

**COUNCIL MEETING  
SUMMONS**

Members of Fareham Borough Council are hereby summoned to attend a meeting of the Council to be held in the Council Chamber, Civic Offices, Fareham, on **THURSDAY, 10 OCTOBER 2013**, commencing at **6.00 pm**.

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The Mayor: Councillor Susan Bayford

The Deputy Mayor: Councillor David Norris

Councillor Brian Bayford	Councillor Trevor Howard
Councillor Susan Bell	Councillor Leslie Keeble
Councillor John Bryant	Councillor Tim Knight
Councillor Pamela Bryant	Councillor Arthur Mandry
Councillor Trevor Cartwright	Councillor Kay Mandry
Councillor Peter Davies	Councillor Sarah Pankhurst
Councillor Marian Ellerton	Councillor Roger Price, JP
Councillor Jack Englefield	Councillor Dennis Steadman
Councillor Keith Evans	Councillor David Swanbrow
Councillor Geoff Fazackarley	Councillor Katrina Trott
Councillor Michael Ford, JP	Councillor Nick Walker
Councillor Jim Forrest	Councillor David Whittingham
Councillor Nick Gregory	Councillor Paul Whittle, JP
Councillor Tiffany Harper	Councillor Seán Woodward
Councillor Connie Hockley	



**1. Prayers**

The meeting will commence with a short service of prayers.

**2. Apologies for Absence**

**3. Minutes (Pages 1 - 8)**

To confirm as a correct record the minutes of the Council Meeting held on 25 July 2013.

**4. Mayor's Announcements**

**5. Executive Leader's Announcements**

**6. Executive Members' Announcements**

**7. Declarations of Interest**

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders of Political Groups, in accordance with the Council's Constitution.

**8. Presentation of Petitions**

To receive any petitions presented by a member of the Council.

*Note: any petition so presented will be dealt with in accordance with the Council's petition scheme.*

**9. Deputations**

To receive any deputations of which notice has been given.

**10. Reports of the Executive**

To receive, consider and answer questions on reports and recommendations of the Executive. Minutes of the meetings of the Executive and a schedule of individual Executive member decisions are appended.

(1) Minutes of meeting Monday, 2 September 2013 of Executive (Pages 9 - 18)

*Note:- the following recommendations are to be determined:*

- Minute 11(1) – Annual Review of the Corporate Strategy 2011/2017 – the Executive recommends to Council the amendments to the strategy document, as set out in paragraph 44 of the report.

NB. This matter is to be considered at item 17

(2) Schedule of Individual Executive Decisions (Pages 19 - 22)

**11. Report of the Scrutiny Board (Pages 23 - 26)**

To receive, consider and answer questions on reports and recommendations of the meeting of the Scrutiny Board held on 26 September 2013.

**12. Reports of Other Committees**

To receive the minutes of the following Committees and to consider and answer questions on any reports and recommendations made.

- (1) Minutes of meeting Wednesday, 14 August 2013 of Planning Committee (Pages 27 - 36)
- (2) Minutes of meeting Wednesday, 11 September 2013 of Planning Committee (Pages 37 - 52)
- (3) Minutes of meeting Tuesday, 24 September 2013 of Planning Committee (Pages 53 - 58)
- (4) Minutes of meeting Tuesday, 3 September 2013 of Strategic Planning and Environment Policy Development and Review Panel (Pages 59 - 64)
- (5) Minutes of meeting Wednesday, 4 September 2013 of Leisure and Community Policy Development and Review Panel (Pages 65 - 68)
- (6) Minutes of meeting Thursday, 5 September 2013 of Streetscene Policy Development and Review Panel (Pages 69 - 72)
- (7) Minutes of meeting Tuesday, 10 September 2013 of Public Protection Policy Development and Review Panel (Pages 73 - 76)
- (8) Minutes of meeting Thursday, 12 September 2013 of Health and Housing Policy Development and Review Panel (Pages 77 - 80)
- (9) Minutes of meeting Tuesday, 17 September 2013 of Licensing and Regulatory Affairs Committee (Pages 81 - 84)
- (10) Minutes of meeting Monday, 23 September 2013 of Audit and Governance Committee (Pages 85 - 88)

**13. Questions under Standing Order 17.2**

To answer questions pursuant to Standing Order 17.2 for this meeting.

**14. Motions under Standing Order 15**

Members will be informed, prior to the meeting, of any motion duly notified in accordance with Standing Order 15 but received after print and dispatch of the agenda.

**15. Appointments to Committees (Pages 89 - 96)**

To consider a report by the Chief Executive Officer on the calculation of political balance for appointments to committees following the recent changes to political

group membership.

The Council is asked to appoint the nominations of the political groups to committees and also to appoint the role of Chairman and Vice-Chairman for each committee. Such appointments will take effect from 11 October 2013.

#### **16. 2014 Elections**

Following the passing of the Local Elections (Ordinary Day of Elections in 2014) Order 2013, the Council is informed that the date of the local elections in 2014 will be Thursday 22 May.

The Council is therefore asked to:

- (a) agree that the date of the Annual Meeting will be Thursday 29 May 2014; and
- (b) note that the municipal year 2013/14 will be extended to run up until the date of the Annual Meeting.

#### **17. Annual Review of the Corporate Strategy 2011/2017 (Pages 97 - 114)**

The Corporate Strategy provides a clear focus on the most important issues that need to be addressed for 2011 – 2017. This annual review is an opportunity to consider progress being made in delivering the corporate priorities and to assess the impact of any other influences on the Council's services and initiatives.

The Council is asked to approve the updated Corporate Strategy, as at Appendix A.

#### **18. Exclusion of Public and Press**

To consider whether it is in the public interest to exclude the public and representatives of the Press from the remainder of the meeting on the grounds that the matters to be dealt with involve the likely disclosure of exempt information, as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

#### **19. Senior Management - Terms and Conditions (Pages 115 - 158)**

To consider a report by the Head of Personnel and Development.

The Council is asked to approve changes to some of the terms and conditions for the senior management team of Fareham Borough Council.

P GRIMWOOD  
Chief Executive Officer

[www.fareham.gov.uk](http://www.fareham.gov.uk)

2 October 2013

**For further information please contact:  
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[democraticservices@fareham.gov.uk](mailto:democraticservices@fareham.gov.uk)**

# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Council

**Date:** Thursday, 25 July 2013

**Venue:** Council Chamber - Civic Offices

**PRESENT:**

Mrs S M Bayford  
(Mayor)

D J Norris  
(Deputy Mayor)

**Councillors:** B Bayford, Miss S M Bell, J V Bryant, Mrs P M Bryant, T M Cartwright, Mrs M E Ellerton, K D Evans, G Fazackarley, M J Ford, JP, J S Forrest, N R Gregory, Miss T G Harper, Mrs C L A Hockley, T J Howard, L Keeble, T G Knight, A Mandry, Mrs K Mandry, Mrs S Pankhurst, R H Price, JP, D L Steadman, D C S Swanbrow, Mrs K K Trott, N J Walker, D M Whittingham, P W Whittle, JP and S D T Woodward



## **1. PRAYERS**

The meeting opened with prayers led by the Mayor's Chaplain, Father John Cooke.

## **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P J Davies and J M Englefield.

## **3. MINUTES**

RESOLVED that the Mayor be authorised to sign as a correct record the minutes of the meeting of the Council held on 20 June 2013, subject to the inclusion at minute 12 of the following resolution:

that the minutes of the meeting of the Strategic Planning and Environment Policy Development and Review Panel held on 14 May 2013 be received.

## **4. MAYOR'S ANNOUNCEMENTS**

The Mayor was delighted to inform Members that her charity appeal had received a donation of £16,000 from HMS Collingwood. This amount was a portion of the monies raised during the recent Collingwood open day. The Mayor confirmed that she would be sharing the monies between the Royal Navy and Royal Marines Charity and the Rainbow Centre for Adult Rehabilitation.

The Mayor announced that the Chief Executive, Peter Grimwood had begun his training programme in preparation for next April's London Marathon which he had agreed to run in aid of the Rainbow Centre for Adult Rehabilitation. The Mayor wished him well in his training.

The Mayor confirmed that the next charity event would be the Tea Party on Thursday 5th September when Rod Cameron would be giving a talk on Pantomimes.

## **5. EXECUTIVE LEADER'S ANNOUNCEMENTS**

Vanguard Consultancy

The Executive Leader announced that following the decision of the Executive made at its meeting on 13 May 2013 to engage Vanguard Consulting, the Council had published a "Voluntary Ex Ante Transparency" (VEAT) Notice in the Official Journal of the European Union. He confirmed that this step was taken in recognition of the unique nature of the supply and to ensure that the Council was transparent with the supplier market about the procurement approach we adopted.

Publishing the VEAT Notice gave other potential consultancy providers the opportunity to challenge the Council's rationale for appointing Vanguard and the Executive Leader was pleased to advise that there had been no challenge to the procurement process in response to the VEAT notice, nor had there been a legal challenge to the contract award.

#### Solent Local Transport Body

The Executive Leader advised Members that a meeting had taken place of the Solent Local Transport Body, the organisation created to dispense funding for the transport infrastructure for the Solent area. He confirmed that only one scheme had been agreed for funding in the Hampshire element and that was the £5 million scheme to improve the area of the Station Roundabout in Fareham Town Centre and along Gudge Heath Lane.

The Executive Leader was extremely pleased to note that this was the single Hampshire scheme to be funded by the body. He stated that this would be a major scheme of significant strategic importance for the Borough providing links to the access to Welborne and to the Solent Enterprise Zone Scheme at Daedalus.

#### Western Way

The Executive Leader reminded Members that the Council had previously raised concerns with Hampshire County Council about the bus lane on Western Way and the delays it causes to traffic. He announced that as the County Council's Executive Member for Economy, Transport and Environment, he had agreed a scheme for a consultation which will review if the bus lane is in the best place.

The Executive Leader stated that the proposed plan is to remove the bus lane and reposition it on the piece of land heading westbound adjacent to Western Way. In addition to this, buses would avoid the Quay Street roundabout by having a route near to the Sacred Heart Church on to Western Way. This would help to alleviate the frequent traffic queues from Station Roundabout all the way along Western Way and back to Junction 11 of the M27.

#### 20mph limit in Wallington

The Executive Leader welcomed the decision to install a 20 mph limit in Wallington. He confirmed that this is a trial scheme and is one of 10 across the county which have been approved for implementation.

## **6. EXECUTIVE MEMBERS' ANNOUNCEMENTS**

The Executive Member for Public Protection reminded Members of the Access All Areas initiative that the Fareham Community Safety Partnership would be running across the Borough. The events are free and open to young person between the ages of 11 and 17 who attend school or live in the Borough and will take place between 29 July and 14 August. He encouraged Members to attend the events.

The Executive Member for Public Protection announced that at Fareham Magistrates Court on 18 July 2013, Fareham Borough Council successfully prosecuted a local builder for 26 offences under Building Regulations. The offences included failure to provide adequate waterproofing, failure to provide adequate thermal insulation and failure to provide adequate structural support. The Executive Member confirmed that the contraventions were significant, with many having an impact on the stability of the property.

The builder was fined £5,200 for the breaches, and ordered to pay £4,540 in costs to Fareham Borough Council, and a £15 victim surcharge. He was also ordered to pay compensation to the home owner of £18,423. The total amount of fines, costs and compensation was £28,178.

The Executive Member for Public Protection stated that the offences represented a serious and dangerous breach of Building Regulations and that the successful prosecution highlights the important role of the Building Control Partnership in making sure work that is undertaken to a correct and safe standard. He paid tribute to the magnificent job undertaken by officers in putting this case together.

The Executive Member for Leisure and Community expressed her thanks to everyone involved in the preparation for the recent South and South-East in Bloom judging.

The Executive Member for Leisure and Community stated that the Fareham Park Steering Group fun day was a great success which attracted over 500 visitors. She expressed her thanks to everyone involved in creating this super occasion.

## **7. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

## **8. PRESENTATION OF PETITIONS**

A petition of approximately 64 signatures was presented by Councillor Mrs K Mandry entitled "We the undersigned residents of Newgate Lane and Albert Road having read the Hampshire County Council Consultation proposals wish to confirm our strong support for Option B, a new road route to the east of Newgate Lane adjacent to Brookers Field."

The petition asks the Council to formally write to Hampshire County Council to support Option B – the plan to build a new road to the east of the current route.

The Mayor advised that the petition would be dealt with in accordance with Fareham Borough Council's petition scheme.



## 9. DEPUTATIONS

There were no deputations given at this meeting.

## 10. REPORTS OF THE EXECUTIVE

The minutes of the meeting of the Executive held on 10 June 2013, 1 July 2013 and 8 July 2013 were presented to the Council, together with a schedule of decisions made by individual Executive Members.

RESOLVED that:-

- (a) the minutes of the Executive meeting held on 10 June 2013 be received;
- (b) the minutes of the Executive meeting held on 1 July 2013 be received;
- (c) the minutes of the Executive meeting held on 8 July 2013 be received;  
and
- (d) the schedule of decisions made by individual Executive Members be received.

## 11. REPORT OF THE SCRUTINY BOARD

The minutes of the meeting of the Scrutiny Board held on 4 July 2013 were presented to the meeting.

RESOLVED that the minutes of the Scrutiny Board meeting held on 4 July 2013 be received.

## 12. REPORTS OF OTHER COMMITTEES

The minutes of the following Committee meetings were presented to Council:-

- |     |   |              |
|-----|---|--------------|
| (1) | Planning Committee                            | 19 June 2013 |
| (2) | Streetscene Policy<br>Development and Review  | 11 July 2013 |
| (3) | Audit and Governance<br>Committee             | 27 June 2013 |
| (4) | Licensing and Regulatory<br>Affairs Committee | 9 July 2013  |

RESOLVED that:-

- (a) the minutes of the meeting of the Planning Committee held on 19 June 2013 be received;
- (b) the minutes of the meeting of the Streetscene Policy Development and Review Panel held on 11 July 2013 be received;

- (c) the recommendation of the Streetscene Policy Development and Review Panel contained in minute 6(a) regarding the change of date for the October meeting from 31 October 2013 to 24 October 2013 be agreed;
- (d) the minutes of the meeting of the Audit and Governance Committee held on 27 June 2013 be received;
- (e) the recommendation of the Audit and Governance Committee contained in minute 6 regarding the approval and adoption of the Benefits Anti-Fraud Policy be agreed;
- (f) the recommendation of the Audit and Governance Committee contained in minute 7 regarding the review and subsequent proposed changes to Financial Regulations 14, 10 and 11 be agreed; and
- (g) the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 9 July 2013 be received.

### **13. QUESTIONS UNDER STANDING ORDER 17.2**

There were no questions under Standing Order 17.2 submitted for this meeting.

### **14. MOTIONS UNDER STANDING ORDER 15**

Members were asked to note that following the motion presented to the Council on 24 April 2013 by Councillor D J Norris, the Streetscene Policy Development and Review Panel considered a report by the Director of Streetscene which investigated the feasibility of introducing a kerbside domestic food and vegetable waste collection service in the Borough.

The Panel AGREED that a kerbside food and vegetable waste collection service should not be introduced at this time due to the significant capital and revenue costs that would be incurred; the detrimental effect on the environment; little evidence of resident demand and the low take-up rates in other authorities.

RESOLVED that the opinion of the Streetscene Policy Development and Review Panel be noted and that no further action be taken.

### **15. APPOINTMENTS TO COMMITTEES**

There were no changes to appointments to committees made at this meeting.

## 16. APPOINTMENTS TO OUTSIDE BODIES

### (1) Hampshire Health and Wellbeing Board

As a result of the Health and Social Care Act 2012, Hampshire County Council is required to establish a Health and Wellbeing Board. The membership of the Board is due to include, amongst others, up to two elected members of the District, Borough and City Councils within Hampshire.

Fareham Borough Council has been approached by HLOWLA (Hampshire and Isle of Wight Local Authorities) to appoint Councillor Brian Bayford to the Hampshire Health and Wellbeing Board as a District Council representative.

RESOLVED that Councillor B Bayford be appointed as a representative to the Health and Wellbeing Board for the remainder of the 2013/14 municipal year.

### (2) William Price Charitable Trust

This charitable trust exists to provide special and educational benefits for schools in Fareham.

At its Annual Meeting on 9 May 2013, the Council confirmed the appointment of Councillor Mrs P Bryant for a four year term ending in August 2015, and Councillor T J Howard for a four year term ending August 2013.

In considering this appointment, it was proposed that Councillor P W Whittle, JP be appointed as the representative. On the proposal being put to the meeting it was declared LOST, 6 members voting in favour and 21 voting against.

RESOLVED that Councillor T J Howard be appointed as a trustee (voting) for a four year term ending in August 2017.

## 17. CHANGES TO MEETING DATES

The Council agreed to change the date of the Streetscene Policy Development and Review Panel earlier at minute 12(c);

RESOLVED that the meeting of the Housing Tenancy Board currently scheduled for 14 April 2014 be moved to 22 April 2014.

(The meeting started at 6.00 pm  
and ended at 6.41 pm).

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# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Executive

**(to be confirmed at the next meeting)**

**Date:** Monday, 2 September 2013

**Venue:** Collingwood Room - Civic Offices

**Present:**

S D T Woodward, Policy and Resources (Executive Leader)  
T M Cartwright, Public Protection (Deputy Leader)  
B Bayford, Health and Housing  
K D Evans, Strategic Planning and Environment  
Mrs C L A Hockley, Leisure and Community  
L Keeble, Streetscene

**Also in attendance:**

Miss S M Bell, Chairman of Leisure and Community Policy Development and Review Panel

J V Bryant, Chairman of Strategic Planning and Environment Policy Development and Review Panel

P J Davies, Chairman of Housing Tenancy Board, for item 9(1)

Mrs M E Ellerton, Chairman of Health and Housing Policy Development and Review Panel

M J Ford, JP, Chairman of Appeals Committee

Miss T G Harper, Chairman of Streetscene Policy Development and Review Panel

T G Knight, Chairman of Audit and Governance Committee, for item 9(5)

D C S Swanbrow, Chairman of Scrutiny Board

J S Forrest, for items 9(5) and 8(3)

Mrs K K Trott, for items 8(2) and 8(3)

P W Whittle, JP, for items 8(1), 8(2), 8(3), 9(4) and 11(1)



## 1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

## 2. MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 1 July 2013 and 8 July 2013 be confirmed and signed as a correct record.

## 3. EXECUTIVE LEADER'S ANNOUNCEMENTS

### Commercial Property Investment Acquisition Strategy

The Executive Leader reminded Members that on 7 January 2013, the Executive agreed a Commercial Property Investment Acquisition Strategy as a way of optimising returns on Council investments. This strategy was backed by funding of £3m to acquire commercial property investments.

The Executive Leader was pleased to be able to advise that the Council has successfully completed the acquisition of its first commercial property investment, which is Clifton House in Segensworth. Based on the purchase price paid and the rent payable by the occupier, the Council will receive a net return on its investment of around 9%.

Officers have also had an offer accepted on a second commercial property, which is a convenience food retail store outside of the borough, and this is progressing to completion in the coming weeks. Assuming the purchase is concluded, this will also generate a positive return in the region of 6%.

Both of these investments will have a positive impact on the Council's revenue budget, and consequently the Executive Leader confirmed that he has asked officers to consider whether (and how) a further tranche of funding could be used in this way, when preparing the Finance Strategy for consideration by the Executive in October.

### Change to Political Group membership

The Executive Leader advised that the Chief Executive had received notification from Councillor D Whittingham that he wished to be treated as a member of the Fareham Borough Council Conservative Group with immediate effect.

The Executive Leader confirmed that the political balance of the Council is now 23 Conservative, 6 Liberal Democrat and 2 independent councillors.

## 4. DECLARATIONS OF INTEREST

The Executive Leader declared a Non-Pecuniary Interest for item 9(5) – Response to Consultation: Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport, as he is the Executive Member for Economy, Transport and Environment at Hampshire County Council. He remained present throughout the meeting but did not vote on this item.

## 5. PETITIONS

There were no petitions presented for this meeting.

## 6. DEPUTATIONS

The Executive received a deputation from Mr Robert Duckworth in relation to Item 9 (5) - Response to Consultation: Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport and was thanked accordingly.

The Executive Leader agreed to bring that item for consideration forward on the agenda.

## 7. MINUTES / REFERENCES FROM OTHER COMMITTEES

(1) References from the Policy Development and Review Panels:

- (a) The Executive received comments from the Public Protection Policy Development and Review Panel regarding the Annual Health and Safety Performance 2012/13 and took account of these comments in determining the matter at Item 11(3) below.
- (b) The Executive received comments from the Public Protection Policy Development and Review Panel regarding the Fareham Parking Enforcement Service and took account of these comments in determining the matter at Item 11(1) below.
- (c) The Executive received comments from the Public Protection Policy Development and Review Panel regarding the Emergency Planning Annual Report and took account of these comments in determining the matter at Item 11(2) below.
- (d) The Executive received comments from the Leisure and Community Policy Development and Review Panel regarding the Portchester MUGA – Results of Consultation and took account of these comments in determining the matter at Item 8(5) below.
- (e) The Executive received comments from the Leisure and Community Policy Development and Review Panel regarding the Leisure Strategy Review and took account of these comments in determining the matter at Item 8(2) below.
- (f) The Executive received comments from the Leisure and Community Policy Development and Review Panel regarding the Proposals to Commemorate the Centenary of WW1 and the 70<sup>th</sup> Anniversary of D-Day and took account of these comments in determining the matter at Item 8(4) below.

(2) The Executive received the minutes of the Housing Tenancy Board held on 20 May 2013 and 29 July 2013.

RESOLVED that the Executive:

- (a) receive the minutes of the Housing Tenancy Board held on 20 May 2013 and 29 July 2013; and
  - (b) notes the Work Programme for 2013/14, as attached at Appendix A to the minutes.
- (3) The Executive received the minutes of the Scrutiny Board held on 30 May 2013 and 4 July 2013.

RESOLVED that the Executive receive the minutes of the Scrutiny Board held on 30 May 2013 and 4 July 2013.

## **8. LEISURE AND COMMUNITY**

### **(1) Leisure Strategy Review**

At the invitation of the Executive Leader, Councillor P W Whittle, JP addressed the Executive on this item.

RESOLVED that the Executive adopts the Leisure Strategy for 2013 to 2018, as set out in Appendix A to the report.

### **(2) Review of Tourist Information Centre**

At the invitation of the Executive Leader, Councillors Mrs K K Trott and P W Whittle, JP addressed the Executive on this item.

RESOLVED that the Executive agrees:

- (a) to implement a 15% reduction in the funding for the Fareham Tourist Information Centre from 1 April 2014;
- (b) to request that the Fareham Tourist Information Centre and Westbury Manor Museum be open on Mondays and that this be a condition of the grant; and
- (c) to encourage Fareham TIC to utilise volunteers to support the running of the service.
- (d) That in the event that the 15% reduction in funding and the associated funding conditions are not acceptable to Tourism South East, that the current agreement for the operation of the Fareham Tourist Information Centre is terminated on 31 March 2014 and the Council becomes a Destination Partner with Tourism South East who will provide and manage web pages promoting attractions and events in the Borough of Fareham.

### **(3) 2014 Commemorates World War I Centenary and D Day 70th Anniversary**

At the invitation of the Executive Leader, Councillors Mrs K K Trott, J S Forrest and P W Whittle, JP addressed the Executive on this item.

RESOLVED that subject to the title of Appendix A being amended to 2014 Commemorations – WW1 and D Day 70<sup>th</sup> Anniversary, the Executive agrees:



- (a) to support the proposals listed to ensure that a number of projects can be undertaken to commemorate the centenary of World War 1 and 70th anniversary of D Day:
  - i. landscaping enhancements at Holy Trinity Church open space;
  - ii. wild flower meadows at the four QEII sites;
  - iii. 5000 wild flower seed packets for distribution;
  - iv. activities undertaken by Hampshire County Council Museum and Arts service;
  - v. unveiling of commemorative stone/plaque on Monday 4 August 2014 in the town centre;
- (b) that the project be funded from 2012/13 under spends to the sum of £10,000 with the remainder being found from within existing revenue budgets; and
- (c) that an additional sum of £20,000 be allocated from the Council's reserves to clean, maintain and upgrade the War Memorials throughout the borough.

(4) Portchester MUGA

RESOLVED that the Executive:

- (a) agrees that a Multi Use Games Area is not provided on the site of the former Portchester Community Centre;
- (b) agrees that the Council does not replace the existing fencing between the former tennis courts and the residential properties in Clive Grove; and
- (c) notes the expanding community use of the tennis courts at the Portchester Community School.

## 9. STRATEGIC PLANNING AND ENVIRONMENT

- (1) Development Sites and Policies Plan: Fareham College and other new site allocations: Consultation

At the invitation of the Executive Leader, Councillor P J Davies addressed the Executive on this item.

