I School End, Aldershot

(ii) the following application be determined by the Executive Head of Property and Growth, in consultation with the Chairman:

- \* 24/00441/FULPP Village Hotel, Pinehurst Road, Farnborough

(iii) the applications dealt with by the Executive Head of Property and Growth, where necessary in consultation with the Chairman, in accordance with the Council's Scheme of Delegation, more particularly specified in Section "D" of the Executive Head of Property and Growth's Report No. PG2424, be noted.

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

21/00271/FULPP Block 3, Queensmead, Farnborough

23/00713/FUL Manor Park Cottage, St. Georges Road East, Aldershot

23/00794/REVPP Farnborough Airport, Farnborough

24/00237/FULP Nos. 235-237 High Street, Aldershot

24/00140/REVPP Land at Former Lafarge Site, Hollybush Lane, Aldershot

24/00465/FULPP Land at Former Lafarge Site, Hollybush Lane, Aldershot

\* Executive Head of Property and Growth's Report No. PG2424 in respect of these applications was amended at the meeting.

# 16. **PLANNING APPLICATION NO. 24/00236/REMPP - LAND AT ZONE H STANHOPE LINES WEST AND ZONE I SCHOOL END, ALDERSHOT**

The Committee considered the Executive Head of Property and Growth's Report No. PG2424 (as amended at the meeting) regarding the approval of the construction of 260 residential dwellings together with associated landscape access and parking. During discussion, it was requested that consideration be given to the distribution and placement of affordable housing within future developments. It was understood that the recommendation for planning application 24/00236/REMPP had been recommended for approval in line with previous applications.

## **ACTION**

What	By whom	When
For future applications, consideration be given to the distribution and placement of affordable housing in schemes of a certain size.	Planning Department	Ongoing

17. **PLANNING APPLICATION NO. 24/00441/FULPP - VILLAGE HOTEL, PINEHURST ROAD, FARNBOROUGH -**

The Committee considered the Executive Head of Property and Growth's Report No. PG2424 (as amended at the meeting) regarding the extension of a 48 bedroom, five-storey extension with a link bridge connecting to the existing hotel.

**RESOLVED:** That

an additional condition relating to a Parking Management Plan be included as agreed by the Committee and the Executive Head of Property and Growth, in consultation with the Chairman, be authorised to GRANT planning permission.

18. **APPEALS PROGRESS REPORT**

The Committee received the Executive Head of Property and Growth's Report No. PG2425 concerning the following appeal decisions:

<b>Application / Enforcement Case No.</b>	<b>Description</b>	<b>Decision</b>
Car Park at Carmarthen Close, Farnborough	Appeal against the Refusal of planning permission for the erection of a pair of semi-detached two storey 3-bed houses.	New appeal
116 Chapel Lane, Farnborough	Appeal against refusal of planning permission for continued use of land and building for car wash and valeting.	New appeal
Garage Block, Cold Harbour Lane, Farnborough	Appeal against refusal of planning permission for the demolition of 14 garages and erection of 2 light industrial units with parking.	Dismissed
Asda, Westmead, Farnborough	Appeal against non-determination of planning application for proposed Click and Collect facility, construction of new access and exit routes, landscaping and associated works.	Dismissed

**RESOLVED:** That the Executive Head of Property and Growth's Report No. PG2425 be noted.

19. **ENFORCEMENT AND POSSIBLE UNAUTHORISED DEVELOPMENT**

Enforcement Reference No.	Description of Breach
24/00107/COUGEN	Use of land and buildings for a car wash without planning permission at No. 116 Chapel Lane, Farnborough.  It had been resolved to serve an enforcement notice, however this would be held in obedience due to the recently submitted appeal to the Planning Inspector.

**RESOLVED:** That the Executive Head of Property and Growth's Report No. PG2426 be noted.

20. **PLANNING (DEVELOPMENT MANAGEMENT) SUMMARY REPORT FOR THE QUARTER JULY 2024 - SEPTEMBER 2024**

The Committee received the Executive Head of Property and Growth's Report No. PG2430 which provided an update on the position with respect to achieving performance indicators for the Development Management Section of the Planning Service and the overall workload of the Section for the quarter from 1st July to 30th September 2024.

A request was made for consideration to be given to how variations in Section 106 agreements relating to the Wellesley Development were made available for the public to view. The Head of Property and Growth agreed to consider this request.

**RESOLVED:** That the Executive Head of Property and Growth's Report No. PG2430 be noted.

The meeting closed at 8.26 pm.

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