RESOLVED that subject to the amendment of references within the report corrected to Cartwright Drive (in place of Cartwright Drive) and the correction of the figure at paragraph 7 of the report from £14m to £4.7m, the Executive authorises a four-week consultation on the following documents:

- A new policy and supporting explanatory text setting out the Council's approach to the redevelopment of Fareham College's Bishopsfield Road site;
- Development Site Briefs for three new employment allocations at:
  - Kites Croft
  - Midpoint 27, Cartwright Avenue
  - The Walled Garden, Cams Hall; and
- A Technical Note comprising a Sustainability Appraisal/Strategic Environmental Assessment High Level Assessment of the proposed development sites, and a Habitats Regulation Assessment Screening

for Likely Significant Effects of the new policy and proposed site allocations.

- (2) Titchfield Abbey Conservation Area Character Appraisal and Management Strategy

RESOLVED that the Executive:

- (a) agrees that the Titchfield Abbey Conservation Area Character Appraisal and Management Strategy, as set out in Appendix A to this report, be adopted as evidence in support of the Fareham Borough Local Plan Review (June 2000), the policies contained within the Fareham Local Plan Part 1: Core Strategy and the emerging policies of the Fareham Local Plan Part 2: Development Sites & Policies; and
- (b) grants Delegated Authority to the Director of Planning and Environment in consultation with the Executive Member for Strategic Planning and Environment to make minor factual and formatting alterations prior to publication of the adopted document.
- (3) Additions to the Local List of Buildings of Special Architectural or Historic Interest

RESOLVED that the Executive notes the results of the consultation and that the following buildings are added to the Council's Local List of Buildings of Architectural or Historic Interest:

1. The Parish Rooms, 217 Barnes Lane, Sarisbury;
2. The former Victorian school building, 216-220 Barnes Lane, Sarisbury;
3. 28 Osborn Road, Fareham;
4. 32 Osborn Road, Fareham;
5. 34 Osborn Road, Fareham Wallington;
6. 36 Osborn Road, Fareham;
7. 38 Osborn Road, Fareham;
8. Lowlands, 36 Wallington Shore Road;
9. 1 Church Road, Warsash, Former Gate Lodge to Hook Estate;
10. 37-41 High Street (The Square), Titchfield;
11. Former Theatre Building (1 Coach House Mews), South Street, Titchfield; and
12. The Parish Rooms, High Street, Titchfield.

- (4) Preparation of Welborne Plan: Quarterly Financial Update

At the invitation of the Executive Leader, Councillor P W Whittle, JP addressed the Executive on this item.

RESOLVED that the Executive notes the quarterly update on the financial costs of producing the Welborne Plan.

- (5) Response to Consultation: Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport

The Executive Leader, Councillor S D T Woodward declared a Personal and Non-Pecuniary Interest on this item as he is the Executive Member for

Economy, Transport and Environment at Hampshire County Council. He remained present but did not vote on this item.

At the invitation of the Executive Leader, Councillors T G Knight and J S Forrest addressed the Executive on this item.

Upon being put to the vote (5 Executive Members voting in favour with one abstention) it was RESOLVED that the Executive:

- (a) notes the public consultation carried out by Hampshire County Council on Highway Proposals for Newgate Lane and Peel Common, Fareham and Western Access to Gosport;
- (b) agrees the proposed consultation response as at paragraphs 5 to 39 of the report;
- (c) delegates authority to the Director of Planning and Environment, in consultation with the Executive Member for Strategic Planning and Environment to finalise the response to Hampshire County Council, incorporating any minor additions or amendments at this meeting; and
- (d) agrees that the response be sent as a matter of urgency to Hampshire County Council, prior to the end of the call in period, due to the prescribed consultation period.

## **10. PUBLIC PROTECTION**

### **(1) Parking Enforcement Service Annual Report**

RESOLVED that the Executive notes the performance of the Parking Enforcement service and that this will continue to be closely monitored.

### **(2) Emergency Planning Annual Report**

RESOLVED that the Executive agrees that this report be used as a record and update of the work that has and will continue to be undertaken to enhance the Council's emergency response capability and to satisfy the requirements of the Civil Contingencies Act 2004.

### **(3) Health and Safety Performance 2012/13**

RESOLVED that the Executive:

- (a) notes the work undertaken by all employees to maintain health and safety standards and, where necessary, improve health and safety performance for the benefit of all concerned during 2012/13;
- (b) notes that the Council as an employer, continues to achieve a standard of health and safety management within its activities that meets statutory requirements and demonstrates competence in health and safety management; and
- (c) notes that training sessions for Members will be scheduled for December 2013.

(4) Scrap Metal Dealers Act 2013

That the Executive:

- (a) notes the changes made by the introduction of the Scrap Metal Dealers Act 2013;
- (b) agrees the fees as set out in paragraph 15 of the report; and
- (c) delegates authority to the Director of Regulatory and Democratic Services to establish all necessary processes to give effect to the legislation, including the power to determine applications or revoke licences.

## 11. POLICY AND RESOURCES

(1) Annual Review of the Corporate Strategy 2011/2017

At the invitation of the Executive Leader, Councillor P W Whittle, JP addressed the Executive on this item.

RESOLVED that the Executive recommends to Council the amendments to the strategy document, as set out in paragraph 44 of the report.

(2) Council Tax Support - Year 2

RESOLVED that the Executive:

- (a) approves the draft scheme proposals for Council Tax Support as set out in the report. The draft scheme will contain the key principles as set out in our 2013/14 scheme prior to the decision by Members to make the necessary amendments in order to qualify for the transitional grant;
- (b) instructs officers to proceed with a period of public consultation to seek views on the draft scheme; and
- (c) notes the programme for implementation.

(3) Annual Update - Local Service Agreements

RESOLVED that the Executive notes the Council's performance for the 2012/13 financial year.

(4) Quarterly Financial Monitoring Report 2013/14

RESOLVED that the Executive notes the report on revenue and capital budget monitoring.

(5) Treasury Management Monitoring Report 2013/14

RESOLVED that the Executive notes the treasury management monitoring report.

(6) Taxi Tariff

RESOLVED that the Executive approves the Hackney Carriage tariff, as attached at Appendix B to the report.

(7) New Homes Bonus and the Local Growth Fund: Response to Consultation

RESOLVED that the Executive approves the response to consultation, attached as Appendix A to the report, and asks the Director of Finance and Resources to make the submission to the Department for Communities and Local Government prior to the closing date.

(8) Council Car Park and Pedestrian Highway Works Contract

RESOLVED that the Executive accepts the tender submitted by the contractor ranked 1 (as set out in the confidential appendix), and being the most advantageous tender received, the contract is awarded to that company.

## 12. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that in accordance with the Local Government Act 1972 the Public and Press be excluded from the remainder of the meeting, as the Executive considers that it is not in the public interest to consider the matters in public on the grounds that they will involve the disclosure of exempt information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act.

## 13. HEALTH AND HOUSING

(1) Purchase of Properties from the Homes and Communities Agency

RESOLVED that the Executive agrees to:-

1. delegate authority to the Director of Community, following consultation with the Executive Leader to:-
  - (a) purchase Numbers 19 and 20 Coldeast Close and associated land from the Homes and Communities Agency;
  - (b) purchase of 123 Bridge Road and grounds
  - (c) arrange the onward sale of 123 Bridge Road without the benefit of the large rear garden.
2. approve a gross budget of up to £800,000 for the purchase of the three properties including fees.

(The meeting started at 6.00 pm  
and ended at 7.57 pm).

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# FAREHAM

## BOROUGH COUNCIL

### SCHEDULE OF EXECUTIVE MEMBER DECISIONS

The following decisions have been made by individual Executive Members since those reported at the last ordinary meeting of Council:-

#### Public Protection

- (1) **Traffic Regulation Order - Proposed Waiting Restrictions - The Hillway area, Portchester** (Decision 2012/13-259)

RESOLVED that the waiting restrictions as shown at Appendix B to the report are introduced as advertised..

- (2) **Traffic Regulation Order - Proposed Waiting Restrictions – Longmynd Drive, Fareham** (Decision 2012/13-260)

RESOLVED that the waiting restrictions as shown at Appendix B to the report are introduced as advertised.

- (3) **Traffic Regulation Order - Proposed Waiting Restrictions – Queens Road, Fareham** (Decision 2012/13-261)

RESOLVED that the waiting restrictions as shown at Appendix A to the report are introduced as advertised.

- (4) **Traffic Regulation Order - Proposed Waiting Restrictions – St Pauls Road, Sarisbury** (Decision 2012/13-295)

RESOLVED that the waiting restrictions as shown at Appendix A to the report are introduced as advertised.

- (5) **Traffic Regulation Order - Proposed Waiting Restrictions – Funtley Hill Fareham** (Decision 2012/13-296)

RESOLVED that the waiting restrictions as shown at Appendix A to the report are introduced as advertised.

**(6) Traffic Regulation Order - Proposed Waiting Restrictions – Arundel Drive Area, Fareham (Decision 2012/13-297)**

RESOLVED that the waiting restrictions as shown at Appendix C to the report are introduced. The loading restrictions as advertised should not be introduced, but the location will be monitored, and reviewed in due course if necessary.

**(7) Traffic Regulation Order - Proposed Waiting Restrictions – Lower Spinney, Warsash (Decision 2012/13-298)**

RESOLVED that the waiting restrictions as shown at Appendix A to the report are introduced as advertised. These new restrictions will be monitored, and reviewed in due course if necessary.

**(8) Traffic Regulation Order - Proposed Waiting Restrictions – Drfit Road, Wallington (Decision 2012/13-299)**

RESOLVED that the waiting restrictions are introduced as shown at Appendix B to the report

**(9) Traffic Regulation Order - Proposed Waiting Restrictions – Rookery Avenue, Swanwick (Decision 2012/13-300)**

RESOLVED that the waiting restrictions are introduced as shown at Appendix A to the report.

**Policy and Resources**

**(10) Community Fund Application - Addiaid (Decision 2013/14-258)**

RESOLVED that the application for £909.97 from Fareham Borough Council's Community Funding Programme, submitted by Barbara Cooper on behalf of Addiaid to assist with the purchase of a lap-top, printer and software, be approved.

**(11) Community Fund Application – Let Us Play Scheme (Decision 2013/14-263)**

RESOLVED that the application for £259.20 from Fareham Borough Council's Community Funding Programme, submitted by Ms Gunn to hire 2x chemical portable toilets for attendees to use at a fund raising event in support of the Let Us Play Scheme be approved.

**(12) Community Fund Application – High Mead Footpath (Decision 2013/14-264)**

RESOLVED that the application for £3,590.40 from Fareham Borough Council's Community Funding Programme, submitted by Mr White for the enhancement of the footpath that runs between Red Barn Lane and High Mead be approved.



**(13) Attendance at Seminar – SEE Employment Law Update** (Decision 2013/14-293)

RESOLVED that approval is given for the Deputy Executive Leader, who is also Fareham Borough Council's representative to South East Employers (SEE), to attend South East Employers Law Update Seminar, to be held on 3<sup>rd</sup> October in Winchester

**(14) Community Fund Application – Limesdowne Pentanque Club** (Decision 2013/14-301)

RESOLVED that the application for £4,999 from Fareham Borough Council's Community Funding Programme, submitted by Derek Ashmore on behalf The Limesdown Petanque Club to construct a replacement terrain be approved. (This decision is subject to call-in, due to end on 2<sup>nd</sup> October 2013.)

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# FAREHAM

BOROUGH COUNCIL

## Minutes of the Scrutiny Board

**(to be confirmed at the next meeting)**

**Date:** Thursday, 26 September 2013

**Venue:** Collingwood Room - Civic Offices, Fareham

**PRESENT:**

Councillor D C S Swanbrow (Chairman)

Councillor Mrs K Mandry (Vice-Chairman)

**Councillors:** Miss S M Bell, J V Bryant, Mrs M E Ellerton, J S Forrest,  
Miss T G Harper and R H Price, JP (deputising for P W Whittle,  
JP)



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors N R Gregory and P W Whittle, JP.

**2. MINUTES**

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 4 July 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest or disclosures of advice or directions made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. MEDIUM TERM FINANCE STRATEGY 2013/14**

The Board considered a report by the Director of Finance and Resources on the Medium Term Finance Strategy 2013/14. Members were invited to consider the review of the Finance Strategy and to note that any comments would be reported to the Executive when the strategy document was submitted for approval at the Executive meeting on 7 October 2013.

It was AGREED that:-

- (a) the Executive be advised that the Board had requested that the table in paragraph 40 on page 7 of the Draft Strategy be amended to clarify references to member approval by indicating whether the decisions would be made by Council, the Executive or non-executive committees;
- (b) the Executive be advised that the Board had requested that paragraph 70 on page 11 of the Draft Strategy be deleted;
- (c) it be recommended to the Executive that it looks at ways of identifying possible funding from the European Union and other organisations, in partnership with other local authorities in the area;
- (d) the Executive be advised that the Board has requested that paragraph 99 on page 15 of the Draft Strategy be amended to clarify that the reference to costs associated with "Welborne planning and supporting delivery" refer to potential expenditure in addition to those incurred in the preparation of the Welborne Local Plan and supporting strategic masterplan;

- (e) the Executive be advised that the Board noted the significance and uncertainties surrounding the areas identified, and suggested that further work should be undertaken to broadly quantify the financial risk to support the Finance Strategy; and
- (f) the Executive be advised that the Board suggested that the following wording in paragraph 99 on page 15 of the Draft Strategy, “but have yet to be costed”, be replaced with “but because of the high level of uncertainty, these costs have yet to be included in the financial projections” to more accurately reflect the position.

## **7. SCRUTINY BOARD WORK PROGRAMME 2013/14**

The Board considered a report by the Director of Finance and Resources, which invited members to review the Board’s work programme for 2013/14.

It was AGREED that:-

- (a) the programme of items as set out in Appendix A to the report be noted; and
- (b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.

## **8. PROJECT INTEGRA STRATEGIC BOARD MINUTES 4/7/13**

It was reported that, as part of the review of Project Integra, the Policy Review and Scrutiny Committee was disbanded and the scrutiny function delegated to the partner authorities. It was decided that the minutes of the meetings of the Project Integra Strategic Board would be circulated to the Chairman of each partner authority's Scrutiny Committee for review.

Members were therefore invited to consider the minutes of the meeting of the Project Integra Strategic Board held on 4 July 2013.

It was AGREED that:-

- (a) the Director of Streetscene be requested to convey members’ views on the excessive use of acronyms in the minutes, particularly as the minutes were now being more widely circulated; and
- (b) the Director of Streetscene be requested to convey members’ comments on the need for additional information about confidential items in the minutes.

## **9. EXECUTIVE BUSINESS**

The Chairman invited members to indicate if they wished to consider any other item of business dealt with by the Executive, since the last meeting of the Board. There were no other items of Executive business considered.

(The meeting started at 6.00pm  
and ended at 7.23pm).

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Planning Committee

(to be confirmed at the next meeting)

**Date:** Wednesday, 14 August 2013

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

N J Walker (Chairman)

A Mandry (Vice-Chairman)

**Councillors:** T M Cartwright (deputising for P J Davies), M J Ford, JP,  
Mrs C L A Hockley (deputising for B Bayford), R H Price, JP,  
D C S Swanbrow and Mrs K K Trott.



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors B Bayford and P J Davies.

**2. MINUTES OF PREVIOUS MEETING**

RESOLVED that the minutes of the Planning Committee meeting held on 17 July 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements made at this meeting.

**4. DECLARATIONS OF INTEREST**

In accordance with Standing Orders and the Council's Code of Conduct, Councillor Price declared a personal interest in minute 6 (6).

**5. DEPUTATIONS**

The Committee received deputations from the following in respect of the applications indicated and the deputies were thanked accordingly:-

<b>Name</b>	<b>Spokesperson representing the persons listed</b>	<b>Subject</b>	<b>Supporting or Opposing the Application</b>	<b>Minute No/ Application No</b>
<b>ZONE 1</b>				
Mr B Wilkie	Mr & Mrs Baker Mr S Hine	Land off Wayside, Lower Swanwick, Fareham, - Erection of two detached dwellings with garages	<b>Opposing</b>	6(1) P/13/0149/FP
Ms M Tanner		41 Elmdale Close, Warsash - erection of part first floor part two storey side and part two storey rear extension	<b>Opposing</b>	6(3) P/13/0480/FP
Mrs H Croft-Phillips	Mr M Willoughby Mr N Blick	Yew Tree Drive, Fareham - To enable a trial opening of the bus gate for one year from date of decision so the effects of the bus gate opening to all traffic can be monitored by Hampshire County Council as Highway Authority (variation of condition 2	<b>Opposing</b>	6(6) P/13/0547/VC



		P/05/1533/FP)		
<b>ZONE 3</b>				
Mr M Perkins		25 Old Street, Fareham - Demolition of existing bungalow and detached garage and erection of two storey dwelling and detached garage	<b>Supporting</b>	6(13) P13/0570/FP

DECISIONS UNDER DELEGATED POWERS

**6. PLANNING APPLICATIONS AND MISCELLANEOUS MATTERS INCLUDING AN UPDATE ON PLANNING APPEALS**

The Committee noted a report by the Director of Planning and Environment on development control applications and miscellaneous matters, including the current situation regarding planning appeals (copy of report circulated with agenda). An Update Report was tabled at the meeting.

**(1) P/13/0149/FP - LAND OFF WAYSIDE LOWER SWANWICK**

The Committee received the deputation referred to in minute 5 above.

The Committee was referred to the Update Report which provided the following information: *The Ecologist has had sight of the Ecological Study and raises no objections subject to conditions securing the future security of the translocation site for the slow worms and grass snakes (The Gull Fields nursery site), and that the work is to take place in accordance with the Reptile Mitigation Strategy. Two further conditions are therefore recommended on this basis.*

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to:-

- (a) a condition securing the future security of the translocation site for the slow worms and grass snakes (The Gull Fields nursery site);
- (b) a condition requiring that the work is to take place in accordance with the Reptile Mitigation Strategy;
- (c) a condition requiring the access be made available prior to occupation;
- (d) a condition requiring retention of the hedge as shown (and replacement if it is damaged); and
- (e) the conditions in the report

was voted on and CARRIED.  
(Voting: 6 in favour; 2 against)

RESOLVED that subject to:-

- (a) a condition securing the future security of the translocation site for the slow worms and grass snakes (The Gull Fields nursery site);
- (b) a condition requiring that the work is to take place in accordance with the Reptile Mitigation Strategy;
- (c) a condition requiring the access be made available prior to occupation;
- (d) a condition requiring retention of the hedge as shown (and replacement if it is damaged); and
- (e) the conditions in the report

PLANNING PERMISSION be granted.

**(2) P/13/0477/FP - 38 COLUMBUS DRIVE SARISBURY**

*The Committee was referred to the Update Report which provided the following information: The Officer recommendation is to be "Subject to the receipt of amended landscaping scheme and tree protection plans showing the provision of the landscaping buffer strip to the rear of plots 4, 5 & 6 in accordance with the amended submitted site layout."*

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to:-

- (a) the receipt of amended landscaping scheme and tree protection plans showing the provision of the landscaping buffer strip to the rear of plots 4, 5 & 6 in accordance with the amended submitted site layout; and
- (b) the conditions in the report

was voted on and CARRIED.  
(Voting: 8 in favour; 0 against)

RESOLVED that subject to

- (a) the receipt of amended landscaping scheme and tree protection plans showing the provision of the landscaping buffer strip to the rear of plots 4, 5 & 6 in accordance with the amended submitted site layout; and
- (b) the conditions in the report

PLANNING PERMISSION be granted.

**(3) P/13/0480/FP - 41 ELMDALE CLOSE WARSASH**

The Committee received the deputation referred to in minute 5 above

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to the conditions in the report was voted on and CARRIED.

(Voting: 8 in favour; 0 against)

RESOLVED that, subject to the conditions in the report, PLANNING PERMISSION be granted.

**(4) P/13/0519/FP - 90 RALEY ROAD LOCKS HEATH**

Upon being proposed and seconded, the officer recommendation to refuse planning permission was voted on and CARRIED.

(Voting: 8 in favour of refusal; 0 against refusal)

RESOLVED that planning permission be REFUSED.

Reasons for the decision: It is considered that the scale and design of the extensions would be harmful to the appearance of the dwelling and the character of the area and would be contrary to the policy below.

Policies: Approved Fareham Borough Core Strategy: CS17 - High Quality Design.

**(5) P/13/0530/FP - 14 ST JOHNS ROAD LOCKS HEATH**

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to the conditions in the report, was voted on and CARRIED.

(Voting: 8 in favour; 0 against)

RESOLVED that, subject to the conditions in the report, PLANNING PERMISSION be granted.

**(6) P/13/0547/VC - YEW TREE DRIVE FAREHAM**

The Committee received the deputation referred to in minute 5 above.

Councillor Price declared a personal interest in connection with this matter as he is a member of Hampshire County Council.

Upon being proposed and seconded, the officer recommendation to grant permission for a temporary period of one year to vary condition 2 of planning permission P/05/1533/FP, subject to:-

- (a) the applicant varying the description of the development to exclude use by heavy goods vehicles;

- (b) submission in writing of the full details of the proposed mitigation measures referred to in the report, to be reported to and approved by the Planning Committee prior to the start of the formal trial period in January 2014; and
- (c) the conditions in the report

was voted on and CARRIED.  
(Voting: 8 in favour; 0 against)

RESOLVED that subject to:-

- (a) the applicant varying the description of the development to exclude use by heavy goods vehicles;
- (b) submission in writing of the full details of the proposed mitigation measures referred to in the report, to be reported to and approved by the Planning Committee prior to the start of the formal trial period in January 2014; and
- (d) the conditions in the report

PERMISSION be granted for a temporary period of one year to vary condition 2 of planning permission P/05/1533/FP.

**(7) P/13/0554/FP - 177 WARSASH ROAD WARSASH**

Upon being proposed and seconded, the officer recommendation to grant, subject to the condition in the report, planning permission for the variation of condition 5 of P/94/1051/FP to allow the erection of a single storey rear extension, was voted on and CARRIED.  
(Voting: 8 in favour; 0 against)

RESOLVED that, subject to the condition in the report, PLANNING PERMISSION be granted for the variation of condition 5 of P/94/1051/FP to allow the erection of a single storey rear extension.

**(8) P/13/0588/FR - 10 LOCKS ROAD LOCKS HEATH**

The Committee was referred to the Update Report which provided the following information:- *Director of Planning & Environment (Ecologist) - The report provides an adequate assessment of the site, and there are no particular ecological on-site concerns. I would recommend that a bird nesting informative is attached to any consent and you may wish to condition adherence to the measures set out in the enhancements section of the report, such that a biodiversity gain is secured.*

*- Birds nests, when occupied or being built, receive legal protection under the Wildlife and Countryside Act 1981 (as amended). It is highly advisable to undertake clearance of potential nesting habitat (such as hedges, scrub, trees, suitable outbuildings etc) outside the bird nesting season, which is generally*

*seen as extending from March to the end of August, although may extend longer depending on local conditions. If there is absolutely no alternative to doing the work during this period then a thorough, careful and quiet examination of the affected area must be carried out before clearance starts. If occupied nests are present then work must stop in that area, a suitable (approximately 5m) stand-off maintained, and clearance can only recommence once the nest becomes unoccupied of its own accord.*

*As this proposal is for a net residential gain within the area considered to contribute, at least in combination, to recreational impacts on the Solent European coastal designated sites, I would suggest that Natural England are consulted on the proposal should they not already have been.*

*Natural England - Comments awaited. Amend/additional condition & Informative: Works in accordance with ecological report (including enhancements); Bird Nesting Informative.*

It was reported at the meeting that Natural England had no objection subject to a bird nesting informative

Upon being proposed and seconded, the officer recommendation to grant full renewal of planning permission P/10/0492/FP, subject to:-

- (a) the works being undertaken in accordance with the ecological report (including enhancements); and
- (b) the conditions in the report , including a Bird Nesting informative

was voted on and CARRIED.  
(Voting: 8 in favour; 0 against)

RESOLVED that subject to:-

- (a) the works being undertaken in accordance with the ecological report (including enhancements); and
- (b) the conditions in the report, including a Bird Nesting informative

FULL RENEWAL of planning permission P/10/0492/FP be granted.

**(9) P/13/0462/FP - 36 HENLEY GARDENS FAREHAM**

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to the condition in the report, was voted on and CARRIED.  
(Voting: 8 in favour; 0 against)

RESOLVED that, subject to the condition in the report, PLANNING PERMISSION be granted.

**(10) P/13/0559/FP - 3 REDLANDS LANE FAREHAM**

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to the condition in the report, was voted on and CARRIED.

(Voting: 8 in favour; 0 against)

RESOLVED that, subject to the condition in the report, PLANNING PERMISSION be granted.

**(11) P/13/0576/FP - Highbank Wickham Road Fareham**

*The Committee was referred to the Update Report which provided the following information: The applicant has submitted amended plans to show a 1.8 metre high translucent screen around two sides of the raised platform to the new entrance door on the southern side of the building. The Officer recommendation is therefore amended to read as follows: PERMISSION: materials to match; roof lights high level of no less than 1.8 metres above internal finished floor level; annexe use ancillary to principal dwelling; screening to raised platform to be erected and retained.*

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to the conditions in the report was voted on and CARRIED.

(Voting: 8 in favour; 0 against)

RESOLVED that, subject to the conditions in the report PLANNING PERMISSION be granted.

**(12) P/13/0538/D3 - FORMER PUBLIC CONVENIENCE SITE Cliff Road Hill Head**

Upon being proposed and seconded, the officer recommendation to grant planning permission pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992, was voted on and CARRIED.

(Voting: 8 in favour; 0 against)

RESOLVED that, pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992, PLANNING PERMISSION be granted.

**(13) P/13/0570/FP - 25 Old Street Fareham**

The Committee received the deputation referred to in minute 5 above.

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to the conditions in the report, was voted on and CARRIED.

(Voting: 8 in favour; 0 against)

RESOLVED that, subject to the conditions in the report, PLANNING PERMISSION be granted.

**(14) Planning Appeals**

The Committee noted the information in the report.

**(15) UPDATE REPORT**

The Update Report was tabled at the meeting and considered with the relevant agenda item.

(The meeting started at 2.30 pm and ended at 4.30 pm).

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# FAREHAM

BOROUGH COUNCIL

## Minutes of the Planning Committee

(to be confirmed at the next meeting)

**Date:** Wednesday, 11 September 2013

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

N J Walker (Chairman)

**Councillors:** T M Cartwright (deputising for B Bayford), K D Evans, M J Ford, JP, R H Price, JP, D C S Swanbrow and Mrs K K Trott

**Also**

**Present:** Councillor Mrs S Pankhurst ( Minute 6(7))



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Mandry (Vice-Chairman), B Bayford and P J Davies.

**2. MINUTES OF PREVIOUS MEETING**

RESOLVED that the minutes of the Planning Committee meeting held on 14 August 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements made at this meeting.

**4. DECLARATIONS OF INTEREST**

In accordance with Standing Orders and the Council's Code of Conduct Councillor Price declared a personal interest in minute 6(2).

**5. DEPUTATIONS**

The Committee received deputations from the following in respect of the applications indicated and the deputies were thanked accordingly:-

<b>Name</b>	<b>Spokesperson representing the persons listed</b>	<b>Subject</b>	<b>Supporting or Opposing the Application</b>	<b>MinuteNo/ Application No</b>
<b>ZONE 1</b>				
Mr K Jones		6 Monterey Drive, Locks Heath – Erection of single storey side extension	<b>Supporting</b>	6 (1) P/13/0536/FP
Mr A Phillips		18 Poppy Close, Locks Heath – erection of two storey rear extension.	<b>Opposing</b>	6 (5) P/13/0571/FP
Mrs S Dickinson		-ditto-	<b>Supporting</b>	-ditto-
Mrs E Page		59 Holly Hill Lane, Sarisbury Green – Erection of single storey front extension, increase roof height, provision of front & rear barn hips and front door canopy	<b>Opposing</b>	6 (6) P/13/0589/FP

Mr B Wilkins		-ditto-	<b>-ditto-</b>	-ditto-
Mrs A Behdoost	Mrs C Folland Mrs J Aylard	114 Locks Heath Park Road, Locks Heath, – Erection of detached three bedroom bungalow on land to the rear of the existing	<b>Opposing</b>	6 (7) P/13/0591/FP
Mr N Ellis		70 Fleet End Road, Warsash – Demolition of existing bungalow and erection of 2no two storey detached dwellings with integral garages and associated access and parking.	<b>Supporting</b>	6 (8) P/13/0624/FP
Mr P Cockcroft-Oliver		8 Cumber Road, Locks Heath, Southampton – Conversion of garage and utility room to habitable accommodation including alterations to roof and erection of single storey rear extension	<b>Opposing</b>	6 (9) P/13/0643/FP
Mr J Peckham	Mr & Mrs Willoughby Mr & Mrs Croft-Phillips	34 Lippizzaner Fields, Whiteley, PO15 7BH – Demolition of existing double garage and erection of two storey extension to form linked annexe and erection of single detached garage within rear garden and extend paved drive	<b>Opposing</b>	6 (11) P/13/0683/FP
Mr I Barton (Agent)		-ditto-	<b>Supporting</b>	-ditto-
Mr R Tutton (Agent)		18 Locks Heath Park Road, Locks Heath – Demolition of existing bungalow and erection of two detached dwellings (reserved matters to outline application	<b>Supporting</b>	6 (14) P/13/0717/RM

		P/13/0060/OA)		
<b>ZONE 2</b>				
Mrs M Chandler	Mr G Hawkes Mrs J Fairweather, & Mrs S Day	Land to south of Plamerston avenue, Fareham – Erection of building to comprise 16 self-contained residential units including associated car parking, landscaping and amenity space	<b>Opposing</b>	6 (18) P/13/0532/FP
Mr B Aldis	Ms H Lovett & Mr D Turner	28 Langstone Walk, Fareham – proposed single storey extension to create a 1 bedroom bungalow and associated parking.	<b>Opposing</b>	6 (19) P/13/0688/FP
Mr J Sinclair		10 Delme Drive Wallington – Variation of condition 2 (in respect of approved plans and drawings of planning permission P/11/0519/FP (demolition of existing dwelling and erection of four detached houses) to provide revised layouts and extended ground floor plans to plots 2+3 with ground floor rear extension and change from garage to family room to plot 2	<b>Opposing</b>	6 (21) P/13/0696/VC
<b>ZONE 3</b>				
Mr A Smith		27 Seafeld Park Road, Fareham – Erection of two storey front extension	<b>Supporting</b>	Item 24 P/13/0487/FP Page 125
Ms J Bohannan		Beach Hut 1A and Beach Hut 48 Cliff Road, Hill Head,	<b>Opposing</b>	Item 26 P/13/0616/D3 Page 133

		Fareham – Erection of two beach huts		
Mr P O’Dell		-ditto-	<b>-ditto-</b>	<b>-ditto-</b>
Ms L Hurst		Cams Mill Public House, Cams Mill, Fareham – Erection of various items of illuminated and non-illuminated signage	<b>Opposing</b>	Item 28 P/13/0655/AD Page 141
Mrs P Cope		-ditto-	<b>-ditto-</b>	-ditto-
Mr G Lismore		Cams Mill Public House, Cams Hill, Fareham – Display of three temporary banners on the temporary hoarding around the site	<b>Opposing</b>	Item 29 P/13/0702/AD Page 145

DECISIONS UNDER DELEGATED POWERS

**6. PLANNING APPLICATIONS AND MISCELLANEOUS MATTERS INCLUDING AN UPDATE ON PLANNING APPEALS**

The Committee noted a report by the Director of Planning and Environment on development control applications and miscellaneous matters (copy of report circulated with the agenda). An Update Report was tabled at the meeting.

**(1) P/13/0536/FP - 6 MONTEREY DRIVE LOCKS HEATH**

The Committee received the deputation referred to in minute 5 above

A motion was proposed and seconded that, subject to:-

- (i) a condition requiring materials to match; and;
- (ii) guttering along the flank wall abutting the public footway to be so constructed that it does not overhang

planning permission be granted. The motion was voted on and CARRIED. (Voting 7 for; 0 against ).

RESOLVED that subject to:-

- (i) a condition requiring materials to match; and;
- (ii) guttering along the flank wall abutting the public footway to be so constructed that it does not overhang

CONDITIONAL PLANNING PERMISSION be granted.

**(2) P/13/0547/DP/A - YEW TREE DRIVE FAREHAM**

Councillor Price declared a personal interest in connection with this matter as he is a member of Hampshire County Council.

Upon being proposed and seconded, the officer recommendation to approve as details pursuant to condition 4 of P/13/0547/VC the mitigation measures submitted on 27 August 2013 and detailed in the report was CARRIED.  
(Voting 7 for; 0 against).

RESOLVED that the mitigation measures submitted on 27 August 2013 and detailed in the report be APPROVED as details pursuant to condition 4 of P/13/0547/VC.

**(3) P/13/0560/FP - 32 BUCHAN AVENUE WHITELEY**

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to the conditions in the report was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that, subject to the conditions in the report, PLANNING PERMISSION be granted.

**(4) P/13/0567/FP - 4 CAMINO COURT FAREHAM**

Upon being proposed and seconded, the officer recommendation to refuse planning permission was voted on and CARRIED.

(Voting: 7 in favour of refusal; 0 against refusal)

RESOLVED that planning permission be REFUSED.

Reasons for the decision: The proposed conversion of this car port into a habitable room is contrary to Policies CS5 and CS17 of the adopted Fareham Borough Core Strategy and is unacceptable in that: the loss of this car port as a parking space would leave this family sized dwelling being served by just one parking space. This is likely to lead to vehicles parking on the public highway to the detriment of the safety and convenience of users of the highway. Furthermore if similar conversions were carried out at nearby properties this would further increase the harm and inconvenience to users of the highway.

Policies: Approved Fareham Borough Core Strategy: CS17 - High Quality Design. Approved SPG/SPD: RCCPS - Residential Car and Cycle Parking Standards Supplementary Planning Document.

**(5) P/13/0571/FP - 18 POPPY CLOSE LOCKS HEATH**

The Committee received the deputations referred to in minute 5 above

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to the condition in the report was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that, subject to the condition in the report, PLANNING PERMISSION be granted.

**(6) P/13/0589/FP - 59 HOLLY HILL LANE SARISBURY GREEN**

The Committee received the deputations referred to in minute 5 above

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to the conditions in the report was voted on and CARRIED.

(Voting: 5 in favour; 0 against; 2 abstentions)

RESOLVED that, subject to the conditions in the report, PLANNING PERMISSION be granted.

**(7) P/13/0591/FP - 114 LOCKS HEATH PARK ROAD LOCKS HEATH**

The Committee received the deputation referred to in minute 5 above

The Committee was referred to the Update Report which provided the following information:- *Comments have been received from the Director of Regulatory & Democratic Services (Contaminated Land Officer) raising no objection to the application and recommending that permission could be granted without any conditions relating to land contamination.*

At the invitation of the Chairman Councillor Mrs Pankhurst addressed the Committee on this application.

A motion was proposed and seconded that the application be refused. On being put to the vote the motion was CARRIED.

(Voting 7 for refusal; 0 against refusal).

RESOLVED that the application be REFUSED.

Reasons for the decision: The proposal is contrary to Policies CS17 and DG4 and is unacceptable in that by virtue of the size and position of the proposed dwelling and the size of the resultant plot, the proposal would result in a cramped form of development out of keeping with the character of the area; by virtue of the size of the garden space proposed to serve the new dwelling and the close proximity to protected trees within and immediately adjacent to the site, the proposal would fail to provide adequate external space to meet the requirements of future occupiers who are likely to consider the trees to be overbearing and result in pressure to carry out works to, or fell these trees which would be harmful to the character and appearance of the area.

Policies: Approved Fareham Borough Core Strategy: CS17 - High Quality Design. Fareham Borough Local Plan Review DG4 - Site Characteristics

**(8) P/13/0624/FP - 70 FLEET END ROAD WARSASH**

The Committee received the deputation referred to in minute 5 above

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to the conditions in the report was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that, subject to the conditions in the report, PLANNING PERMISSION be granted.

**(9) P/13/0643/FP - 8 CUMBER ROAD LOCKS HEATH**

The Committee received the deputation referred to in minute 5 above

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to the condition in the report was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that, subject to the condition in the report, PLANNING PERMISSION be granted.

**(10) P/13/0652/FP - 11 KAYAK CLOSE WARSASH**

The Committee was referred to the Update Report which provided the following information:- *This application has been amended by plans received on 28th August 2012 and amplified by emails dated 27th August 2013, the plans showing a corrected application boundary and the emails responding to the neighbour comments received on this application.*

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to the condition in the report was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that, subject to the condition in the report, PLANNING PERMISSION be granted.

**(11) P/13/0683/FP - 34 LIPIZZANER FIELDS WHITELEY**

The Committee received the deputations referred to in minute 5 above

The Committee was referred to the Update Report which provided the following information: *Application description amended to delete erection of detached garage. Amended plans received to remove garage.*

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to the conditions in the report was voted on and CARRIED.



(Voting: 6 in favour; 1 against)

RESOLVED that, subject to the conditions in the report, PLANNING PERMISSION be granted.

**(12) P/13/0686/FP - 239 WARSASH ROAD LOCKS HEATH**

The Committee was referred to the Update Report which provided the following information:- *An amended plan has been received to relocate a first floor side window to the rear of the dwelling.*

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to the condition in the report was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that, subject to the condition in the report, PLANNING PERMISSION be granted.

**(13) P/13/0687/TO - 21 ANDALUSIAN GARDENS WHITELEY**

Upon being proposed and seconded, the officer recommendation to grant consent to crown reduce one oak tree by 3-4 metres protected by Tree Preservation Orders 183 and 184 was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that CONSENT be granted.

**(14) P/13/0717/RM - 18 LOCKS HEATH PARK ROAD LOCKS HEATH**

The Committee received the deputation referred to in minute 5 above.

The Committee was referred to the Update Report which provided the following information: *One further letter has been received raising the following additional objections;*

*· Contractors vehicles park on the road causing obstruction*

*· Additional vehicles of residents will worsen parking issues, noise, fumes and danger*

*· Setting a precedent for further in-fill development · Overlooking · There are bats inhabiting the old garage. The principle of redevelopment of the site has been established previously under the outline permission and planning permission is not required to demolish the garage. In light of the comment made by the neighbour relating to bats inhabiting the garage, the applicant has commissioned an ecological survey. The survey has been submitted and concludes: 'It is considered that the site is of insignificant ecological value with negligible potential for roosting bats and a lack of features suitable for other protected species'.*

Upon being proposed and seconded, the officer recommendation to approve reserved matters to outline application P/13/0060/OA subject to:-

- (i) Consideration of any further representations received by 9 September 2013;
- (ii) Comments of Southern Water and any conditions they may recommend; and
- (iii) A condition securing the provision of bat boxes in the garage.

was voted on and CARRIED.  
(Voting: 7 in favour; 0 against)

RESOLVED that subject to

- (i) Consideration of any further representations received by 9 September 2013;
- (ii) Comments of Southern Water and any conditions they may recommend; and
- (iii) A condition for the provision of bat boxes in the garage

**(15) Q/0246/13 - 30 SOLENT BREEZES HOOK LANE WARSASH**

It was proposed and seconded that the officer recommendation to authorise the Solicitor to the Council to enter into a Deed of Release on behalf of the Council, releasing the owner of Chalet 30 from the occupancy covenant contained in the planning agreement of 3 October 1966, subject to the applicants' agreement to pay the Council's legal costs for the Deed of Release, was CARRIED.  
(Voting 7 in favour; 0 against).

RESOLVED that subject to the applicants' agreement to pay the Council's legal costs for the Deed of Release the Solicitor to the Council be authorised to enter into a Deed of Release on behalf of the Council, releasing the owner of Chalet 30 from the occupancy covenant contained in the planning agreement of 3 October 1966.

**(16) P/13/0524/FP - 57 HIGH STREET FAREHAM**

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to the conditions in the report, was voted on and CARRIED.  
(Voting:7 in favour; 0 against)

RESOLVED that, subject to the conditions in the report, PLANNING PERMISSION be granted.

**(17) P/13/0525/LB - 57 HIGH STREET FAREHAM**

Upon being proposed and seconded, the officer recommendation to grant listed building consent, subject to the conditions in the report, was voted on and CARRIED.  
(Voting: 7 in favour; 0 against)

RESOLVED that, subject to the conditions in the report, LISTED BUILDING CONSENT be granted.

**(18) P/13/0532/FP - LAND TO SOUTH OF PALMERSTON AVENUE  
FAREHAM**

The Committee received the deputation referred to in minute 5 above

The Committee was referred to the Update Report which provided the following information:- *Satisfactory amended plans received on 5 September 2013 addressing the overlooking issue mentioned in the committee report.*

A motion was proposed and seconded that the application be deferred. Upon being put to the vote the motion was CARRIED.  
(Voting 7 for; 0 against)

RESOLVED that the application be deferred.

Reasons for the decision To allow officers the opportunity to consult with the applicant regarding the Committee's concerns about the lack of appropriate of car parking space on the site.

**(19) P/13/0688/FP - 28 LANGSTONE WALK FAREHAM**

The Committee received the deputation referred to in minute 5 above

The Committee was referred to the Update Report which provided the following information:- *The current application has reduced the rear garden area by 5.69m<sup>2</sup> from the previously refused application which was dismissed at appeal. Ten further letters of representation have been received objecting on the following grounds:- · Insufficient parking, · Detrimental to the visual symmetry of the existing street scene; · Over-development; Leaves little outdoor amenity space; Current tenants would lose their side entrance; Sewage concerns; Adverse effect on the character of the area; Potential hazard by obstructing visibility on a right angled bend. Out of keeping:- · Potential traffic; · Burden on the existing infrastructure; · Disruption that will be created in relation to building machinery and materials that will be required; · Noise and disruption will inevitably impact on all residents; · The development will be of no benefit to current residents in the area.*

A motion was proposed and seconded that the application be refused. On being put to the vote the motion was CARRIED.  
(Voting:6 for refusal; 1 against refusal).

RESOLVED that the application be REFUSED.

Reasons for the decision The proposal is contrary to policy in in that the close proximity of the extension to the site boundary and the highway in this prominent corner position and the resultant loss of space about the building would be harmful to the visual appearance of the area; the proposed extension is not of a high quality of design and is considered to be out of character with the surrounding area to the detriment of visual amenity.

Policies: Approved Fareham Borough Core Strategy CS15 - Sustainable Development and Climate Change; CS17 - High Quality Design; CS20 - Infrastructure and Development Contributions; CS21 - Protection and Provision of Open Space. Fareham Borough Local Plan Review DG4 - Site Characteristics

**(20) P/13/0692/FP - 77 GUDGE HEATH LANE FAREHAM**

The Committee was referred to the Update Report which provided the following information: *An amended plan has been received altering the roof to the porch link.*

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to the conditions in the report, was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that, subject to the conditions in the report, PLANNING PERMISSION be granted.

**(21) P/13/0696/VC - 10 DELME DRIVE WALLINGTON FAREHAM**

The Committee received the deputation referred to in minute 5 above

The Committee was referred to the Update Report which provided the following information: *Comments of the Director of Planning and Environment (Ecologist) - no objection.*

Upon being proposed and seconded, the officer recommendation to grant permission for a variation of planning condition 2 of P/11/0519/FP, subject to:-

- (i) consideration of any further representations received by 2 September 2013;
- (ii) the comments of Southern Water and any additional conditions they may recommend; and
- (iii) the conditions in the report

was voted on and CARRIED.

(Voting 5 for; 2 abstentions)

RESOLVED that, subject to

- (i) consideration of any further representations received by 2 September 2013;
- (ii) the comments of Southern Water and any additional conditions they may recommend; and
- (iii) the conditions in the report

PERMISSION be GRANTED for a variation of planning condition 2 of P/11/0519/FP.

**(22) P/13/0340/FP - 100 CASTLE STREET PORTCHESTER**

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to the conditions in the report, was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that, subject to the conditions in the report, PLANNING PERMISSION be granted.

**(23) P/13/0341/LB - 100 CASTLE STREET PORTCHESTER**

Upon being proposed and seconded, the officer recommendation to grant listed building consent, subject to the conditions in the report, was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that, subject to the conditions in the report, LISTED BUILDING CONSENT be granted.

**(24) P/13/0487/FP - 27 SEAFIELD PARK ROAD FAREHAM**

The Committee received the deputation referred to in minute 5 above

A motion was proposed and seconded that, subject to the receipt of amended plans to show the removal of oak cladding to the first floor level, with the area to be tile hung instead, planning permission be granted. The motion was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that, subject to the subject to the receipt of amended plans to show the removal of oak cladding to the first floor level, with the area to be tile hung instead, PLANNING PERMISSION be granted.

**(25) P/13/0566/FP - 23 NEWTOWN PORTCHESTER**

Upon being proposed and seconded, the officer recommendation to grant planning permission was voted on and CARRIED.

(Voting: 7 in favour; 0 against)

RESOLVED that PLANNING PERMISSION be granted.

**(26) P/13/0616/D3 - BEACH HUT 1A AND BEACH HUT 48 CLIFF ROAD HILL HEAD**

The Committee received the deputations referred to in minute 5 above

Upon being proposed and seconded, the officer recommendation to grant planning permission pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992 was voted on and CARRIED.  
(Voting: 6 in favour; 1 against)

RESOLVED that, subject to officers advising the applicant that the front elevation of beach hut 1A shall be positioned in line with beach hut 1 as practically possible to avoid creating a tunnelling effect, pursuant to Regulation 3 of the Town and Country Planning General Regulations 1992, PLANNING PERMISSION be granted.

**(27) P/13/0648/FP - 35 LANSDOWNE AVENUE FAREHAM**

Upon being proposed and seconded, the officer recommendation to grant planning permission, subject to the condition in the report, was voted on and CARRIED.  
(Voting: 5 in favour; 0 against; 2 abstentions)

RESOLVED that, subject to the condition in the report, PLANNING PERMISSION be granted.

**(28) P/13/0655/AD - CAMS MILL PUBLIC HOUSE CAMS HILL FAREHAM**

The Committee received the deputations referred to in minute 5 above

The Committee was referred to the Update Report which provided the following information: *For clarification the following point within the representation should be deleted:-Any lighting should be at the rear facing the creek.*

A motion was proposed and seconded that the application be deferred. Upon being put to the vote the motion was CARRIED.  
(Voting 7 for; 0 against)

RESOLVED that the application be deferred.

Reasons for the decision To allow officers to obtain further information from the applicant regarding exact locations and amount of illumination proposed on the building overall and illumination levels.

**(29) P/13/0702/AD - CAMS MILL PUBLIC HOUSE CAMS HILL FAREHAM**

The Committee received the deputation referred to in minute 5 above

The Committee was referred to the Update Report which provided the following information: Two further letters of representation have been received objecting on the following grounds:- *The signage should be more in-tune with the locality of Cams and the sheet volume. The sheet size and expanse of those advertisement had no place in such an noteworthy environment The Chairman of the Portchester Civic Society (Hazel Woodman) has commented:-*

*These temporary signs are completely out of keeping with the park and conservation area they are sited in. The Recruitment sign is now defunct as the date will have been passed by the time of approval. We believe that only one sign advertising the opening in November should be allowed, in a much smaller size and on a lighter background, away from the gate houses to cause less distraction to motorists at this junction. This is just another example of the developer trying to ride roughshod over the planning laws.*

A motion was proposed and seconded that the Head of Development Management and Trees be delegated authority to:-

1. negotiate with the applicant for submission of an amended plan to remove the two banners from the application and show the display of one banner measuring 1.5 metres in height and 7 metres in width in a central location on the hoarding enclosing the site which faces the A27; and

2. to refuse the application if the amended plan is not received within 14 days of the date of decision.

The motion was CARRIED.

(Voting 7 for; 0 against).

RESOLVED:-that the Head of Development Management and Trees be delegated authority to:-

1. negotiate with the applicant for submission of an amended plan to remove the two banners from the application and show the display of one banner measuring 1.5 metres in height and 7 metres in width in a central location on the hoarding enclosing the site which faces the A27, and

2. to refuse the application if the amended plan is not received within 14 days of the date of decision

Reasons for the decision The current proposal for display of three banners is considered contrary to Policy DG7 in that it would appear cluttered and adversely affect the character of the surrounding area.

Policies: Fareham Borough Local Plan Review:DG7 – Signs and Advertisements.

### **(30) Update Report**

The Update Report was tabled at the meeting and considered with the relevant agenda item.

## **7. REVIEW OF LOCAL REQUIREMENTS**

The Committee considered a report by the Director of Planning and the Environment which provided details of the results of public consultation on the proposed changes to Fareham Borough Council's list of Local Requirements and also advises of further changes to legislation which impact upon the recommendations put forward.

RESOLVED that the proposed changes to the "Local Requirements" List as set out in Appendix A (Revised Local Requirements Matrix) and Appendix B (Amended List) attached to the report be agreed. (Voting; unanimous)

## 8. TREE PRESERVATION ORDERS

The Committee considered the confirmation of the following Tree Preservation Orders which had been made by officers under delegated powers and to which no formal objections had been received.

### (1) Fareham Tree Preservation Order 655 - 16 - 28 Buttercup Way (evens), Locks Heath

Order made on 17 May 2013 covering 9 individual trees (8 oak and 1 field maple).

RESOLVED that:-

- (a) Fareham Tree Preservation Order No.655 be confirmed without modification; and
- (b) Fareham Tree Preservation Order No.83 be revoked as all the trees in the older order have, where appropriate, been included in the new order

### (2) Fareham Tree Preservation Order 660 - Holly Grove, Green Hollow Close and Highlands Road

Order made on 28 March 2013 covering 14 individual trees (7 ash, 1 birch and 6 oak), 2 groups (G1 -12 oak and 1 sycamore and G2 – 3 oak) and 1 woodland (oak).

RESOLVED that Fareham Tree Preservation Order No.660 be confirmed as made and served without modification.

(The meeting started at 2.30 pm  
and ended at 7.45 pm).



# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Planning Committee

**(to be confirmed at the next meeting)**

**Date:** Tuesday, 24 September 2013

**Venue:** Collingwood Room/Council Chamber - Civic Offices

**PRESENT:**

N J Walker (Chairman)

A Mandry (Vice-Chairman)

**Councillors:** Mrs C L A Hockley (deputising for B Bayford), K D Evans, M J Ford, JP, R H Price, JP, D C S Swanbrow and Mrs K K Trott.

**Also Present:** Councillor Mrs S Pankhurst ( Minute 5(1), Councillor T G Knight Councillor J S Forrest and Councillor Mrs K Mandry (minute 5(2))



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors B Bayford and P J Davies

**2. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements made at this meeting

**3. DECLARATIONS OF INTEREST**

In accordance with Standing Orders and the Council's Code of Conduct Councillor Mandry declared a personal interest in item 5(1).

**4. DEPUTATIONS**

The Committee received deputations from the following in respect of the applications indicated and the deputees were thanked accordingly:-

<b>Name</b>	<b>Subject</b>	<b>Supporting or Opposing the Application</b>	<b>Minute No/ Application No</b>
<b>ZONE 1</b>			
Mr R Tompkin	Locks Heath Free Church, 255 Hunts Pond Road, Titchfield Common, Fareham – Alterations and extensions to existing church to provide new worship area, activity hall with additional car parking	<b>Opposing</b>	5(1) P/13/0575/FP
Mr M Gausden	-ditto-	<b>-ditto-</b>	-ditto-
Mr P Rowan (Agent)	-ditto-	<b>Supporting</b>	-ditto-
<b>ZONE 3</b>			
Mrs B Wright	Land at Newlands Farm, South of Tanners Lane/West of Newgate Lane, Fareham – Photovoltaic solar farm (incorporating solar panel arrays and associated transformers and inverters) with associated security fencing, landscaping and grid connection (comprising one transformer building and buried cable)	<b>Opposing</b>	5(2) P/13/0528/FP
Mr H Wright	-ditto-	<b>-ditto-</b>	-ditto-
Mr T Pratt	-ditto-	<b>Supporting</b>	-ditto-

Mr C Wojtulewski (Agent)	-ditto-	<b>-ditto-</b>	-ditto-
Mr P Holmes- Ling	-ditto-	<b>-ditto-</b>	-ditto-

DECISIONS UNDER DELEGATED POWERS

**5. PLANNING APPLICATIONS**

The Committee noted a report by the Director of Planning and Environment on development control applications (copy of report circulated with agenda). An Update Report was tabled at the meeting.

**(1) P/13/0575/FP - Locks Heath Free Church 255 Hunts Pond Road Titchfield Common**

The Committee received deputations referred to in minute 4 above.

The Committee was referred to the Update Report which provided the following information: *The first paragraph under site description should read the Church was permitted in 1988, not 1998.*

*For point of clarification, the distance between the application site boundary and the rear garden boundaries of properties in Ascot Close to the rear range from 12 - 15 metres and the distance between the proposed extension and the houses in Ascot Close ranges between 37 -40 metres.*

At the invitation of the Chairman Councillor Mrs Pankhurst addressed the Committee on this item.

Councillor Mandry declared a personal interest in regard to this matter as one of the deputees is a former colleague.

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to:-

(i) the owner first entering into a planning obligation pursuant to Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council, to restrict the use of the existing building and extension to community use; and to ensure sound limiters are installed and maintained in use in the existing and proposed extension; and

(ii) the condition relating to the use of the coffee shop to be amended to prevent it being opened independently of the church and community use activities and not operated independently from the church.

(iii) the conditions in the report

was voted on and CARRIED

(Voting 8 in favour; 0 against)

RESOLVED that subject to:-

(i) the owner first entering into a planning obligation pursuant to Section 106 of the Town and Country Planning Act 1990 on terms drafted by the Solicitor to the Council, to restrict the use of the existing building and extension to community use; and to ensure sound limiters are installed and maintained in use in the existing and proposed extension; and

(ii) the condition relating to the use of the coffee shop to be amended to prevent it being opened independently of the church and community use activities and not operated independently from the church.

(iii) the conditions in the report

PLANNING PERMISSION be granted.

**(2) P/13/0528/FP - Solar Farm South of Tanners Lane/West of Newgate Lane Fareham**

The Committee received deputations referred to in minute 4 above.

The Committee referred to the Update Report which provided the following information: *A petition was submitted on 17 September 2013 in support of the proposal, presented by Gosport and Fareham Friends of the Earth. The petition contains a total of 284 signatories.*

*Under description of development, the dimensions of the inverters/transformers should read: 6.96m long x 2.56m deep and 3.45m high; and*

*Client substation 5.7m long x 2.7m deep and 2.6m high.*

*Under suggested conditions; all reference to 'contamination watching brief' should be removed.*

*The applicant has confirmed that a hedgerow would be planted in front of the security fencing along the eastern boundary with Newgate Lane. An amended plan will be submitted to demonstrate this.*

*A further letter has been received from Hampshire County Council, Highways Development Planning, a copy of which is attached to the update.*

At the invitation of the Chairman Councillors Knight, Forrest and Mrs Mandry addressed the Committee on this item.

Upon being proposed and seconded, the officer recommendation to grant planning permission subject to the conditions in the report, was voted on and CARRIED

(Voting 6 in favour; 2 against )

RESOLVED that, subject to the conditions in the report, PLANNING PERMISSION be granted.

**(3) Update Report**

The Update Report was tabled at the meeting and considered with the relevant agenda item.

**(4) Letter from Hampshire Highways**

Also included with the Update Report was a letter from Hampshire Highways relating to application P/13/0528/FP.

(The meeting started at 2.30 pm  
and ended at 4.30 pm).

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# FAREHAM

BOROUGH COUNCIL

## Minutes of the Strategic Planning and Environment Policy Development and Review Panel

(to be confirmed at the next meeting)

**Date:** Tuesday, 3 September 2013

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

J V Bryant (Chairman)

T J Howard (Vice-Chairman)

**Councillors:** Miss T G Harper, Mrs K K Trott (deputising for J S Forrest) and N J Walker

**Also Present:** Councillor K D Evans (Executive Member for Strategic Planning and Environment)



## **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor J S Forrest, A Mandry and P W Whittle, JP.

## **2. MINUTES**

It was AGREED that the minutes of the meeting of the Strategic Planning and Environment Policy Development and Review Panel held on 16 July 2013 be confirmed and signed as a correct record.

## **3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman updated members on matters relating to the Panel's work programme for 2013/14 as follows:-

"Panel Members will note reference in the minutes of the last Panel meeting held on 16 July 2013 to the proposed addition to the Panel work programme of sessions for Hampshire County Council representatives for services relating to both Highways & Transportation and Education to attend a future Panel meeting or meetings to provide information on how their activities impact on Fareham Borough, following Panel consideration of a briefing scoping report.

I can now advise members that the Director of Planning & Environment has had subsequent dialogue with officers at Hampshire County Council in relation to this request, and the following arrangements are now proposed.

In relation to HCC Highways & Transportation matters, it is proposed that an item be added to the work programme for the Panel meeting on 5 November 2013 for HCC representatives to address the Panel on this matter, and give an overview of HCC transport strategy and proposals as they affect the Borough.

In relation to HCC Education matters, it is proposed that an all Member Briefing be held at 4.30 – 5.30 pm on 5 November 2013, preceding the next Panel meeting, for HCC representatives to advise all Members on HCC education strategy and proposals as they affect the Borough. It is anticipated that the scope of the presentation to be provided by HCC on education matters will extend wider than the remit of the Strategic Planning & Environment portfolio and hence will potentially be of wider interest to all Panel members." (Minute 7 below refers).

## **4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest made at this meeting.

## **5. DEPUTATIONS**

There were no deputations made at this meeting.



## 6. DRAFT PORTCHESTER (CASTLE STREET) CONSERVATION AREA APPRAISAL AND MANAGEMENT STRATEGY

The Panel considered a report by the Director of Planning and Environment which invited member's comments on the draft Conservation Area appraisal and Management Strategy for Portchester (Castle Street) (copy of the report circulated with the agenda). The Council's Conservation Officer also made a presentation to illustrate various points made in the document particularly with regard to landscape setting and views.

It was reported that a few minor amendments needed to be made to the document, prior to the period of public consultation, including the addition of photographs. Members were referred to paragraphs 5 and 6 of the report and requested to note the specific key changes to the appraisal document.

The Panel discussed at length the list of opportunities for enhancement shown in paragraph 22.1 of the draft document and considered and commented on each item in turn. The most significant comments related to the following matters:-

**Item 1** Waterside Lane Car Park – Amend the wording under the heading Method to read - *“Explore funding opportunities including inclusion in the Council's Environmental Improvement Programme and matched funding”*. The Director of Planning and Environment also suggested widening dialogue with officers in parking services and building services.

**Item 2** Gunpowder Store –The Director of Planning and Environment proposed to have dialogue with the Council's Streetscene Department to investigate whether they could provide any assistance.

**Item 6** Overhead wires – It was suggested that the wording be expanded to read – *“Removal of overhead wires from the open space east of the castle **and** areas elsewhere”*.

**Item 8** Review of signage and street furniture – Reference was made to a comment in the report regarding the inappropriate picnic benches located on top of the outer earthworks in the north of the castle setting. Consequently, it was suggested that comments be sought on the design and location of these picnic benches as part of the consultation process.

Councillor Walker suggested that although it would seem not to be directly relevant, there is an on-going problem with parking, particularly along Castle Street, which does have an impact on the Conservation Area. The Director of Planning and Environment suggested that officers liaise with colleagues in Parking Services with the aim of enabling the parking issues to be referenced in the Council's traffic management programme. Further, it was suggested that officers review wording of the document to see if there is an opportunity to include a reference to addressing the need for parking provision and the effects of such provision on the character of the area. Any comments on traffic

issues received as part of the consultation process would help to inform the traffic management approach for the area.

Details were provided of the proposals for public consultation over the 4 week period in October/November 2013, which included provision of manned display area in a local venue possibly the foyer of Portchester Library. Councillor Walker suggested that the foyer area of Portchester Community Centre may be a more suitable venue. It was agreed that officers investigate the possibility of using the Community Centre for consultation purposes.

Members were reminded that following public consultation, the comments received will be analysed and a report prepared for the Executive setting out the responses, together with any appropriate recommended changes to the draft Strategy prior to its adoption. The Director of Planning and Environment confirmed that members would be kept updated on the outcome of the public consultation exercise and recommended changes.

It was AGREED that

- (a) officers be thanked for arranging the visit to Portchester (Castle Street) Conservation Area on 19 August 2013 which had been informative when considering the report; and
- (b) the information contained in the report and presented at the meeting be noted.

## **7. STRATEGIC PLANNING AND ENVIRONMENT POLICY AND DEVELOPMENT REVIEW PANEL WORK PROGRAMME**

The Panel considered a report by the Director of Planning and the Environment regarding the Work Programme for 2013/14. Members were referred to the proposals contained in Chairman's Announcements (see minute 3 above), regarding the attendance of Hampshire County Council representatives for services relating to both Highways & Transportation and Education at a future Panel meeting to provide information on how their activities impact on Fareham Borough.

It was AGREED that:-

- (a) in relation to HCC Highways & Transportation matters, an item be added to the work programme for the Panel meeting on 5 November 2013 for HCC representatives to address the Panel on this matter, and give an overview of HCC transport strategy and proposals as they affect the Borough; and
- (b) in relation to HCC Education matters, arrangements be made for an all Member Briefing to be held at 4.30 – 5.30 pm on 5 November 2013, preceding the next Panel meeting, for HCC representatives to advise all members on HCC education strategy and proposals as they affect the Borough.

(The meeting started at 6.00 pm  
and ended at 7.26 pm).

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# FAREHAM

BOROUGH COUNCIL

## Minutes of the Leisure and Community Policy Development and Review Panel (to be confirmed at the next meeting)

**Date:** Wednesday, 4 September 2013

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Miss S M Bell (Chairman)

M J Ford, JP (Vice-Chairman)

**Councillors:** T G Knight, Mrs S Pankhurst and Mrs K K Trott (deputising for R H Price, JP)

**Also**

**Present:** Councillor Mrs C L A Hockley (Executive Member for Leisure and community ) (Minute 9)



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs P M Bryant and Councillor R H Price, JP.

**2. MINUTES**

It was AGREED that the minutes of the Leisure and Community Policy Development and Review Panel meeting held on 24 July 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements made at this meeting.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS**

There were no declarations of interest made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. PRESENTATION - PROPOSALS FOR BATH LANE RECREATION GROUND**

The Panel received a presentation from the Leisure Development Manager regarding future proposals for Bath Lane Recreation Ground. It was reported that the planning application is likely to be considered at the Planning Committee meeting in October/November 2013. Members were informed that the aim was to provide a robust and secure building, whilst being mindful of the need for the building's design to be appropriate to its location within a conservation area. It was noted that the present club house is owned by Fareham Crofton Cricket Club.

Members were informed that the proposals were to:-

- Demolish the existing club house, maintenance store and former public WC's
- Extend and refurbish the existing pavilion.
- Provide new grounds maintenance store.
- Provide a new cricket square.

Factors to be taken into account in the proposals for development included the location of existing services eg Virgin Media Cable, gas main and water; restrictions as this is Conservation Area; concerns by Network Rail regarding impact on the embankment; measures to reduce anti social behaviour / vandalism.

The Panel were shown a plan of the existing and proposed new building. The expected programme for redevelopment was as follows:-

- September 2013- Prepare new cricket square.
- September 2014– Commence works to existing pavilion and new storage facility.
- April 2015 – Cricket Club to fit out the club house area.
- September 2015 – demolish existing club house and store

It was AGREED that officers be thanked for their hard work in progressing the redevelopment proposals for Bath Lane Recreation ground and thanks also be extended to Fareham & Crofton Cricket Club members for their contribution to the process.

## **7. REVIEW OF THE OPEN SPACES IMPROVEMENT PROGRAMME**

The Panel considered a report by the Director of Community which reviewed progress against the current five year improvement programme for the Council's outdoor sports facilities and presented an updated programme for the period from April 2013 to March 2024 (copy of report circulated with the agenda).

Reference was made to the table in paragraph 38 of the report and it was noted that the total Available Budget figure should read £771,191 and not £772, 058 as shown. It was also noted that in paragraph 39 of the report it had incorrectly stated that all available funding had been allocated to projects

Councillor Knight proposed that for future reports an additional column be added to the table in Appendix A (Open Spaces Improvement Programme) to identify whether the sources of funding for each project came from the budget allocated to play spaces or outdoor sports facilities, including details of any other external funding provided.

It was AGREED that, subject to the inclusion of an additional column to the updated Improvement Programme schedule for April 2013 to March 2024, to indicate sources of funding, the revised Open Spaces Improvement Programme for the period 2013 to 2024, attached as Appendix A to the report, be endorsed.

## **8. COMMUNITY ACTION FAREHAM SERVICE LEVEL AGREEMENT (SLA) REVIEW**

The Panel considered a report by the Director of Community which proposed an extension to the current Service Level Agreement (SLA) with Community Action Fareham (CAF), pending the outcome of the review of support to the voluntary sector currently being undertaken by Hampshire County Council. The proposal is to extend the current Service Level Agreement (due to expire on 31 September 2013) for a further 6 months up until 31 March 2014.

A presentation was made by the Chief Executive Officer of Community Action Fareham, Mr Paul O'Beirne which informed members in more detail of the role core activities of CAF and indicated how these priorities relate to the core

funding provided by the Council. This was followed by a question and answer session in which Mr O'Beirne explained various matters referred to in the presentation and in the report in more detail.

It was AGREED that:-

- (a) Mr O'Beirne be thanked for attending and addressing members at the meeting;
- (b) members of Community Action Fareham be thanked for the work they undertake throughout the Borough; and
- (c) the Executive be recommended to approve an extension of the Council's current Service Level Agreement with Community Action Fareham up until 31 March 2014.

## **9. REVIEW OF WORK PROGRAMME**

The Panel considered a report by the Director of Community regarding the proposed work programme for 2013/14.

An enquiry was made by Councillor Mrs Trott regarding the large size of the area covered by Fareham Town Community Action Team in comparison to the size of areas covered by other area action teams in the Borough. The Director of Community advised that all matters relating to Community Action Teams fall under the remit of the Executive Leader and not the Panel. However, it was suggested that concerns could be raised either in a motion to Council or directly with the Executive Leader.

At the invitation of the Chairman, Councillor Mrs Hockley, Executive Member for Leisure and Community, spoke on this matter and advised the Panel that the Executive Leader had already been made aware of similar concerns from other members.

It was AGREED that that the Panel's work programme for 2013/14, as set out in Appendix A attached to the report be endorsed.

(The meeting started at 6.00 pm  
and ended at 7.10 pm).



# FAREHAM

BOROUGH COUNCIL

## Minutes of the Streetscene Policy Development and Review Panel

**(to be confirmed at the next meeting)**

**Date:** Thursday, 5 September 2013

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Miss T G Harper (Chairman)

Mrs S Pankhurst (Vice-Chairman)

**Councillors:** M J Ford, JP, D C S Swanbrow and J S Forrest (deputising for G Fazackarley)

**Also Present:** Councillor L Keeble, Executive Member for Streetscene (item 7)



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bryant, Fazackarley and Norris.

**2. MINUTES**

It was AGREED that the minutes of the Streetscene Policy Development and Review Panel held on 11 July 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest or disclosures of advice or directions made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. STREETSCENE POLICY AND DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME**

The Panel considered a report by the Director of Streetscene on the Work Programme for 2013/14.

Members were asked to note the revisions to the work programme as set out in item 2 of the report.

It was AGREED that the Work Programme for 2013/14, as set out in Appendix A of the report, be approved.

**7. CLOTHING AND TEXTILE RECYCLING CONTRACT**

The Panel considered a report by the Director of Streetscene which provided an update on the Clothing and Textile Contract that was awarded to European Recycling Company (ERC) on 1 April 2013.

The panel noted the positive progress made so far with the new textile recycling contract and were keen to ensure the scheme remains a success in the future. The Panel requested that Officers investigate the possibilities for promoting the scheme to highlight the positive benefits of textile recycling.

At the invitation of the Chairman, Councillor Keeble addressed the Panel on this item.

It was AGREED that the content of the report be noted.

## **8. STREET LIGHTING**

The Panel considered a report by the Director of Streetscene which gave an update on the current arrangements for the maintenance of street lights owned by Fareham Borough Council.

It was AGREED that the Panel recommends to the Executive that the remaining 62 street lights should be transferred to the Hampshire County Council Street Lighting Public Finance Initiative.

## **9. PLAY AREA MAINTENANCE**

The Panel considered a report by the Director of Streetscene which gave an overview of the maintenance and inspection service provided for the Council's play areas.

The Panel complimented the inspection team on the high standards in which the play areas are kept and for maintaining an extremely busy inspection schedule.

It was AGREED that the content of the report be noted.

## **10. EXCLUSION OF THE PUBLIC AND PRESS**

It was AGREED that in accordance with Section 100A(4) of the Local Government Act 1972, the public and representatives of the Press be excluded from the remainder of the meeting as the Panel considered it was not in the public interest to consider the matter in public on the grounds that it involved the disclosure of exempt information as defined in paragraph 3 of part 1 of schedule 12A of the Act.

## **11. ANNUAL REPORT ON TRADE WASTE**

The Panel considered a report by the Director of Streetscene on the Annual Report for Trade Waste.

It was AGREED that the content of the report be noted.

(The meeting started at 6.00 pm  
and ended at 6.58 pm).

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# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Public Protection Policy Development and Review Panel

(to be confirmed at the next meeting)

**Date:** Tuesday, 10 September 2013

**Venue:** Collingwood Room - Civic Offices, Fareham

**PRESENT:**

Councillor Mrs K Mandry (Chairman)

Councillor D L Steadman (Vice-Chairman)

**Councillors:** Mrs M E Ellerton, G Fazackarley and Mrs S Pankhurst  
(deputising for Mrs P M Bryant)

**Also Present:** Councillor T M Cartwright (Executive member for Public Protection) (minutes 7 and 8)



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs S M Bayford, Mrs P M Bryant and J M Englefield.

**2. MINUTES**

It was AGREED that the minutes of the meeting of the Public Protection Policy Development and Review Panel held on 23 July 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest or disclosures of advice or directions made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME**

The Panel considered a report by the Director of Regulatory and Democratic Services on the Panel's work programme for 2013/14.

It was AGREED that:-

- (a) the programme items as set out in Appendix A to the report be confirmed; and
- (b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.

**7. AIR QUALITY ACTION PLAN UPDATE**

The Panel considered a report by the Director of Regulatory and Democratic Services on the Air Quality Action Plan.

At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.

It was AGREED that:-

- (a) the content of the report and the progress that has been made to date in respect of Local Air Quality Management be noted;

- (b) the officers be requested to forward the report to Hampshire County Council's Director of Economy, Transport and Environment to request that it be taken into account in any review or update of the transport plan;
- (c) the officers also be requested to forward the report to Public Health England (Wessex) to highlight the work that the Council is undertaking on air quality;
- (d) a further report be presented to the Panel on the results of the Air Quality Progress Report 2013 that had to be submitted to the Department of Environment, Food and Rural Affairs (Defra); and
- (e) the feedback received from (b), (c) and (d) above be included in the report that was to be submitted to a future meeting of the Executive.

## **8. COMMUNITY SAFETY UPDATE**

The Panel received a presentation from the Community Safety Manager and the Head of Community Safety and Enforcement on the review and development of a new Community Safety Strategy.

The presentation included details of the performance of the Community Safety Partnership, the Partnership's current priorities, public perception based on the 2012 Residents' Survey and emerging issues. The Panel was invited to comment on issues that should be included in the revised Community Safety Strategy.

In addition, the officers provided members with feedback on the success of the Access All Areas initiative.

At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.

It was AGREED that:-

- (a) an item be included in the members' newsletter inviting members to report any community safety issues occurring in their wards to the officers;
- (b) it be noted that irresponsible cycling on footpaths in the Borough had led to a number of recent accidents; it was further noted that the police had recently begun a campaign to combat this problem as a result of evidence gathered in the western wards;
- (c) the problem referred to in (b) above be reported to the Director of Planning and Environment for incorporation in the Council's Cycling Strategy; and to the next meeting of the Community Tasking and Co-ordinating Group;

- (d) it be noted that the draft revised Community Safety Strategy would be reported to the Panel at its meeting on 14 January 2014 prior to being submitted to the Executive for approval;
- (e) that the Community Safety Team be congratulated on its efforts in relation to the Access All Areas initiative;
- (f) it be noted that an evaluation of the Access All Areas initiative would be carried out and a report on the outcome submitted to the Community Safety Partnership and to a future meeting of the Panel; and
- (g) it be noted that the next SNAP disco event would be held on Friday 27 September 2013.

(The meeting started at 6.00 pm  
and ended at 7.21 pm).



# FAREHAM

BOROUGH COUNCIL

## Minutes of the Health and Housing Policy Development and Review Panel

**(to be confirmed at the next meeting)**

**Date:** Thursday, 12 September 2013

**Venue:** Collingwood Room - Civic Offices, Fareham

**PRESENT:**

Councillor Mrs M E Ellerton (Chairman)

**Councillors:** Miss S M Bell, D L Steadman, D C S Swanbrow (deputising for T G Knight) and Mrs K K Trott

**Also Present:** Councillor B Bayford, Executive Member for Health and Housing (item 7)



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Vice-Chairman, Councillor T G Knight and from Councillors P J Davies and N R Gregory.

**2. MINUTES**

It was AGREED that the minutes the meeting of the Health and Housing Policy Development and Review Panel held on 18 July 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed Dr Ruth Milton, the Director of Public Health and Dr David Chilvers, the Chairman of Fareham & Gosport Clinical Commissioning Group, to the meeting.

The Chairman made an announcement concerning the meeting of the officer/member working group for the Review of the Allocations Policy, which would take place on Friday 27 September 2013 at 3pm. The working group was made up of the Chairman, Councillors Miss Bell and Mrs Trott, the Head of Strategic Housing and other officers as appropriate.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest or disclosures of advice or directions made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. PRESENTATION ON LOCAL HEALTH PRIORITIES**

The Panel received a presentation from Dr Ruth Milton, the Director of Public Health, on the role of the Health & Wellbeing Board and the Health Priorities for Fareham.

Dr Milton explained that she was visiting all 11 local authorities in Hampshire to explain about the new public health duty for local authorities as a result of the Health and Social Care Act 2012.

It was AGREED that Dr Ruth Milton be thanked for her presentation.

**7. PRESENTATION ON FAREHAM & GOSPORT CLINICAL COMMISSIONING GROUP**

The Panel received a presentation from Dr David Chilvers on the role of the Fareham & Gosport Clinical Commissioning Group, giving an overview of the



out a proposed new approach to the management and procurement of temporary accommodation.

It was AGREED that the Panel support the new approach to the management and procurement of Temporary Accommodation as set out in the Report.

**10. REVIEW OF THE WORK PROGRAMME 2013/14**

The Panel considered a report by the Director of Community on a review of the Work Programme for 2013/14.

It was AGREED that the Work Programme for 2013/14 be approved.

(The meeting started at 6.00 pm  
and ended at 7.32 pm).

# FAREHAM

## BOROUGH COUNCIL

### Minutes of the Licensing and Regulatory Affairs Committee

**(to be confirmed at the next meeting)**

**Date:** Tuesday, 17 September 2013

**Venue:** Collingwood Room - Civic Offices, Fareham

**PRESENT:**

Councillor T M Cartwright (Vice-Chairman in the Chair)

**Councillors:** Mrs M E Ellerton, M J Ford, JP, L Keeble, Mrs K Mandry, Mrs S Pankhurst (deputising for Mrs P M Bryant), R H Price, JP and D M Whittingham



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Chairman, Councillor Mrs P M Bryant and from Councillors Mrs S M Bayford, Miss S M Bell, T J Howard and D J Norris.

**2. MINUTES**

RESOLVED that the minutes of the meeting of the Licensing and Regulatory Affairs Committee held on 9 July 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's Announcements.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**DECISIONS UNDER DELEGATED POWERS**

**6. INTEGRATED INSPECTION SCHEME**

The Chairman welcomed Al Heinrich, Fareham Station Manager, Hampshire Fire and Rescue Service and PC Jason Pearce, Fareham Licensing Officer, Hampshire Constabulary, to the meeting.

The Committee considered a report by the Director of Regulatory and Democratic Services on the introduction of joint inspection of licensed premises by the police, environmental health and fire and rescue services.

Members received a presentation from the environmental health Food, Health & Safety, & Licensing Team Leader, the Police Licensing Officer for Fareham and the Fareham Station Manager, Hampshire Fire and Rescue Service, on the proposed trial of pre-planned multi-agency visits to high risk licensed premises in order to ensure that Premises Licence Holders are fully aware of the legal obligations placed upon them and to assist in achieving compliance.

It was noted that a seminar on the trial scheme was to take place at Ferneham Hall on Wednesday 18 September 2013 and that there had been a very good response to it, with approximately 110 businesses having indicated that they would attend. Feedback from the seminar would be reported to a future meeting of the Committee.

It was further noted that the pre-planned multi-agency visits would be part of a range of interventions, which would still include unannounced visits and spot checks.

RESOLVED that:-

- (a) the trial, which will assist in ensuring that those higher risk licensed premises within the Borough comply with the legislation and the requirements of their premises licences, be endorsed;
- (b) the checking of noise limiters and their settings be included on the inspection list; and
- (c) the officers be thanked for their presentation.

**7. SIX MONTHLY MONITORING REPORT ON APPLICATIONS RECEIVED**

The Committee considered a report by the Director of Regulatory and Democratic Services on licensing applications received.

Members were advised that the Government had just recently commenced a consultation concerning the future of Personal Licences (paragraph 6 of the report refers).

RESOLVED that the report be noted.

**8. LICENSING AND REGULATORY AFFAIRS COMMITTEE WORK PROGRAMME**

The Committee considered a report by the Director of Regulatory and Democratic Services on the Committee's work programme for 2013/14.

RESOLVED that:-

- (a) the work programme for 2013/14, as shown in Appendix A to the report, be confirmed;
- (b) the progress on actions since the last meeting of the Committee, as shown in Appendix B to the report, be noted; and
- (c) it be noted that arrangements were being made for an in-house licensing training session to take place, involving the Head of Environmental Health, the Solicitor to the Council and the Licensing Solicitor; the training session would be tailored to Fareham members' needs and would be in a more two-way format than previous sessions.

(The meeting started at 6.00 pm  
and ended at 7.05 pm).

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# FAREHAM

BOROUGH COUNCIL

## Minutes of the Audit and Governance Committee (to be confirmed at the next meeting)

**Date:** Monday, 23 September 2013

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

T G Knight (Chairman)

L Keeble (Vice-Chairman)

**Councillors:** P J Davies, J M Englefield, Miss T G Harper and D L Steadman



**1. APOLOGIES**

An apology of absence was received from Councillor P W Whittle, JP.

**2. MINUTES**

RESOLVED that the minutes of the meeting of the Audit and Governance Committee held on 27 June 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed to the meeting Kate Handy and Catherine Morganti from Ernst and Young, and Adrian Tang and Andy Jefford from Deloittes.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no Declarations of Interest made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**DECISIONS UNDER DELEGATED POWERS**

**6. EXTERNAL AUDIT ANNUAL GOVERNANCE REPORT**

The Committee considered a report by the Director of Finance and Resources on the External Auditor's Audit Issues Report.

At the invitation of the Chairman, Kate Handy presented the report, Appendix A, to the Committee and took questions from members.

The Director of Finance and Resources circulated Appendix B to the members at the meeting.

RESOLVED that the Committee noted the contents of the Annual and Governance report, as set out in Appendix A of the report, and the Letter of Representation, as set out in Appendix B of the report.

**7. OVERVIEW OF COMPLAINTS AGAINST THE COUNCIL**

The Committee considered a report by the Director of Community which reviewed complaints to the Local Government Ombudsman and allegations of breaches of the Code of Conduct for Members for the year ending 31 March 2013.

RESOLVED that the Committee noted the content of the report.

## **8. STATEMENT OF ACCOUNTS**

The Committee considered a report by the Director of Finance and Resources on the Statement of Accounts.

The Committee received a short presentation from the Finance Strategy and Development Manager on the Statement of Accounts, which gave an overview of each section of the report in order to make it easier for members to understand.

Members requested that the report be amended to clearly show the figures which relate to the use of revenue and reserves to fund capital expenditure that relates to the Housing Revenue Account.

RESOLVED that the Statement of Accounts for 2012/13, as set out in Appendix A of the report, subject to the amendment above, be approved and published by 30 September 2013.

## **9. ANNUAL GOVERNANCE STATEMENT**

The Committee considered a report by the Director of Finance and Resources on the Annual Governance Statement.

At the invitation of the Chairman, Catherine Morganti from Ernst & Young addressed the Committee to inform them of an error in Appendix C of the report, page 117 under External Assurances, the wording Annual Audit Letter should read annual Audit Results Report.

Members requested that the last sentence on page 117 end with 'by the auditors'.

RESOLVED that the Annual Governance Statement for 2012/13, as set out in Appendix C, of the report, subject to the amendments above, be approved.

## **10. CONTRACTOR QUARTERLY AUDIT REPORTS**

The Committee considered a report by the Director of Finance and Resources on the Contractor Quarterly Audit Reports, which provided information arising from the latest internal audit work to be finalised and gave an update on the completion of the remaining audits from the previous plan.

At the invitation of the Chairman, Andy Jefford from Deloitte, addressed the Committee to present the report.

RESOLVED that the Committee noted the progress of the Contractor Internal Audit Plan, as set out in Appendix A of the report.

## **11. RISK MANAGEMENT PROGRESS REPORTS**

The Committee considered a report by the Director of Regulatory and Democratic Services on the Corporate Risk Register.

Recognising the complexity and scale of the Collingwood House project, Members supported the inclusion of the project on the risk register and felt that this warranted regular review as there was potential for the risk score to increase. The Director of Finance and Resources advised the Committee that arrangements were in place to do this, and that the next full review is scheduled to be reported back to the Committee in March 2014.

RESOLVED that the Committee noted the content of version 2 of the Corporate Risk Register, as set out in Appendix A of the report.

## **12. REVIEW OF WORK PROGRAMME AND TRAINING PLAN**

The Committee considered a report by the Director of Finance and Resources which reviewed the Work Programme and Training Plan.

Members attention was draw to the revisions made to the work programme as set out in the report.

RESOLVED that the Work Programme, as set out in Appendix A of the report, be approved.

(The meeting started at 6.00 pm  
and ended at 7.18 pm).

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Strategic Planning and Environment Policy Development and Review Panel

(to be confirmed at the next meeting)

**Date:** Tuesday, 16 July 2013

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

J V Bryant (Chairman)

T J Howard (Vice-Chairman)

**Councillors:** J S Forrest, Miss T G Harper, A Mandry, N J Walker and  
P W Whittle, JP

**Also Present:** Councillor K D Evans, Executive Member for Strategic Planning  
and Environment (item 7)



**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence made at this meeting.

**2. MINUTES**

It was AGREED that the minutes of the meeting of the Strategic Planning and Environment Policy Development and Review Panel held on 14 May 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that he would be addressing the proposals made by Councillors Forrest and Whittle in the previous minutes (item 8), during the Work Programme report.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest made at the meeting.

**5. DEPUTATIONS**

There were no deputations made at the meeting.

**6. ENVIRONMENTAL SUSTAINABILITY STRATEGY: ACTION PLAN (ANNUAL UPDATE)**

The Panel considered a report by the Director of Planning and Environment which provided an update on the Environmental Sustainability Strategy Action Plan. The report was presented by the Principal Planner (Strategy), who took questions from members.

It was noted that in light of the various changes made to the structure of the Environmental Sustainability Strategy Action Plan (ESAP) and new actions and targets introduced, it was intended to submit the revised ESAP to the Executive in the Autumn for approval.

It was AGREED that the Panel supports the revised ESAP format and the new actions and targets within it.

**7. STRATEGIC PLANNING AND ENVIRONMENT POLICY AND DEVELOPMENT REVIEW PANEL WORK PROGRAMME 2013/14**

The Panel considered a report by the Director of Planning and Environment which reviewed the work programme for 2013/14. Members were referred to the information in paragraph 2 of the report regarding revisions made to the work programme since the meeting in May 2013.

The Chairman invited the Director of Planning and Environment to update members on the progress made on the suggestions put forward from Councillor's Forrest and Whittle at the previous meeting.

The Director of Planning and Environment confirmed that he had received some proposed initial potential questions from Councillor Forrest regarding his request for a future meeting with rail providers to discuss the future of rail services within the Borough. He informed the Panel that much of the lobbying for improved local rail provisions and services is done through Hampshire County Council given their responsibility as Public Transport Authority, and that much of this takes place through Transport for South Hampshire and the Isle of Wight, which includes some limited Fareham Borough Council representation. The Chairman informed the Panel that the matter had also been raised with the Chairman of the Scrutiny Board and that both Chairmen agreed that, in light of the above, the rail providers should not be invited to attend either a Panel or Scrutiny Board meeting.

The Director of Planning and Environment informed the Panel that he had met with Councillor Whittle regarding his request that representatives from Hampshire County Council be invited to attend a meeting to provide information on how their activities impact on the services in the Borough, and as a result of the meeting had put together a brief scoping report which outlined the services that the Strategic Planning and Environment Portfolio was responsible for. The Chairman sought members views on the specific areas/services they would like to discuss with representatives from HCC. It was agreed by members that HCC representatives for services relating to both Highways and Transportation and Education be invited to attend a future meeting or meetings. The need for further refinement of the scoping report and the identification of potential questions to HCC representatives on these two topics should be the subject of further discussions between the Director of Planning and Environment, Councillor Whittle and the Panel Chairman.

At the invitation of the Chairman, Councillor Evans, Executive Member for Strategic Planning and Environment, addressed the Panel on this item.

It was AGREED that:-

- (a) the programme of items for 2013/14, as set out in Appendix A attached to the report be approved;
- (b) progress on actions, as set out in Appendix B attached to the report be noted; and
- (c) the items in the work programme 2013/14 for the Strategic Planning and Environment Portfolio, as shown in Appendix C, be noted.

(The meeting started at 6.00 pm  
and ended at 7.05 pm).

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# FAREHAM

BOROUGH COUNCIL

## Minutes of the Leisure and Community Policy Development and Review Panel (to be confirmed at the next meeting)

**Date:** Wednesday, 24 July 2013

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** Miss S M Bell (Chairman)

**Councillor** M J Ford, JP (Vice-Chairman)

**Councillors:** Mrs P M Bryant, N R Gregory, T G Knight, Mrs S Pankhurst and R H Price, JP

**Also Present:** Councillor Mrs CL A Hockley (Executive Member for Leisure and Community) (minutes 6 and 8), Councillor A Mandry (minute 6) and Councillor Mrs K K Trott (minute 7)



**1. APOLOGIES FOR ABSENCE**

There were no apologies made at this meeting

**2. MINUTES**

It was AGREED that, subject to the inclusion of Councillor Mrs K Mandry (deputising for Councillor M J Ford, JP), the minutes of the Leisure and Community Policy Development and Review Panel meeting held on 15 May 2013 be confirmed and signed as a correct record

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman wished to express her thanks to all members of the leisure team and to councillors for their hard work in making a success of the Fareham Park Fun Day event held on Saturday 20 July 2013. It was reported that over 500 residents had attended the Fun Day activities provided.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS**

In accordance with Standing Orders and the Councils Code of Conduct, a declaration of interest was made by Councillor Miss Bell (Chairman) (see minute 6 below) and Councillor R H Price, JP (see minute 6 and minute 8 below).

**5. DEPUTATIONS**

The Panel received a deputation from Mr J Sparshott, concerning agenda item 8 - Portchester MUGA- Results of Consultation and he was thanked accordingly (see minute 6 below).

***(Having agreed, with the Panel's approval, to bring forward item 8 on the agenda and the Chairman having declared an interest in this matter (see minute 4 above) the Vice-Chairman took the chair for the following item)***

**6. PORTCHESTER MUGA - RESULTS OF CONSULTATION**

The Panel considered a report by the Director of Community regarding the outcome of the public consultation on the possible provision of a MUGA (Multi-Use Games Area) facility at Portchester Community Centre. Members also took into account of the comments made by the depute in respect of this matter (see minute 5 above).

Councillor Miss Bell (Chairman) declared a non-pecuniary interest in this matter on the grounds that she is Chairman of Portchester Community Centre Ltd Management Committee and invited the Vice-Chairman, Councillor Ford to chair the meeting in respect of this item. Councillor Miss Bell withdrew to the public gallery and, at the invitation of the Chairman addressed the Panel on this item, following which she left the meeting room.

Councillor Price also declared a non-pecuniary interest in this matter on the grounds that he is a Trustee of Portchester Community Centre Ltd. He stated that in his role as a Trustee he had not been involved in the consultation process and therefore wished to remain in the meeting and participate in the discussion and voting on the matter.

At the invitation of the Chairman, Councillor A Mandry, as Chairman of the Council's Community Safety Partnership and Chairman of the Community Tasking Coordinating Group, addressed the Panel on this matter. At the invitation of the Chairman Councillor Mrs Hockley also addressed the Panel during consideration of this item.

The Panel discussed the matter at some length. The consensus of opinion was that following the outcome of the public consultation and the comments received, the provision of a MUGA on the site of the former Portchester Community Centre could not be supported. During the course of discussion Councillor Price expressed his concern about the lack of provision for tennis in the area. He proposed therefore that consideration be given to finding a suitable alternative location for a tennis court in the area providing open access to the public. Members were advised that the two tennis courts at Portchester Community School are available for community use and details of the current arrangements for public use in accordance with the Council's community use agreement were provided. Under the terms of the agreement the courts were essentially only open to the public outside of school opening hours.

A proposal was made that, in the first instance, that officers be requested to discuss with the Community School whether it was possible to improve/extend the provision of open public access to the tennis courts at the school in order to satisfy community need. Dependent on the outcome of the discussions, consideration could then be given to investigating whether there was a suitable site in the Portchester area for provision of an open use tennis court.

It was AGREED that the Panel advise the Executive as follows:-

- (a) having considered the outcome of the consultation exercise, the Panel do not recommend the provision of a Multi Use Games Area (MUGA) on the site of the former Portchester Community Centre (Voting unanimous);
- (b) in the Panel's view the request by those residents of Clive Grove who back onto the tennis courts to have the existing fencing removed and replaced with a close boarded timber fence should be refused (Voting unanimous); and
- (c) A motion was proposed and seconded that officers be requested to contact Portchester Community School to discuss extending provision of open access to the public for tennis at the two courts on the site. In the event that the school are not able to deliver increased provision, officers be requested to explore the feasibility of finding an alternative

site for a tennis court in the Portchester area and report their findings to a future meeting of the Panel (Voting 5 for: 1 against).

***(Chairman in the Chair for the remainder of the meeting)***

## **7. PRESENTATION - COUNTRYSIDE SITES NATURE CONSERVATION**

The Panel received a presentation from the Countryside Officer on countryside sites nature conservation. A map showing the 25 existing countryside sites in the borough was circulated at the meeting. It was noted that the sites covered a range of habitats including woodlands, grass land and wetlands. Sites are designated as either conservation or recreational sites. The Panel was informed that in addition to the list of current countryside sites, large area of land within the Coldeast and Daedalus sites will also need to be maintained in the future.

Members expressed concern that over the years there had been a decrease in the number of countryside rangers, (currently there are two officers), whilst the site acreage to be managed was increasing. It was reported that officers had reviewed the ecological significance of each site and were proposing to explore the feasibility of transferring a number of sites to the Council's Streetscene Department to be managed by the grounds maintenance team. The Panel acknowledged the valuable work undertaken by the Ranger Service and were of the view that in view of the additional sites to be taken on, arrangements should be made to ensure these are adequately resourced.

At the invitation of the Chairman Councillor Mrs Trott addressed the Panel during consideration of this item.

It was AGREED that the Panel note the information presented and express their thanks to the Rangers and their teams of volunteer workers for all the work undertaken.

## **8. LEISURE STRATEGY REVIEW**

The Panel considered a report by the Director of Community regarding the latest revised Leisure Strategy document which contained details about the changes and achievements that have occurred in 2012/13.

Members were referred to paragraphs 3 to 11 of the report which identified emerging issues/ projects required to be undertaken in the future. Members were also requested to note that the Leisure Strategy included an action plan for 2013 and beyond, setting out the programme for the delivery of activities and cultural facilities by the Leisure and Community team over the next five years.

Councillor Price declared a Disclosable Pecuniary Interest in respect of this item as he leases an allotment in Portchester and is a member of the Portchester Gardens and Allotments Association. He stated that if necessary, should there be specific discussions regarding allotments, he would not take part in the discussions but leave the meeting.

In response to an enquiry from Councillor Knight regarding the Revenue Budget table shown on page 18 of the Leisure Strategy document, specifically the estimate budget figures for the Foreshore, the Head of Leisure and Community proposed to contact Councillor Knight direct to provide a more detailed explanation of how the figures had been arrived at.

At the invitation of the Chairman, Councillor Mrs Hockley addressed the Panel during consideration of this item.

It was AGREED that the Panel advise the Executive that the revised Leisure Strategy for 2013 to 2018, attached as Appendix A to the report, be endorsed and recommended for adoption.

## **9. PROPOSALS TO COMMEMORATE THE CENTENARY OF WW1 AND THE 70TH ANNIVERSARY OF D DAY**

The Panel considered a report by the Director of Streetscene which set out the proposals for commemorating the centenary of the start of World War 1 and the 70<sup>th</sup> anniversary of D Day.

Members discussed the various proposals identified in the report including the financial implications and proposed funding bid to the Heritage Lottery Fund. It was suggested by Councillor Price that there could be an opportunity to obtain a loan of armoury appropriate to the period from the Royal Armouries, Fort Nelson, to link in with the community theme. The Head of Leisure and Community agreed to enquire as to whether this was possible and reported that the County Museum Service are exploring the possibility of making a WW1 Vehicle available for the event. Councillor Knight suggested that it may be possible to secure old film from Hampshire County Council archives which could be incorporated in proposed projects involving the Museum and or Ashcroft Arts Centre.

Members expressed the view that an imaginative and sensitive programme of proposals had been put together at a reasonable cost.

It was AGREED that the Panel advise the Executive that:-

- (a) the Panel supports the very imaginative proposals to commemorate the centenary of WW1 And the 70<sup>th</sup> Anniversary of D Day as outlined in the report; and
- (b) recommends that an allocation of funding required to implement all proposals be made.

## **10. REVIEW OF WORK PROGRAMME FOR 2013/14**

The Panel considered a report by the Director of Community regarding the proposed work programme for 2013/14. The Panel was informed that Dr Janet Owen, Head of Museums and Arts, (Hampshire County Council), will be attending the Panel meeting on 6 November 2013 to provide an update on

progress when considering the item concerning the future of Westbury Manor Museum.

It was AGREED that the Panel's work programme for 2013/14 as set out in Appendix A attached to the report be endorsed.

(The meeting started at 6.00 pm  
and ended at 7.55 pm).

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Public Protection Policy Development and Review Panel

(to be confirmed at the next meeting)

**Date:** Tuesday, 23 July 2013

**Venue:** Collingwood Room - Civic Offices, Fareham

**PRESENT:**

Councillor D L Steadman (Vice-Chairman in the Chair)

**Councillors:** Mrs P M Bryant, G Fazackarley and Mrs S Pankhurst  
(deputising for Mrs S M Bayford)

**Also Present:** Councillor T M Cartwright (Executive member for Public  
Protection) (minutes 7 and 9)



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Chairman, Councillor Mrs K Mandry and from Councillors Mrs S M Bayford, Mrs M E Ellerton and J M Englefield.

**2. MINUTES**

It was AGREED that the minutes of the meeting of the Public Protection Policy Development and Review Panel held on 21 May 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest or disclosures of advice or directions made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME 2013/14**

The Panel considered a report by the Director of Regulatory and Democratic Services on the Panel's work programme for 2013/14.

It was AGREED that:-

- (a) the programme items as set out in Appendix A to the report be confirmed; and
- (b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.

**7. ANNUAL HEALTH AND SAFETY PERFORMANCE 2012/13**

The Panel considered a report by the Director of Regulatory and Democratic Services on the Council's health and safety performance in 2012/13.

At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.

It was AGREED that:-



- (a) the work undertaken by all employees to maintain health and safety standards and, where necessary, improve health and safety performance for the benefit of all concerned during 2012/13 be noted;
- (b) it be noted that the Council, as an employer, continues to achieve a standard of health and safety management within its activities that meets statutory requirements and demonstrates competence in health and safety management;
- (c) the officers be congratulated on the overall performance in relation to health and safety and the Health and Safety Officer be thanked for the report; and
- (d) subject to the inclusion of a statement concerning health and safety training for members, the report be commended to the Executive.

## **8. REPORT ON FOOD STANDARDS AGENCY AUDIT**

The Panel considered a report by the Director of Regulatory and Democratic Services on the Food Standards Agency Audit of the Council's Food Law Enforcement arrangements.

It was AGREED that:-

- (a) it be noted that the audit had taken place and that the recommendations made, as set out in the Audit Action Plan (Appendix A to the report), also be noted;
- (b) an update report showing progress against the plan be submitted to the Panel when it considers the Food Safety Service Plan, on 11 March 2014; and
- (c) the officers concerned be commended on the outcome of the Food Standards Agency Audit.

## **9. ANNUAL REPORT ON FAREHAM PARKING ENFORCEMENT SERVICE**

The Panel considered a report by the Director of Regulatory and Democratic Services on the operation of the Fareham Parking Enforcement Service during the last twelve months.

Members received a presentation from the Head of Community Safety and Enforcement illustrating various aspects of the report. The presentation included an overview of the service and details of on/off-street enforcement, correspondence dealt with during 2012/13, PCNs issued and performance summary by year and reason for issue and challenges received, enforcement budget details, off-street issues, on-street issues and issues by ward.

At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.

It was AGREED that the report be commended to the Executive.

**10. EMERGENCY PLANNING - ANNUAL REPORT**

The Panel considered a report by the Director of Regulatory and Democratic Services on work undertaken by the Council to enable it to effectively respond to emergencies.

It was AGREED that the work undertaken to enhance the Council's emergency response capability be noted and commended to the Executive.

(The meeting started at 6.00 pm  
and ended at 7.18 pm).

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Health and Housing Policy Development and Review Panel

**(to be confirmed at the next meeting)**

**Date:** Thursday, 18 July 2013

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

Mrs M E Ellerton (Chairman)

T G Knight (Vice-Chairman)

**Councillors:** Miss S M Bell, P J Davies, N R Gregory, D L Steadman and  
Mrs K K Trott

**Also Present:** Councillor B Bayford, Executive Member for Housing (items 3 &  
10)

*The Vice-Chairman, Councillor T G Knight took the chair at the start of the meeting due to Mrs M E Ellerton being delayed.*



**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. MINUTES**

It was AGREED that the minutes of the meeting of the Health and Housing Policy Development and Review Panel held on 23 May 2013 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman invited Councillor Bayford, the Executive member for Housing to give an update on the Clinical Commissioning Group (CCG) meeting he had recently attended.

Councillor Bayford informed the Panel that during the CCG meeting they had been informed that physiotherapists have now been appointed across the county tasked with specifically reducing slips, trips and falls amongst older people. In addition to this the CCG discussed the issue of the increase in the number of patients attending A&E, which is felt is as a result of the 111 service and lack of a GP out of hours service.

The Panel discussed issues with the New Community Hospital and expressed concern over the current management of the hospital.

Councillor Bayford informed the Panel that he has recently been appointed as a District Council representative on to the Hampshire Health and Wellbeing Board.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest or disclosures of advice or directions made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. PRESENTATION ON FAREHAM'S ECO-HOUSING EXEMPLAR**

The Panel received a presentation by the Senior Housing Officer (Enabling) which outlined Fareham's proposal to build some Eco-Housing exemplars.

The presentation explained that the Government has made a commitment to cut carbon emissions and for new homes to be zero carbon by 2016, and that as a result of this Fareham Borough Council will need to explore ways to make current properties more energy efficient and new homes, including the new Welborne development, zero carbon.

The presentation outlined "PASSIVHAUS" a construction concept for building energy efficient housing, which focuses on high levels of insulation, minimising air leakage, avoiding the use of thermal bridging, using mechanical ventilation and the use of passive solar gain. It was explained to the Panel that this concept is advocated in the Draft Welborne Strategy, and that the Council is currently looking to trial a small scale build of approximately 6 houses in Cold East Close.

It was AGREED that the Senior Housing Officer (Enabling) be thanked for his presentation.

## **7. THE GOVERNMENT'S GREEN DEAL**

The Panel considered a report by the Director of Community which outlined the main aspects of the Government's Green Deal Policy and the actions that the Council propose to take to promote energy efficiency measures in private sector residential accommodation.

Members acknowledged the Council's duty to promote the scheme but raised concerns about the likely level of take up of the scheme by residents due to the scheme being complicated and not producing any immediate financial benefits.

It was AGREED that the Panel endorses membership of the Solent Green Deal scheme as a promotional partner.

## **8. FLOATING SUPPORT SERVICES FOR OLDER PERSONS**

The Panel considered a report by the Director of Community on Floating Support Services for Older Persons, which outlined a proposal to extend the support service currently provided to sheltered housing tenants to older persons living in the borough irrespective of their tenure.

Members expressed concern over the possible additional work load that the Sheltered Housing Officer may incur. The Tenancy Services Manager informed members that there is the possibility that the service could be expanded in the future and that it could lead to additional staff and training.

It was AGREED that the Panel noted the proposal to extend the housing support service to older persons living in the borough regardless of their tenure.

*Councillor Mrs M E Ellerton joined the meeting at this point and took the chair.*

## **9. AFFORDABLE HOUSING PROGRAMME**

The Panel considered a report by the Director of Community on the Affordable Housing programme which outlined the Council's achievements in the delivery of affordable housing since 2011 and the progress made towards meeting the target of 500 homes by 2017.

At the invitation of the Chairman, the Director of Community addressed the Panel on this item to give a verbal update on the progress of Collingwood House. The Panel was informed that following a meeting of the Executive on 1 July 2013 it was agreed that the tender for the works to redevelop Collingwood House be awarded to the Leadbitter Group. It is hoped that the works will be completed by March 2015.

It was AGREED that: -

(a) the Panel noted the current affordable housing programme and progress made towards the provision for 2013-17; and

(b) the Panel noted the progress made on Collingwood House.

## **10. REVIEW OF TENANCY AGREEMENTS**

The Panel considered a report by the Director of Community which reviewed the current Tenancy Agreements and outlined the consultation process and timetable.

At the invitation of the Chairman Councillor Bayford addressed the Panel on this item.

The Chairman and Councillor Mrs Trott, who formed part of the working group tasked with updating the tenancy agreements, addressed the Panel on this item and explained some of the changes and the reasons for them.

It was AGREED that the Panel endorses the proposed changes to the tenancy agreement and noted the proposed timetable for consultation.

## **11. REVIEW OF THE WORK PROGRAMME 2013/14**

The Panel considered a report by the Director of Community which reviewed the Work Programme for 2013/14.

Councillor Gregory requested a report to be brought to the Panel on Potential Fareham Borough Council Sites for Development. The Director of Community advised investigations are still taking place regarding this, but agreed that this could be considered for a future meeting.

It was AGREED that the Work Programme, as set out in Appendix A of the report, be approved.

(The meeting started at 6.00 pm  
and ended at 7.46 pm).

**FAREHAM**  
BOROUGH COUNCIL

*Item 15*

**Report to  
Council**

Date: **10 October 2013**

Report of: **Chief Executive Officer**

Subject: **APPOINTMENTS TO COMMITTEES**

**SUMMARY**

This report provides details of the calculations for political balance relating to the allocation of seats on committees and panels, following the recent changes to political groups. The report asks the Council to appoint the nominations of the political groups to committees and also to appoint the role of Chairman and Vice-Chairman for each committee.

**RECOMMENDATION**

That the Council approves:

- (a) the allocation of seats, as set out in Appendix A for the remainder of the municipal year 2013-14; and
- (b) the nominations of the political groups to seats on committees, along with the nominations of deputies and the appointment of a Chairman and Vice-Chairman for each committee for the remainder of the municipal year 2013-14, as set out in Appendix B.

## **INTRODUCTION**

1. Section 15 of the Local Government and Housing Act 1989 imposes a duty on the local authority to review the allocation of seats on the committees of the authority as soon as is practicable after any division of, or change to political groups occurs.
2. Political groups of the Council shall cease to be constituted if the number of persons who are to be treated as members of that group is less than two, in accordance with Part III Regulation 8(2) of the Local Government (Committees and Political Groups) Regulations 1990.
3. On 2 September 2013, the Chief Executive Officer received notification from Councillor D M Whittingham that he wished to be treated as a member of the Fareham Borough Council Conservative Group with immediate effect. This request was confirmed by the Leader of the Conservative Group.
4. On 30 September 2013, the Chief Executive Officer received notification from Councillor N R Gregory that he wished to be treated as an independent member with immediate effect, following his resignation from the UK Independence Party.
5. As a result, Fareham Borough Council's UKIP Group is no longer constituted as it has no members.
6. Accordingly, the Council is now invited to review the allocation of seats to its committees along with the nomination of deputies and the appointment of a Chairman and Vice-Chairman for each committee for the remainder of the municipal year 2013-14. Such appointments will take effect from 11 October 2013.

## **ALLOCATION OF SEATS**

7. Section 5 of the Local Government and Housing Act 1989 provides the following principles which apply to the allocation of seats:
  - (a) that not all the seats on the body to which appointments are being made are allocated to the same political group;
  - (b) that the majority of seats on each Committee are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership;
  - (c) that, subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
  - (d) subject to (a) to (c), that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.
8. The Local Government and Housing Act 1989 requires that, once the Council has determined the allocation of Committee places between the political groups, the Council must then appoint the nominees of the political groups to the Committees.



## POLITICAL PROPORTIONALITY

9. Following the cessation of the UKIP group in September 2013, the political balance of the Council is set out in the following table:

Group	Conservative	Liberal Democrat	(Independent)	Total
Councillors	23	6	(2)	31
%	74.19	19.36	(6.45)	100

10. The allocation of seats between the political groups for each committee shall be in accordance with the figures at Appendix A to this report.

## ADJUSTMENTS FOLLOWING CALCULATIONS

11. Each of the political groups is entitled to a certain number of seats on committees. This is based upon their percentage representation on the Council as a whole, as detailed in the table at paragraph 8 above.
12. There are a total of 82 seats to be allocated and the strict entitlement to seats on committees for each political group is as follows:
- Conservative - 61 seats
  - Liberal Democrat - 16 seats
13. Each of the political groups are only entitled to their proportion of seats and once this entitlement has been reached, a manual adjustment may be necessary.
14. Appendix A shows a rounded allocation of seats to each political group. This is then required to be manually adjusted to ensure that the number of seats allocated to a particular political group matches and does not exceed their strict entitlement.
15. Therefore, the following manual adjustments are required:

- (a) Under the calculation, the Conservative Group has notionally been allocated 61 seats on committees. The Group cannot have a greater representation on committees than their strict entitlement of 61 seats and so no manual adjustment is required.
- (b) The Liberal Democrat Group has notionally been allocated 14 seats on committees. This is 2 less than their strict entitlement of 16 seats and so a positive adjustment must be made to balance the allocations.

The seat allocations for each committee must equal the agreed number of seats for that committee, as determined by the Council at its Annual Meeting in May 2013. Where this does not occur, the manual adjustments described at (b) above, must be made from those committees requiring a balancing adjustment. These affected committees are shaded in the table at Appendix A.

- (c) There are two independent councillors who are not members of a Fareham Borough Council political group. There is no strict entitlement calculation applicable to an independent member however, following the calculations and allocation of seats to political groups, the Council must appoint the non-group members to any seats not otherwise allocated.

These remaining seats are “gifted” to the independent members and the allocation of these seats must be agreed by a vote of the Council.

16. Group Leaders have been requested to provide nominations to the places on committees to which their respective groups are entitled. The nominations of political groups to seats on committees are set out in Appendix B.
17. The Council is also required to appoint a Chairman and Vice-Chairman for each committee and these nominations are included at Appendix B, along with the nomination of deputies.
18. The minority group Leader has been requested to nominate a spokesman for each Executive portfolio area. The nominations of spokesmen to seats on committees are set out in Appendix B.

**Background Papers:**

Letters to the Chief Executive Officer

**Reference Papers:**

Local Government (Committees and Political Groups) Regulations 1990

Local Government and Housing Act 1989

**Enquiries:**

For further information on this report please contact Leigh Usher. (Ext 4553)

## Political Group Balance Calculation

		Conservative		Liberal Democrat		Independent	
		23		6		2	
		74.19%		19.35%		6.45%	
Seats to be allocated		Strict Entitlement	Rounded	Strict Entitlement	Rounded	Strict Entitlement	Rounded
	82	60.84	61	15.87	16	n/a	n/a
Scrutiny Board	9	6.68	7	1.74	2	n/a	0
Leisure & Community	7	5.19	5	1.35	1	n/a	0
Strategic Planning & Env	7	5.19	5	1.35	1	n/a	0
Public Protection	7	5.19	5	1.35	1	n/a	0
Housing	7	5.19	5	1.35	1	n/a	0
Streetscene	7	5.19	5	1.35	1	n/a	0
Licensing & Regulatory Affairs	12	8.9	9	2.32	2	n/a	0
Planning Committee	9	6.68	7	1.74	2	n/a	0
Appeals Panel	5	3.71	4	0.97	1	n/a	0
Audit & Gov	7	5.19	5	1.35	1	n/a	0
Housing Tenancy Board	5	3.71	4	0.97	1	n/a	0
Notional allocation	82		61		14		
Adjustment Required			0		+2		

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### Council Meeting 10 October 2013, Item 15 - Committee Nominations

Conservative Group nominations for committee seats:

	<i>Executive portfolio</i>	<i>Scrutiny Board</i>	<i>Leisure &amp; Comm PDRP</i>	<i>St Planning &amp; Env PDRP</i>	<i>Public Protect PDRP</i>	<i>Health &amp; Housing PDRP</i>	<i>Streetscene PDRP</i>	<i>Licensing &amp; Reg Affairs</i>	<i>Planning Committee</i>	<i>Appeals</i>	<i>Audit &amp; Governance</i>	<i>Housing Tenancy Bd</i>
<b>No of seats&gt;</b>	<b>6</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>9</b>	<b>7</b>	<b>4</b>	<b>5</b>	<b>4</b>
Bayford, B	HH								X			
Bayford, Mrs S M					X			X				
Bell, Miss S		X	Ch			X		X		X		
Bryant, J V		X		Ch			X					
Bryant, Mrs P M			X		X			Ch				
Cartwright, T	PP							VC	D			
Davies, P J				D		X			X		X	Ch
Ellerton, Mrs M		X			X	Ch		X				D
Evans, K D	SPE								X		D	
Ford, M J		X	VC				X	X	X	Ch		
Harper, Miss T		X		X			Ch				X	
Hockley, Mrs C L A	LC								D			
Howard, T J		D		VC				X		X		X
Keeble, L	S							X			VC	
Knight, T G		D	X			VC					Ch	
Mandry, A				X			D		VC			
Mandry, Mrs K		VC			Ch			X				VC
Pankhurst, S		D	X		D		VC	D		D		
Steadman, D L		D			VC	X					X	
Swanbrow, D C S		Ch					X		X			
Walker, N J				X					Ch			
Whittingham, D M			D			D				VC		X
Woodward, S D T	P&R											

## Liberal Democrat Group nominations for committee seats:

		<i>Scrutiny Board</i>	<i>Leisure &amp; Comm PDRP</i>	<i>St Planning &amp; Env PDRP</i>	<i>Public Protect PDRP</i>	<i>Health &amp; Housing PDRP</i>	<i>Streetscene PDRP</i>	<i>Licensing &amp; Reg Affairs</i>	<i>Planning Committee</i>	<i>Appeals</i>	<i>Audit &amp; Governance</i>	<i>Housing Tenancy Bd</i>
<b>No of seats&gt;</b>		<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>
Fazackarley, G					Xs	D	X			X		D
Forrest, J S		X		Xs	D		D	D	D			
Norris, D J		D					Xs	X			D	
Price, R H		D	Xs					X	X			
Trott, Mrs K K			D	D		Xs			X			X
Whittle, P W		Xs		X					D	D	X	

## Independent Councillors:

		<i>Scrutiny Board</i>	<i>Leisure &amp; Comm PDRP</i>	<i>St Planning &amp; Env PDRP</i>	<i>Public Protect PDRP</i>	<i>Health &amp; Housing PDRP</i>	<i>Streetscene PDRP</i>	<i>Licensing &amp; Reg Affairs</i>	<i>Planning Committee</i>	<i>Appeals</i>	<i>Audit &amp; Governance</i>	<i>Housing Tenancy Bd</i>
<b>No of seats&gt;</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Englefield, J M					X						X	
Gregory, N R			X			X		X				

# FAREHAM

## BOROUGH COUNCIL

### Report to Council

**Date:** 10 October 2013

**Report of:** Director of Community

**Subject:** ANNUAL REVIEW OF THE CORPORATE STRATEGY 2011-2017

#### SUMMARY

The Corporate Strategy provides a clear focus on the most important issues that need to be addressed for 2011 – 2017. This annual review is an opportunity to consider progress being made in delivering the corporate priorities and to assess the impact of any other influences on the Council's services and initiatives.

#### RECOMMENDATION

That the Council accept the amendments to the strategy document, as set out in paragraph 44 of this report, along with any other amendments arising from the review.

## **INTRODUCTION**

1. As per the Council's performance framework the Executive has undertaken an annual review of the corporate vision and priorities. The purpose of the review is to confirm future priorities and update the wording where necessary. The outcome of the review influences the budgets and local service agreements for the next financial year.
2. This is the second review of the Corporate Strategy 2011 - 2017, which was adopted by the Council on 23 June 2011. A copy is attached as Appendix A.
3. The proposed wording needs to be approved by the Council, because the Corporate Strategy comes within the Council's policy framework under the Constitution.

## **ISSUES FOR CONSIDERATION**

### **Progress in delivering corporate priorities**

4. The Strategy contains a number of priorities for improvement for each of the Corporate Priorities. Progress on these items is listed below:

#### Affecting all Priorities

5. A draft plan for Welborne, the New Community North of Fareham, has been published, accompanied by an outline plan for funding infrastructure.

#### Protect and Enhance the Environment

6. The Council has let a four year contract to provide and service textile and clothing recycling banks on Council land to the European Recycling Company Ltd. Fifteen new sites have been added, making it more convenient for residents to recycle. This will help divert some of the 750 tonnes of clothing that is currently placed in domestic waste bins. The vast majority of the proceeds from the sale of the recycled material will go to the charities that previously had banks on Council sites, and into the Council's community fund.
7. Solar panels have been installed on a number of Council properties, including the Depot.
8. The Council has been rated as a top performer in assisting 1,080 homes to benefit from the Hampshire Area Insulation Scheme.

#### Maintain and Extend Prosperity

9. Outline planning consent has been granted for the Solent Enterprise Zone at Daedalus. A framework of Business Rates has also been agreed and jointly implemented with Gosport Borough Council for this area.
10. The Council is working with retailers to develop a short-term action plan for Fareham town centre.
11. The Fareham Town Centre Parking Strategy has been updated following a fundamental review of parking arrangements in the Borough.
12. The Council has consulted on options to improve the district centre at Locks Heath.



### A Safe and Healthy Place to Live and Work

13. A new Executive Portfolio for Health and Housing has been introduced with responsibility for Health and Wellbeing. As part of this the Executive Member for Health and Housing has been appointed to join the Governing Board of the Fareham and Gosport Clinical Commissioning Group.
14. Recorded crime in Fareham has reduced by 34% in the last five years and 14% in the last year.
15. The Community Safety Partnership has been ranked as the third best within Hampshire.
16. The Council has worked with a number of partners to respond to the flooding in Wallington as well as the other severe weather experienced over the past year.

### Leisure for Health and Fun

17. Outline planning consent has been granted for the Coldeast site and the land transfer required for the swimming pool and cemetery is expected to be completed imminently.
18. The Council has delivered a new community centre for Portchester and a new sports pavilion at Wicor Recreation Ground.
19. Four playing fields have been recognised under the Queen Elizabeth II Fields Challenge and the Jubilee Play Area was opened in West Street Fareham.

### A Balanced Housing Market

20. Planning permission and funding have been secured to demolish and replace the sheltered housing scheme at Collingwood House.
21. 77 new affordable homes have been delivered within the Borough during the 2012/13 financial year.

### Strong and Inclusive Communities

22. The Fareham Park Steering Group has been established to tackle the underlying causes of deprivation in this area.
23. Fareham Community Savers, a local Credit Union, has been established.
24. The Council has provided an extra £30,000 of funding to Fareham Citizens Advice Bureau to provide additional money advice.
25. A new website for the Council was launched on 28<sup>th</sup> January.
26. The Council has awarded approximately £55,600 in Community Grants.
27. The Council designed and implemented a new, local, council tax support scheme, providing around £500,000 of financial assistance to those in need.

### Dynamic, Prudent and Progressive Council

28. The Council's proportion of Council Tax has been frozen for the fifth consecutive year. Fareham's Council Tax is the 6<sup>th</sup> lowest out of the 201 district councils.
29. The Council maintained its council tax collection rate at one of the best in England (98.9%).
30. The cumulative savings made by the Council since 2010 have now reached £3,000,000. In line with this work, the way the Council manages sickness absence has been recognised by the Department of Communities and Local Government, in its document "50 ways to save" and the Audit Commission's document "Work in progress – Meeting local needs with lower workforce costs".
31. A new approach to acquiring commercial property has been agreed to improve returns on investments and help minimise council tax increases.
32. In March 2012, the Health and Safety Executive carried out an audit of the Council's refuse and recycling services. Their report recognised the very high standard of control and monitoring that are in place and indicated that they're among the best in the sector.
33. In 2012 the Council joined the Eastern Solent Coastal Partnership, which is now preparing coastal strategies for the Fareham Borough.
34. The Fareham and Gosport Environmental Health Partnership has been established and builds upon the existing partnership working between the two Councils through the Building Control Partnership and the Fareham and Gosport CCTV Partnership.
35. The average speed of processing benefit applications improved by 25% reducing to 5.6 days, as compared to last year.
36. The shared legal service with Southampton City Council is now entering its third year, having started in April 2011. The provision of services has continued to evolve providing the Council with a comprehensive range of legal services to ensure that the Council makes the best use of resources available.

### **Any matters arising from reviews and/or inspections 2011 Census**

37. The 2011 Census data released by the Office for National Statistics shows that total population of Fareham as 111,600. The 2011 data is the most up to date information that is available.

### **Annual Audit**

38. The Audit Commission's annual audit and inspection letter and annual governance report provide an overall assessment of the Council. Both documents cover the Council's accounts for the year ended 31 March 2012.
39. The Council was found to have a sound culture of financial governance in place and a track record of delivering savings. The Council is considered to have a stable financial position for the foreseeable future.

40. There are a number of challenges facing the Council. These include:

- (a) The level of funding available due to the local government resource review
- (b) The self-financing of the Housing Revenue Account and managing the debt incurred as part of the settlement sum required by the Department for Communities and Local Government
- (c) Delivery of the savings set out in the Council's financial strategy

41. The assessment for the 2012/13 financial year, produced by the Council's external auditors Ernst and Young, is expected to be presented to the Audit and Governance Committee in September 2013.

**Any matters arising from consultation with local residents, partners or interest bodies**

42. The Residents' Survey is carried out bi-annually with the next one scheduled to take place in October 2013. Any matters arising from the survey will be covered in next year's report.

**FINANCIAL IMPLICATIONS**

43. The financial implications of delivering the Council's priorities have been recognised within the budget planning process. Any significant changes to the Corporate Strategy 2011 – 2017 will need a financial appraisal to identify resources.

**PROPOSALS**

44. Overall, the Corporate Strategy remains on track and it is proposed that the Council approves the following minor changes to the Corporate Strategy document (Appendix A of this report refers):

- (a) Amend the second paragraph to reflect that the strategy has been adopted:  
"The Corporate strategy was adopted in 2011 and carefully considers what residents, service users, partners and others say is important to them. We have looked at our performance and service delivery to see how it compares with other similar Councils." (Corporate Strategy 2011- 2017, page 2)
- (b) Update references to the new community north of Fareham to refer to Welborne (Profile of Fareham, Our Priorities and Our Priorities for Improvement, pages 3, 6 and 8)
- (c) Amend the number of homes that will be built in Welborne from 7,000 to 6,500 (Profile of Fareham, page 3).
- (d) Amend priority 4 to:  
"Work with the Solent Local Enterprise Partnership and landowners to deliver a thriving aviation-led employment area at the Solent Enterprise Zone at Daedalus, which is supported by a viable airfield." (Our Priorities for Improvement, page 8)

- (e) Update the numbering of priorities 5 and 5a to 5a and 5b for consistency (Our Priorities for Improvement, page 8).
- (f) Update priority 8 to refer to the Western Wards to reflect the Council's plans (Our Priorities for Improvement, page 8)
- (g) Update priority 9 to reflect the next objective, following the completion of the Portchester Community Centre:  

“Implement the findings of our review of community centres and sports pavilions and modernise buildings as appropriate giving priority to Fareham Town.” (Our Priorities for Improvement, page 9)
- (h) Update priority 12 to include a specific objective:  

“Modernise and improve sheltered accommodation across the Borough, including the replacement of Collingwood House as a priority.” (Our Priorities for Improvement, page 9)
- (i) Amend priority 13 to:  

“Improve the wellbeing of people living in the Fareham Park area.” (Our Priorities for Improvement, page 9)
- (j) Delete the reference to the Local Development Framework and substitute with the Local Plan (Strategic Framework, pages 10 and 12).

## **RISK ASSESSMENT**

45. There are no significant risk considerations in relation to this report

## **CONCLUSION**

46. This report is a key stage in the Council's performance management framework. The Council is invited to report the Corporate Strategy 2011-2017 so that the Council's priorities can be reflected in the budgets and local service agreements for the next financial year.

## **Appendix A: Corporate Strategy 2011 - 2017**

### **Background Papers:**

Annual Audit Letter 2011/12, Audit Commission, 27 September 2012

Annual governance report, Audit Commission, September 2012

### **Reference Papers:**

None

### **Enquiries:**

For further information on this report please contact Christopher Cotmore (Ext 4552).

# Fareham

The prosperous, safe and attractive place to be

Corporate Strategy 2011-2017



**FAREHAM**  
BOROUGH COUNCIL

# Corporate Strategy 2011–2017

Welcome to our corporate strategy for Fareham Borough Council. This document sets out our strategic priorities for 2011 to 2017 and emphasises our determination and commitment to ensure that Fareham remains a prosperous, safe and attractive place to live and work.

The Corporate strategy was adopted in 2011 and carefully considers what residents, service users, partners and others say is important to them. We have looked at our performance and service delivery to see how it compares with other similar Councils.

Over the period of the strategy we will face unprecedented reductions in available resources. We will need to ensure that these resources are directed towards our declared priorities and we will continue to use feedback from residents and from surveys to inform our decisions about which services and initiatives are the most important.

This strategy contains a reduced number of priorities that will provide a clear focus on the most important issues that need to be addressed by the Council over the next six years.



# Profile of Fareham

Fareham is located in an area of some 30 square miles along the south coast of Hampshire between Portsmouth and Southampton. It is well connected to the M27 motorway, has good rail links to London and other major centres and easy access to the ferry ports and Southampton international airport. The population of 111,600 is expected to grow by 5.4% over the next 20 years with a growing number in the population aged 45 or more. Black and minority ethnic groups make up a small proportion of the population in comparison to the rest of the south east region. Development at Welborne, a new community to the north of Fareham, is due to start in 2016 comprising of around 6,500 homes, commercial buildings and community facilities. Considerable effort will be required to ensure that the appropriate infrastructure is provided to support a sustainable community whilst maintaining a balance between the natural and built environments.

Fareham is a popular and attractive place to live and has a good record regarding environmental sustainability. Within Fareham's boundaries there are 6 nationally important sites of special scientific interest, 92 sites of importance for nature conservation and 4 nature reserves. The Borough has many historic buildings, 13 conservation areas, nearly 600 listed buildings plus 7 historic parks and gardens of regional or local importance. Residents have said consistently in national and local surveys that they are satisfied with the local area as a place to live.

Fareham is a thriving business area with low unemployment. Many of Fareham's businesses are of local origin with a high survival rate from start-up. The growth in jobs at Whiteley, Segensworth and the Solent Business Park has reduced the number of residents commuting to work elsewhere. The proportion of Fareham's working age population that are in work is higher than both the regional and national rates and the average annual salary for a full time worker living in Fareham is significantly higher than national average earnings.

Fareham is a safe and healthy place compared to many other parts of the country. The total number of recorded crimes in Fareham has been falling in recent years. Based upon the number of crimes recorded, Fareham's Community Safety Partnership is in the top quartile when compared to other similar authorities. The health of people living in Fareham is generally good when compared to other areas. Life expectancy is higher than the national average for men and women and over the last 10 years, the rate of death from all causes, and early death rates from cancer and from heart disease and stroke, have all fallen and remain lower than the national average. Deprivation levels across the Borough are generally very low, but there are pockets of deprivation where unemployment is much higher and educational achievement is much lower when compared to other parts of the Borough.



The Council continues to invest in leisure activities, opening new football facilities, seeking to achieve a new swimming pool in the west of the Borough and increasing the number of sell-out shows at Ferneham Hall.

On the whole, Fareham's residents are well housed; with 9 out of 10 houses being owner occupied which is the highest in the region and fourth highest in England. In contrast, the proportion of social and private rented housing is very low. The housing stock generally is in good condition with few properties needing major repairs or lacking standard amenities and it is also energy efficient. Average house prices are significantly higher than for neighbouring local authorities in south east Hampshire, but lower than in Hampshire as a whole. First-time buyers in Fareham struggle to get into the housing market as the ratio between average house prices and earnings is significantly higher than the level for other areas in south east Hampshire.

Community Action Teams (CATs) meet in five areas in the Borough for residents to talk to the Council about developments, suggestions and requirements for their areas. An online Customer Engagement Panel has been formed and work is on-going to develop an equalities forum. The Council also has a commitment to being open and transparent to help customers to better understand its business.

The Council is considered to manage its resources well, has good leadership, a flexible and adaptable workforce and a strong awareness of its financial position. Each year the Council sets its proportion of the Council Tax at or below the rate of inflation.

Surveys show that residents are satisfied with the way the Council runs things and that it provides good value for money. It performs well and is good at keeping Fareham as an attractive and prosperous place to live, work and visit.



## Our Vision

Fareham is a 'prosperous, safe and attractive place to live and work'. This has not happened by accident but by careful management and development, and constant attention to our environment and the needs of our communities. Our vision for Fareham's future is based upon the assumption that residents want to preserve all that is good about Fareham, whilst increasing prosperity and making it an even more inclusive and attractive place to live and work.

## Our Values

Everything we do is guided by a set of values which are shared by all elected members and employees. These are:

- Listening and being responsive to our customers.
- Recognising and protecting the identity of existing settlements.
- Enhancing prosperity and conserving all that is good.
- Being efficient and effective and providing value for money.
- Leading our communities and achieving beneficial change.



# Our Priorities

To achieve this vision we will focus our efforts and resources on achieving seven corporate priorities. These are:

- To **protect and enhance the environment** by ensuring that Fareham remains a clean and attractive place to live and work. We will make sure that the built heritage and natural environment are conserved and enhanced for future generations and ensure that we minimise the impact on the environment by reducing our use of natural resources; minimising the generation of waste; whilst maximising the collection of recyclable materials. The key challenge in the foreseeable future will be to plan the development of Welborne, a new sustainable community to the north of Fareham.
- To **maintain and extend prosperity** by working with others to continue to support and promote the economic vitality of the Borough. Developing and improving vibrant town and district centres offering a range of shopping, leisure and employment opportunities will be vital to achieving this priority.
- To ensure that Fareham remains a **safe and healthy place to live and work** by working with others to provide an environment where people of all ages feel safe. We will also ensure that measures are in place to protect the health and safety of people who live, work or visit the Borough.
- To provide a reasonable range of **leisure opportunities for health and fun** so that residents and visitors of all ages can socialise with other members of our communities; participate in arts and entertainment activities; and improve their fitness and health.
- To work with our key partners to enable and support a **balanced housing market** so that residents of Fareham have access to good quality housing that is affordable, within their means and offers a choice of tenures. We will also take positive steps to prevent homelessness and assist individuals and families in securing good quality accommodation. We will support vulnerable people to help them access and sustain housing that is appropriate to their need and provide existing and future tenants of the Council with access to suitable and affordable rented accommodation.



- To build **strong and inclusive communities** by providing strategic leadership to help bring together key partners and encourage them to improve services and provide opportunities for residents of the Borough. We will also give people greater influence and power over the decisions that affect their lives and build more inclusive communities by providing easy and affordable access to information and services provided by the Council.
- To be a **dynamic, prudent and progressive council** by making sure that the decisions we make are transparent and that arrangements are in place to secure on-going improvement. Our overall priority is to ensure that we offer good value for money by providing high quality services and maintaining high levels of resident satisfaction, whilst keeping council tax levels low when compared to other district councils.



# Our Priorities for Improvement

The following paragraphs describe the improvement actions that we will aim to achieve by 2017. They are organised around the seven corporate priorities, except the first action, which will have a direct impact on each priority.

Detailed action plans showing the key milestones and targets for the year ahead will be developed on an annual basis as part of the service and financial planning process. These plans will be based on the resources that are available at the time and will be incorporated into service plans.

Priorities for improvement will be reviewed annually and progress will be monitored regularly.

## Affecting All Priorities

- 1) Plan for the development of Welborne, a new sustainable community to the north of Fareham which achieves high environmental and design standards and provides a wide range of transport choices.

## Corporate Priorities

### Protect and Enhance the Environment

- 2) Reduce the quantity of household waste and maximise the amount that is reused or recycled.
- 3) Provide leadership to residents and businesses in the borough to reduce energy usage, conserve natural resources and save money.

### Maintain and Extend Prosperity

- 4) Work with the Solent Local Enterprise Partnership and landowners to deliver a thriving aviation-led employment area at the Solent Enterprise Zone at Daedalus, which is supported by a viable airfield.
- 5a) Further improve Fareham town centre to provide enhanced shopping and public facilities, with improved access and parking.
- 5b) Development of the Locks Heath District Centre to meet the needs of local residents for shopping, community and leisure facilities and to complement neighbouring shopping centres and Fareham Town Centre.
- 6) Work to support economic growth and improved skills through the Partnership for Urban South Hampshire (PUSH) and the Solent Local Enterprise Partnership.



## **A Safe and Healthy Place to Live and Work**

- 7) Work with our Community Safety Partnership to continue to reduce anti-social behaviour and crime in Fareham.



## **Leisure for Health and Fun**

- 8) Provide community facilities in the Western Wards to include a swimming pool, cemetery, allotments, parkland and sports pitches.
- 9) Implement the findings of our review of community centres and sports pavilions and modernise buildings as appropriate giving priority to Fareham Town.
- 10) Develop new and improved parks, play areas and sports facilities using developers' contributions and external funding.

## **A Balanced Housing Market**

- 11) Enable the provision of 500 new affordable homes by 2017.
- 12) Modernise and improve sheltered accommodation across the Borough, including the replacement of Collingwood House as a priority.

## **Strong and Inclusive Communities**

- 13) Improve the wellbeing of people living in the Fareham Park area.
- 14) Focus on customer needs and satisfaction through improved communications and targeted service delivery.

## **Dynamic, Prudent and Progressive Council**

- 15) Maximise the value gained from assets that are owned by the Council.
- 16) Saving money, raising income and working in partnership with others to achieve more for less and continue to minimise council tax increases.



# Strategic Framework

The strategic framework (set out in the diagram on the back cover) describes the links between the key financial and planning documents which cascade down through the Council, from the sustainable community strategy to the objectives agreed by individual members of staff at their annual performance appraisals.

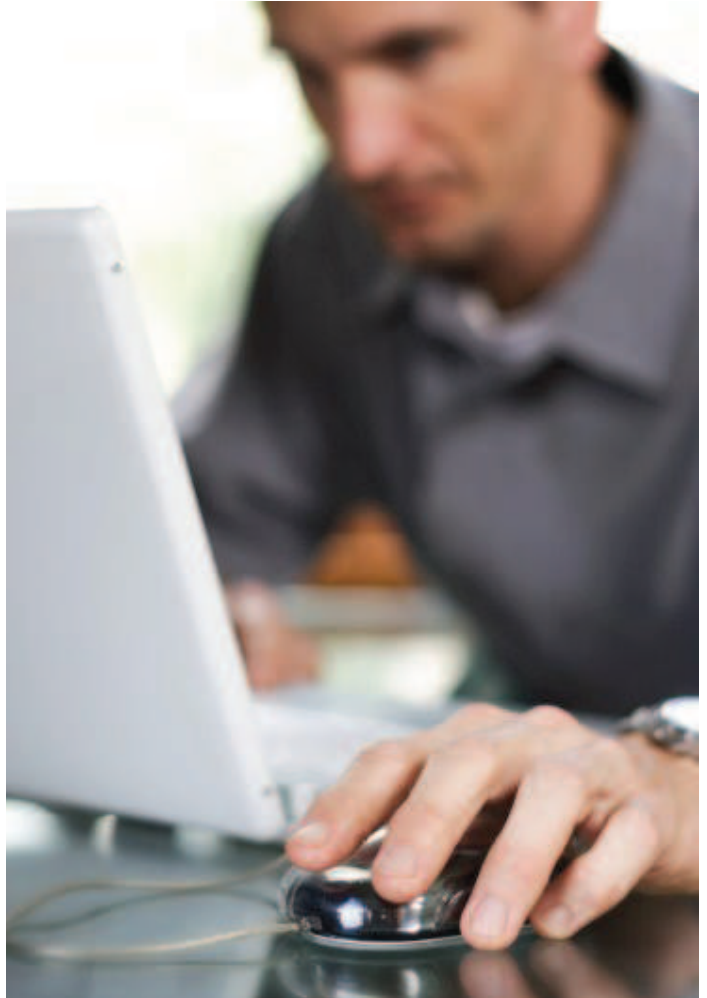
The **Sustainable Community Strategy – Your Future, Your Fareham** – is the high level strategic document which sets out a shared long-term vision for the Borough. This strategy was developed by the Local Strategic Partnership – networkfareham – in which the Council played a key role.

The Council's **Corporate Strategy** sets out our vision and priorities for the medium-term (i.e. six years). It also includes a set of improvement actions that describe the key projects and initiatives that we will focus on over this period.

A range of other key Council strategies and plans also link into the framework. They include:

- The **Local Plan – including the Core Strategy** which sets out the policies that will determine future land use to meet the needs of the sustainable community and corporate strategies.
- Other **strategies and plans** that relate to specific themes (e.g. housing, economic development and leisure etc.) also link into the sustainable community and corporate strategies.

- The **Medium Term Financial Strategy and Annual Budget**, which address the financial implications of all the Council's strategies and plans.



The corporate strategy and other strategies and plans are supported by **local service agreements** that bring together and describe the key activities and actions that will be delivered by individual service areas within the Council over the short-term (i.e. three years). They also include a range of performance indicators that demonstrate the degree of success of the Council in meeting the corporate vision and priorities.

# Further Information and Contacts

You can view Fareham Borough Council's corporate strategy at:

[http://www.fareham.gov.uk/pdf/about\\_the\\_council/vision.pdf](http://www.fareham.gov.uk/pdf/about_the_council/vision.pdf)

If you have any questions regarding this document, please contact a member of the Corporate Services Team at:

Tel: 01329 236100

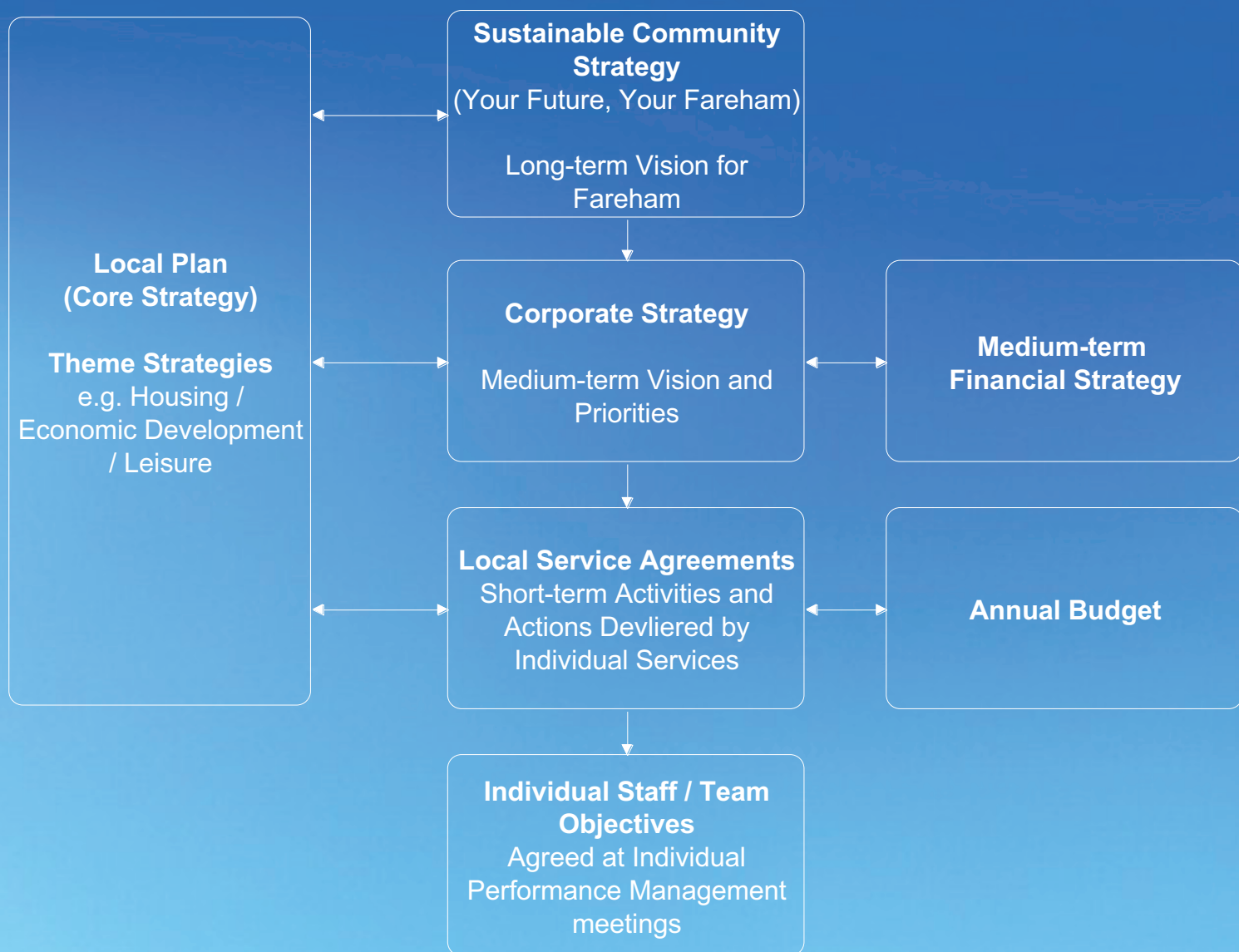
Email: [corporateservices@fareham.gov.uk](mailto:corporateservices@fareham.gov.uk)

Address: Corporate Services  
Fareham Borough Council  
Civic Offices  
Civic Way  
Fareham  
PO16 7AZ

If you require this document in another format or language please contact the Corporate Services Team.



# Strategic Framework





**FAREHAM**  
BOROUGH COUNCIL

*Item 19*

**Report to  
Council**

**Date**            **10 October 2013**

**Report of:**     **Head of Personnel and Development**

**Subject:**       **SENIOR MANAGEMENT - TERMS AND CONDITIONS**

**NOT FOR PUBLICATION by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.**

**SUMMARY**

This report proposes changes to some of the terms and conditions for the senior management team of Fareham Borough Council. It includes proposals to award a 1% pay increase to senior managers, in line with the rest of the Council's workforce; to change terms and conditions enabling all employees to claim mileage when on Council business; and to change the salary range of the Chief Executive Officer in accordance with the recommendations of an independent review.

**RECOMMENDATIONS**

That the Council approves:

- (a) that employees on Joint Negotiating Committee (JNC) conditions be awarded a 1% pay increase for 2013/14 in line with all other employees on National Joint Council (NJC) conditions;
- (b) that employees on JNC conditions be entitled to claim business mileage at the same rate as those employees on NJC conditions with effect from 1 October 2013;

- (c) that having taken account of the independent review, the Chief Executive Officer's salary range be approved as set out in paragraph 50 of the report at Appendix B with effect from 1 October 2013;
- (d) the updated Pay Policy statements for 2013-14 and for 2014-15, as set out in Appendices C and D to the report, which reflect the above recommendations, should they be agreed; and
- (e) that this report, including the appendices and the minute of the decision be no longer treated as exempt information and be open for public inspection, if all recommendations are agreed.

## **INTRODUCTION**

1. The purpose of this report is to propose changes to some of the terms and conditions for the senior management team of Fareham Borough Council.
2. Fareham is recognised as a good Council. It has one of the lowest Council tax rates in England and has high levels of customer satisfaction with the way in which the Council runs things. It has also established a reputation as a good employer which helps to attract a wide range of skilled and experienced applicants when vacancies are advertised.
3. It is important to maintain this reputation and to offer a competitive employment reward package to both retain and attract high calibre employees.
4. The recommended changes, if approved, not only recognise the important contribution that the senior management team makes to the overall success of the Council but would also ensure that the reward package remains competitive for the future.

## **PAY AWARD**

5. The 2013/14 Local Government pay award of 1% currently applies to those employees paid according to National Joint Council (NJC) conditions. As such, the pay increase has already been implemented for the majority of Fareham Borough Council's employees who are placed within Local Grade 1 to Local Grade 11 of the Council's locally agreed pay scales.
6. Typically the pay settlement for NJC employees is extended to the Joint Negotiating Committee (JNC) for Chief Officers. However on the 26 April 2013 a letter was sent from the Employers side Secretary of the JNC for Chief Officers to the trade union side explaining that although they had not yet put in a pay claim the employers side would not be in a position to make a pay offer for 2013/14. This letter is appended at Appendix E.
7. On the 7 August 2013 a letter was sent to the Employers side Secretary of the JNC for Chief Officers from the trade union side requesting a review of the JNC decision not to extend the 1% pay settlement to Chief Officers. This letter is appended at Appendix F
8. The JNC responded on the 24 September 2013 concluding that they were unable to rescind their original decision. This letter is appended at Appendix G
9. The following senior managers are paid according to JNC conditions.
  - Chief Executive Officer
  - Director of Regulatory and Democratic Services
  - Director of Planning and Environment
  - Director of Community

- Director of Finance and Resources
- Director of Streetscene
- Head of Personnel and Development
- Head of Environmental Health
- Head of Community Safety and Enforcement
- Head of Building Control
- Head of Democratic Services
- Head of Development Management and Trees
- Head of Planning Strategy and Environment
- Head of Planning for Welborne
- Head of Regeneration
- Head of Leisure and Community
- Head of Strategic Housing
- Head of Corporate Services
- Head of ICT
- Head of Audit and Assurance
- Head of Estates
- Head of Building Services
- Head of Revenues and Benefits

10. These senior managers have not received an inflationary increase to their pay since April 2008. In 2009 they were not included in the 1% pay settlement for Local Government Employees and again in 2013 they have not been included in the 1% pay increase.

11. This decision appears to be disproportionate and would give rise to the continued erosion of the pay differentials between the grades of senior managers and mainstream employees.

12. It should be noted that if senior managers do not receive a 1% award then it has consequences for Fareham Borough Council's current salary structure. This would result in the gap between the top of Grade 11 and the bottom of the senior manager grade being diminished to only £338. If 1% is awarded to those on JNC conditions the gap would be £806. Prior to 2008 the pay differential was £1270.

13. Although the decision remains unchanged at national level there is an opportunity for Councils to review the pay award for Chief Officers at local level. A number of Councils have decided to take a local decision to implement a 1% award to employees on JNC conditions in line with the 2013 NJC agreement. A number of councils in Hampshire have decided to do this and currently the Councils taking this decision includes Gosport Borough Council, Eastleigh Borough Council and New Forest District Council.

14. Appendix A sets out pay scales for all employees (NJC and JNC) showing the impact of a 1% award to JNC grades and including the 1% already awarded to NJC grades from April 2013.

15. The Council budgeted for a 1% increase across the board in 2013/14, so the £13,000 cost of including those on JNC conditions can be met from within existing budgets. It is therefore recommended that employees on Joint Negotiating Committee (JNC) conditions be awarded a 1% pay increase for 2013/14 in line with all other employees on National Joint Council (NJC) conditions

### **CAR MILEAGE**

16. In 1999, the Council took a decision to make the salary for senior managers “fully inclusive” following a recommendation by the Policy and Resources Committee. This removed previous benefits such as leased cars, telephone allowances and payments for business mileage.
17. Over time, new managers have been appointed and have questioned the fairness of those on NJC conditions being able to claim business mileage whilst those on JNC conditions are not able to claim for using their own vehicle when travelling on behalf of the Council. Whilst there was logic to this decision in 1999, it no longer appears fair and creates an inconsistency between the terms and conditions of different parts of the workforce.
18. In 2010, as part of negotiations on Fareham Borough Council’s total reward employment package, all employees other than those on JNC conditions moved to a single mileage rate of 45p per mile.
19. It is proposed that employees on JNC conditions also be entitled to claim business mileage at the same rate as those employees on NJC conditions. This would take effect from 1 October 2013. Mileage costs can be met from within existing budgets for travel and subsistence. This would eradicate the current inconsistency within the terms and conditions of the workforce as well as helping to demonstrate that Fareham Borough Council can offer a transparent, fair and competitive employment package.

### **CHIEF EXECUTIVE OFFICER**

20. The salary range for the Chief Executive Officer was last reviewed in 2008 when it was set at the current level of £95,280 to £107,574. The current post holder was appointed in late 2008 and has subsequently risen incrementally to the top point of this scale.
21. Since then, there have been substantial changes in the financial and policy context in which the Council operates and it was therefore considered appropriate, after a period of five years, to commission an independent review of the Chief Executive Officer’s salary.
22. The independent review, carried out by an external Human Resources specialist, is attached at Appendix B and includes further explanation of the financial and policy changes and conditions.

23. Fareham Borough Council's pay policy commits it to offering a salary for its Chief Executive Officer which is fully competitive in the market so that it can be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver.
24. The independent consultant has analysed the pay market for the post of Chief Executive Officer in District Councils across the south east region including Kent, East Sussex, West Sussex, Surrey, Hampshire, Oxfordshire and Buckinghamshire.

	<b><i>Lower end of pay scale</i></b>	<b><i>Top of pay scale</i></b>
<b><i>Minimum</i></b>	£ 79,470	£ 82,500
<b><i>Lower quartile</i></b>	£ 94,905	£ 106,312
<b><i>Average</i></b>	£ 102,927	£ 115,442
<b><i>Median</i></b>	£ 100,000	£ 111,894
<b><i>Upper Quartile</i></b>	£ 107,642	£ 125,000
<b><i>Maximum</i></b>	£ 130,000	£ 146,020
Fareham	£ 95,280	£ 107,574

25. The independent review recommends a new salary scale of £108,000 to £125,000, assuming that the 1% increase has been applied. The rules of assimilation, which are applied throughout the Council, are that employees moving to a new grade or pay scale would be assimilated to the nearest pay point above their current pay scale and as such it is recommended that the current post-holder is assimilated to the second spinal column point in the scale with effect from 1 October 2013.

## **PAY POLICY**

26. Fareham Borough Council's Pay Policy for the whole organisation is presented for approval by the Council on an annual basis and is linked to the Medium Term Financial Strategy. If the proposals set out in this report are approved then the Pay Policy will need to be amended to reflect the new figures. A revised Pay Policy for this current year is attached at Appendix C, with a revised Pay Policy for 2014-15 attached at Appendix D, giving the updated figures, should the recommendations of this report be approved.

## **FINANCIAL IMPLICATIONS**

27. The costs of the proposals set out in this report can be contained within existing budgets.

28. The budget for employee costs in 2013/14 is £9.4 million and includes provision for a 1% increase for all Council employees. The costs of allowing the 23 employees on JNC conditions to claim business mileage, in line with all other employees, are minimal and can be contained within existing budgets allocated for travel and subsistence.

### **RISK ASSESSMENT**

29. There are a number of risk considerations that need to be taken into account in relation to this report. These include the potential loss of senior personnel and/or the ability of the Council to attract high calibre employees at a senior level in the future should its pay package be seen as uncompetitive.
30. There is also a risk that the Council's existing pay structure will require fundamental review if incremental gaps are eroded due to the inconsistent application of pay awards.

### **CONCLUSION**

31. This report proposes some changes to the terms and conditions of senior management within the Council. It includes proposals to award a 1% pay increase to managers, in line with the rest of the Council's workforce; to change terms and conditions enabling all employees to claim mileage when on Council business; and to change the grade range of the Chief Executive Officer in accordance with the recommendations of an independent review.
32. The proposed changes, if approved, not only recognise the important contribution that senior management make to the overall success of the Council but would also ensure that the reward package remains competitive for the future.

- Appendix A:** Salary Scale tables for Senior Management teams and Local Grades 1 - 11.
- Appendix B:** Independent HR Consultant review of Chief Executive Officer's salary range.
- Appendix C:** Revised Pay Policy Statement for 2013 - 14
- Appendix D:** Revised Pay Policy Statement for 2014 - 15
- Appendix E:** JNC Letter to GMB 26 April 2013
- Appendix F:** GMB Letter to JNC dated 7 August 2013
- Appendix G:** JNC Reply to GMB dated 25 September 2013

**Background Papers:** Independent HR Consultant review of Chief Executive Officer's salary range\* Exempt from publication by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

**Reference Papers:** Fareham Borough Council's Pay Policy 2013-14

**Enquiries:**

For further information on this report please contact Sarah Robinson (Ext 4564)



Salary Scale tables for Senior Management teams, showing the addition of 1%

**Chief Executive**

Spinal Column Point		Annual	+1%
5	1	107,574	108,650
4		104,499	105,544
3		101,427	102,441
2		98,352	99,336
1		95,280	96,233

**Directors**

Spinal column point		Annual	+1%
5	1	79287	80080
4		77451	78226
3		75628	76384
2		73798	74536
1		71968	72688

**Heads of Service**

Spinal column point			Annual	+1%
5		2	58617	59203
4			57111	57682
3			55457	56012
2			53794	54332
1			52150	52672
5	3		53794	54332
4			52150	52672
3			50493	50998
2			49050	49541
1			47654	48131

Spinal column point			Annual	Spinal column point
46			47316	46
45			46273	45
44		11	45255	44
43			44262	43
42			43282	42
41			42755	41
40		10	41715	40
39			40698	39
38			39690	38
37			38736	37
36		9	37698	36
35			36696	35
34			35710	34
33			34753	33
32		8	33738	32
31			32761	31
30			31804	30
29			30883	29
28		7	29981	28
27			29103	27
26			28253	26
25			27438	25
24		6	26639	24
23			25863	23
22			25109	22
21			24380	21
20		5	23610	20
19			22864	19
18			22146	18
17			21449	17
16			20722	16
15		4	20022	15
14			19347	14
13			18687	13
12			18061	12
11		3	17452	11
10			16858	10
9			16295	9
8			15702	8
7		2	15135	7
6			14621	6
5			14091	5
4			13551	4
3	1		13031	3
2			12629	2
1			12380	1



# **Review of Chief Executive Officer's salary**

**September 2013**

**Report by**

**Steve Vale, HR Consultant**

## Fareham Borough Council

### REVIEW OF CHIEF EXECUTIVE OFFICER'S SALARY

September 2013

#### BACKGROUND

1. I have been asked to undertake an independent review of the Chief Executive Officer's salary. I am a consultant specialising in pay and grading – details of my background and expertise are set out in Annexe 1. Previous work at Fareham includes the design, agreement and implementation of the job evaluation scheme currently used by the Council for its senior managers.
2. The salary range for the Chief Executive Officer was last reviewed in 2008. The current pay scale runs from £95,280 to £107,574.
3. The current Chief Executive Officer was appointed in late 2008, and is now on the top point of this scale.
4. Since then, there have been substantial changes in the financial and policy context in which the Council operates, following the 2010 general election and the subsequent public expenditure reviews.
5. There have also been major changes at local level, in particular the decision to proceed with development projects which are of major significance within and beyond Fareham.
6. The Council's current statutory pay policy (required under the Localism Act 2011) states:

*The Council recognises that its Pay Policy needs to retain sufficient flexibility to cope with a variety of circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate.*

7. It goes on to say:

*The pay structure for the Chief Executive Officer was established having regard to the need to be fully competitive in the market and to be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver..... Relevant labour market and comparative remuneration data was considered.*

8. These statements, taken in conjunction with:

- the changes which have occurred as a result of national and local developments since 2008, and
- the need to ensure continuity at the most senior level to meet the demanding challenges of key development projects suggest that it is timely to review the current salary level, in the run up to the Council being asked to approve its new pay policy for 2014/15.

9. This report seeks to examine the key elements which need to be considered as part of the review:

- Changes in the responsibility level and expectations of the role
- Comparative data
- Market and recruitment and retention issues

It then draws some conclusions based on these elements.

## **CHANGES IN THE RESPONSIBILITY AND EXPECTATIONS OF THE POST**

10. I have been given a copy of the job description which was drawn up in September 2008, as well as the accompanying statement of competencies for successful performance in the role. The latter are appended to this report (Annexe 2).

11. The competencies, whilst an important and valid statement of the expectations of the role, are typical of those for a District Council in the current era, with a strong emphasis on vision, strategic policy development and implementation, leadership, effective working relationships, driving change and service transformation, and managing resources effectively, efficiently and economically.

12. These competencies seek to identify the skills and qualities which are necessary to lead the organisation in the challenging environment which has faced all local authorities since 2010. Whilst they were produced in 2008, many of them anticipate the challenging environment in which the post operates today – see, in particular, competencies 3, 5, 6 and 9 in this context.

13. There is, however, little in the statement which anticipates the major development projects which have become a key focus for the post since 2011. Whilst the job description itself refers to the development of strategic partnerships to achieve improved services for the communities of Fareham, and work with partner agencies to enable the development of sustainable communities, with the management of the growth agenda and the encouragement of economic investment in the area, there is nothing which could be said to anticipate the scale and importance of the projects concerned.

14. Those projects are additional to, and need to be handled alongside, all the other elements of the role (which cannot be neglected or delegated to others) - for example, the recent proposals for a partnership with Gosport Borough Council to provide Environmental Health services, and the development of partnership arrangements for Legal Services . Thus it is worthwhile examining their impact on the overall responsibility and impact of the job as it is currently being undertaken.

15. A reminder of the nature of the two major projects:

### **New Community – Welborne**

- a. In August 2011, the Council adopted its Core Strategy which includes plans for a new development of 6,500 dwellings, plus supporting employment and community facilities (including approximately 80,000 sq. metres of employment floor space).
- b. This development is one of the largest strategic development housing sites in Southern England, recognised as of key importance in supporting the economic growth of South Hampshire. Its implications mean that successful planning and delivery will entail working closely with the landowners and other parties such as the Homes and Community Agency, DCLG, Hampshire County Council, neighbouring District Councils, Solent LEP, NHS, Police, Fire and Rescue, the Highways Agency, Natural England etc.
- c. Whilst the project is Fareham led, it will impact on the whole region in terms of housing provision, economic development, employment, transport and environmental issues.
- d. Its scale means that it is of the highest complexity and will need consistent high-level input over a lengthy period – for example, independent public examination of the Welborne Plan is planned for summer 2014, and is an early stage in the overall process of delivering the project.

### **Solent Enterprise Zone – Daedalus**

- a. The Solent Enterprise Zone at Daedalus is one of 24 Enterprise Zones set up by the Government in August 2011 to support local economic and employment growth, and is viewed as the priority site for economic growth in South Hampshire. It aims to create 3,500 jobs within the Enterprise Zone, mainly within the marine, aerospace and aviation sectors.
- b. The majority of the site is located within Fareham, although the southern area extends into Gosport. Delivery of a successful Enterprise Zone requires work with existing and new tenants and other agencies, including the Solent Local Enterprise Partnership, Homes and Community Agency,

Government Departments (BIS and DCLG), Hampshire County Council and Gosport Borough Council.

- c. The benefits in terms of employment and economic prosperity will be regional as well as local – for example, compensating for shrinking employment in traditional industries in Portsmouth.
  - d. The Zone is also a long term project, requiring consistent input over many years, as well as the achievement of complementary short-term milestones, such as the new technical college on the site (due to open September 2014) and the construction of an innovation centre for small and medium sized enterprises.
16. There is no easy way to measure precisely the impact on responsibility levels of these two projects.
  17. The Council uses a job evaluation scheme to measure the relative responsibility levels of its senior management posts, but took a decision in 2008 not to include the Chief Executive Officer's role within the scope of the scheme. This was because job evaluation measures only the relative responsibilities of jobs, and it was/is already obvious that the Chief Executive Officer's post was the most demanding and responsible in the whole organisation, without the need to evaluate it.
  18. Even if it was possible to evaluate the post, this would simply confirm that it had higher responsibilities than Corporate Directors, and so warranted a higher salary. But evaluation would provide no indication of the level of salary which was appropriate.
  19. It is possible, however, to use the dimensions (or factors) with the Council's senior managers' job evaluation scheme to measure the extent to which the two projects referred to above have created increased demands on the role of the Chief Executive Officer. Looking at this factor by factor:
  20. The first factor covers **Service Development Skills**, and looks at the requirement for analytical thinking and creativity in the post for the purposes of dealing with issues relating to planning change and innovation, undertaking service reviews, planning future work, target setting, contributing to service re-engineering and keeping services running whilst change is taking place. It is intended to cover the need for original thinking, as well as the requirement for rigorous and comprehensive analysis of complex issues. The rising scale of demand in this factor is based on:
    - The complexity, range and contentiousness of information to be analysed;
    - The extent of the thinking required, and whether this is within or beyond existing policies and service parameters;
    - The amount of creative and innovative work required in the job.

21. It is clear that, within this dimension, the new projects will have added significantly to the complexity of issues faced by the Chief Executive Officer and the level of creative thinking required, without any lessening of the need to continue to ensure that the Council's service transformation agenda is driven forward and that day-to-day services operate effectively. As an example, previous models of funding major developments no longer work in the current economic climate (i.e. developer contributions to pay for infrastructure). Therefore growth can only be achieved through new and innovative solutions based on "revolving funds", new forms of investment and joint delivery vehicles, such as the formation of a local housing company to deliver affordable housing in the future.
22. The second factor in the scheme is **Corporate Contribution**, which looks at the extent to which a post needs the skills and appreciation of the perspectives of others (including political awareness) needed to work in cooperation with elected members and/or other people and organisations, outside its own immediate service, in order to
- achieve appropriate coordination of services and decision making, and/or
  - support corporate policy and direction and /or
  - progress cross-boundary or cross-issue initiatives (i.e. those which entail working with other departments within the Council or with external agencies).
23. The factor focuses on the extent of the requirements of the job to appreciate and take account of the perspectives of others and to build productive partnerships with them over time, securing effective inputs and outputs from all parties. The rising scale of demand in this criterion is based on:
- The frequency of work with elected members and/or other people and departments and organisations outside its own immediate service, and/or of the need to take their perspectives and interests into account;
  - The extent of requirement in the job to reconcile a range of different interests and interested parties to support key decisions, initiatives and overall corporate direction;
  - The level at which the job is expected to operate in terms of progressing joint, cross-boundary or cross-issue working or reconciling different interests (e.g. different degrees of participation or leading);
  - The degree of impact on services to the community or interested parties which results from coordinated or corporate working in the areas with which the post is concerned.
24. Whilst such contribution at the highest level is fundamental to the Chief Executive Officer role in any circumstances, it is clear that the scale and volume of such work will have increased substantially given the scale of the new developments and the number of interests and interested parties needing to be reconciled on a very frequent basis to ensure effective progress.



25. Both projects will require the very highest communication skills to act as an independent negotiator and to reconcile the different interests of a diverse range of interested parties. As well as dealing with other local authorities and local interests, there is a need to engage with the commercial requirements of landowners and developers to ensure that the projects are viable, and the role is heavily involved in discussions with senior civil servants and representatives of government agencies.
26. The third factor in the scheme is **Advisory and influencing skills**, which looks at a very specific aspect of communication skills which is key to posts at this level – the extent of the requirement to persuade other key players involved in the delivery of services (Councillors, Chief Officers, Corporate Management Team, or those in key positions in outside organisations) to adopt particular policies, plans or courses of action, and the level of skills needed to do so. The latter is measured in terms of the potential difficulty in persuading others to follow the preferred course of action and the nature of the outcome (i.e. tactical or strategic).
- The rising scale of demand in this criterion is based on:
  - The degree of skill needed in the face of possible reluctance to accept advice;
  - The importance of what others are being advised or persuaded to do.
27. Again, whilst the Chief Executive Officer's role has always required highly developed skills in this area, it is quite clear that the range of different interests which need to be convinced of the best way forward will have grown, and the importance of ensuring this happens will have increased, given the importance of the projects not only within Fareham but within the local region.
28. The **impact** factor in the scheme looks at how far the post affects the prosperity and well-being of the local community. It defines the most responsible jobs as those with a major impact across the whole community. But the new projects add a significant dimension to the Chief Executive Officer role of a major impact across the regional community (e.g. in terms of employment generation) as well as a very major impact itself.
29. The development projects do not add significantly to the **line management responsibilities** of the role (which the job evaluation scheme also measures), but the additional **budget responsibilities** they bring are very significant. The infrastructure budget for Welborne is estimated to be £300m. Whilst the Chief Executive Officer is not directly responsible for this budget, he plays a lead role in working with partners to establish a funding strategy to pay for the associated infrastructure.
30. The above analysis illustrates how, using the framework which the Council has adopted to measure the size of its senior roles, there has been clear and measurable growth in the demands on the role of Chief Executive Officer since 2011.

31. It is arguable that any typical local authority Chief Executive Officer would expect to be dealing with at least one major development project in their Council's area at any one time, but the current position at Fareham is on a significantly larger scale than would be typical, in terms of the impact of the projects (which has regional dimensions) and in the lengthy timescales associated with them.

## COMPARATIVE DATA

32. Whilst the natural tendency may be to compare Fareham with other District councils in Hampshire, it makes much more sense, in terms of the pay market for a post at Chief Executive Officer and the validity of comparisons, to look at the picture across the south east region. The table below therefore sets out data on Chief Executive Officer pay in District Councils across the south-east region (i.e. in Kent, East Sussex, West Sussex, Surrey, Hampshire, Oxfordshire and Buckinghamshire).

	<b><i>Lower end of pay scale</i></b>	<b><i>Top of pay scale</i></b>
<b><i>Minimum</i></b>	£ 79,470	£ 82,500
<b><i>Lower quartile</i></b>	£ 94,905	£ 106,312
<b><i>Average</i></b>	£ 102,927	£ 115,442
<b><i>Median</i></b>	£ 100,000	£ 111,894
<b><i>Upper Quartile</i></b>	£ 107,642	£ 125,000
<b><i>Maximum</i></b>	£ 130,000	£ 146,020
Fareham	£ 95,280	£ 107,574

33. The statements in the Councils pay policy make it clear that the Council takes account of appropriate comparative data in setting its senior salaries. The statement that, in setting the pay structure for its Chief Executive Officer, the Council has “*regard to the need to be fully competitive in the market and to be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver*” implies that the Council should be aiming to ensure that its salaries at least align with comparator medians, and should probably be approaching upper quartile values.

34. On this basis, the regional figures would suggest that an appropriate pay scale for the Chief Executive Officer would either be pitched between the median and upper quartile values for the regional maximums (implying a scale running between figures in the vicinity of £112,000 and £125,000), or alternatively be pitched between the upper quartiles for the lower and upper ends of the Chief Executive Officer scales across the region, i.e. between £108,000 and 125,000.

## MARKET AND RECRUITMENT AND RETENTION ISSUES

35. As indicated above, both the major projects which form a major focus for the Chief Executive Officer are large-scale, multi-dimensional, complex and long-term. As such, they are likely to benefit from continuity of input over a major proportion of their lifetime. From a narrower perspective, the Council is likely to achieve the greatest benefit for itself from them if it is able to develop and sustain good and beneficial relationships with other key players in the projects and those that represent them.
36. This argues strongly for the Council seeking to retain its current Chief Executive Officer in post at this stage. It will be important to seek to build on, and derive maximum benefit from, the work he has already undertaken and the level of involvement he already had. Therefore turnover in the post is likely to be unhelpful, and, at the very least, would impede progress, as any new Chief Executive Officer would need time to get fully to grips with all aspects of the work and to build the relationships and levels of trust necessary for effective project delivery.
37. The market for Chief Executive Officers will have changed to some extent in recent years. Unlike other roles in local government, the number of vacancies will not have changed radically, as most Councils still look to replace any Chief Executive Officer who leaves. But there is some evidence that economic constraints and government policy have tended to reduce salary levels, with some Chief Executive Officer posts being advertised at a lower pay level than that paid to the previous incumbent.
38. However this is not universally the case, and, from a District council perspective, there is always the risk that a Chief Executive Officer will be attracted by the higher pay levels offered in different types of Council, particularly unitary authorities. A move to a unitary authority may well be seen as the logical next career step by a Chief Executive Officer who has proved their worth by performing effectively in a District Council.
39. Whilst market conditions have ensured that pay levels for Chief Executive Officers of unitary authorities have remained relatively modest, they are significantly above those for District Chief Executive Officers.
40. In the South East region, Unitary authority Chief Executive Officers are on scales or (more commonly) fixed point salaries with maximums which run from £149,000 to £166,000. The median maximum salary is just under £150,000.
41. A Chief Executive Officer who has performed well a District level in a very demanding and challenging environment would be in a good position to demonstrate to a unitary council that they are able to handle the added complexities of adult and children's services and the other services provided at

unitary level which are not replicated in districts. This is a factor the Council needs to weigh carefully against its need for continuity and the risk of disruption and dis-benefits if continuity is not maintained.

## CONCLUSIONS

42. It is five years since the pay scale for the Chief Executive Officer was last reviewed. There have been major changes at national and local level in the past five years, making it appropriate to review the current salary scale.
43. Changes at national level have meant that the skills and competencies expected of the role have been fully engaged in dealing with the very challenging financial environment since 2010, and the need to sustain the effectiveness of all Council services in the face of it.
44. The changes at local level – the advent of the major developments at Welborne and the Solent Enterprise Zone – are of a scale and complexity not envisaged when the salary level was last reviewed.
45. These projects need to be addressed alongside and on top of all the other elements of the role, and, as this report has shown, have led to a measurable increase in the skills and responsibilities of the role, in almost all of the dimensions by which the Council uses to evaluate its senior jobs.
46. The Council's pay policy commits it to offering a salary for its Chief Executive Officer which is fully competitive in the market so that it can be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver.
47. But the current salary is below median levels for Districts in the south-east of England. This means that the retention of the current Chief Executive Officer – important to achieving continuity in the Council's approach to the development projects – is at risk.
48. The gap between the Chief Executive Officers in District Councils and those in unitary authorities also needs to be borne in mind, given the current Chief Executive Officer's successful performance in the Fareham role.
49. On this basis, the Council should consider whether some increase in the remuneration for the Chief Executive Officer is warranted at the present juncture. If so, an increase to bring the current scale into line with upper quartile levels in the south-east region would be the logical approach, given the wording of the Council's pay policy.
50. As noted above, the most appropriate way of achieving this alignment would be a scale which started at £108,000 with a maximum of £125,000. A 5 point (4-increment) scale for this range would be:

£108,000  
£112,250  
£116,500  
£120,750  
£125,000

51. Under the terms of the Council's pay policy, any increase in the Chief Executive Officer's salary scale would need to be considered by the full Council.
52. If, as a result of this report, the Council agrees to make changes to the current remuneration for its Chief Executive Officer, it will also need to ensure that its statutory pay policy statement is amended appropriately to reflect those changes.
53. If an increase in the scale is agreed, consideration would then need to be given to the appropriate level on this new scale for the current Chief Executive Officer to be assimilated to. The rules on assimilation which were applied across the whole Council when the 2008 pay review was implemented were that, wherever feasible, employees moving to a new grade or pay scale would assimilate at either the same salary (if their current salary was replicated in the new scale) or at the nearest pay point above their current pay scale, if their current salary was not replicated in the new scale.
54. Applying these rules (and thereby remaining consistent with previous practice), the Chief Executive Officer is currently paid £107,574, a figure which will increase to £108,650 if the proposal for a 1% increase in senior managers pay from 1<sup>st</sup> April 2013 is approved. Therefore the appropriate point for assimilation to the proposed new scale would be £112,250. This would constitute a 3.2% increase from the Chief Executive Officer's current pay level (assuming that the proposed 1% senior manager increase is agreed). This increase would be against a background where there has been no cost-of-living increase in the Chief Executive Officer's pay for over five years.

**Steve Vale – HR Consultant**

Steve Vale has been working as an independent HR Consultant since 2007. Prior to 2007, he worked as an HR consultant for Tribal Resourcing plc, and specialised in pay, grading, equalities and employment law.

In the past 15 years, he has built up substantial expertise and experience in delivering JE-based pay and grading reviews in the public (mainly local authority) and voluntary sectors. He has worked with numerous local authorities of all types and sizes throughout England and Wales, as well as other national, regional and local public bodies. His work has covered a wide range of HR, pay and performance and other employment issues. In particular he has developed a special expertise in reviewing pay strategies and developing and implementing pay and performance systems.

In addition, he has sought to encourage and support recognition of the important role that any organisation's pay and performance strategies and systems have to play in helping it secure, motivate and retain employees with the skills and commitment to deliver their strategic and operational objectives, and has assisted many clients in developing their pay and reward systems in response to this.

In total, he has helped well over 100 local authorities and other organisations to develop their pay and grading systems in many different ways, including strategic pay reviews, pay and performance measures, large-scale job evaluation, reviews of remuneration levels against market data, the redesign of grading structures and the design of senior managers' pay and grading systems.

His extensive work and expertise on wider HR issues and employment law ensures that his expertise on the design of remuneration and performance systems and JE is coupled with a detailed understanding of equalities issues.

He is experienced in the use of a number of job evaluation schemes regularly used in the public services, including the National Joint Council for Local Government Services scheme and the Greater London Provincial Council scheme, and is an acknowledged expert in the conduct of local authority grading reviews based on the operation of such schemes. He has helped many organisations implement reviews, including very detailed involvement in the planning and delivery of full-scale grading reviews for a number of Councils (such as that at Fareham) .

Steve has also helped Councils such as, Derby, Nottingham, High Peak, Derbyshire Dales and Fareham, produce their own job sizing systems for senior roles, and to create pay and grading systems based on these.

He has assisted many public and not-for-profit sector bodies in assessing the competitiveness of their remuneration packages against the market, and is fully conversant with the problems of combining market data with the results of job evaluation to create pay structures which are fair in terms of both internal relativities and external comparisons, whilst at the same time supporting recruitment, retention and workforce development initiatives.

## COMPETENCIES FOR SUCCESSFUL PERFORMANCE

### 1. Working within the political arena

- Develops effective relationships with Elected Members and maintains high level political confidence.
- Promotes, manages and maintains a constructive, professional working relationship between Elected Members and the Officers of the Council.
- Supports Elected Members in shaping the aspirations of Fareham now and in the future.

### 2. Working together corporately and with partners

- Promotes, develops and maintains effective relations with a range of external partners, communities and other such organisations
- Ensures effective internal corporate working at a senior level
- Values individual differences and promotes equality and diversity inside and outside the Council
- Demonstrates high levels of personal integrity, ensures this is instilled within the culture of the Council and that everyone is treated with fairness and respect

### 3. Setting direction and maintaining focus on strategic and long term issues

- Effectively leads corporate planning and develops a vision, strategies and challenging objectives
- Formulates and gains commitment to ambitious high performance standards and targets
- Identifies and priorities tasks for self and senior managers to achieve short and long-term objectives
- A record of successful resource management together with experience of the formulation, monitoring and control of large, complex budgets

### 4. Communicating and influencing successfully

- Will have sound judgment, be decisive and possess the ability to communicate effectively and to influence at all levels
- Creates a culture of integrity, openness and honesty by ensuring appropriate information including good practice is proactively shared
- Strong negotiation skills and an ability to influence outcomes through tact, diplomacy and effective reasoning and persuasion
- The ability to write and present reports on complex issues

### 5. Leading change through people and developing the organisation

- Thorough knowledge of the challenges facing local government and the broader public sector
- Experience of leading and motivating a team of senior professional managerial staff to a high level of achievement
- Leads change and manages the impact of change effectively in order to achieve strategic plans
- Demonstrable success in achieving and managing cultural and organisational change
- Challenges self and others to continuously improve processes and practices

## **6. Lead and integrate performance management to achieve excellent results**

- Successful record of establishing and maintaining a strong performance culture driving up standards and delivering effective outcomes for the community.
- A track record for effectively instilling and maintaining a sense of rigour, accountability, high performance, self-confidence and ambition in the management and development of staff effectively harnessing the strengths and talents of employees at all levels.
- Ensures resources are used effectively and services delivered cost-effectively for the benefit of communities
- Ensures risks are assessed and managed effectively

## **7. Leading, managing and developing people**

- A leadership style that embraces the ability to lead, coach, inspire and empower others.
- Monitors the performance of senior managers and their teams, providing feedback to encourage good performance and intervening swiftly to address poor performance
- An effective, highly visible leader and manager of the corporate team with an approachable style.

## **8. Deciding and initiating action**

- Makes informed, timely and, where needed, difficult decisions
- Ensures a culture of transparent decision making and upholds the probity of the Council
- Accepts accountability for decisions and actions and ensures that all the statutory duties and obligations of the Council are fully met.

## **9. Creativity and problem solving**

- Ability to think, plan, and act strategically to develop practical and creative solutions to the management of corporate and strategic issues with the ability to think beyond traditional ways of doing things and make changes happen
- Strong analytical skills with the ability to quickly understand complex issues and enable others' understanding
- Ensures comprehensive evaluation of the costs and benefits of options to determine the preferred solution

## **10. Customer focus**

- Experience of managing a diverse range of services and translating organisational ambitions into real achievements that benefit services users.
- Develops processes and practices to regularly and proactively seek and act upon customer feedback.
- Ability to understand and respond to the need of the community and service users and to focus on delivering services around their needs

## **QUALIFICATION REQUIREMENTS**

Degree level qualification with evidence of post graduate training and development in management and continuing professional development.



## **EXPERIENCE REQUIREMENTS**

1. Successful and consistent achievement in leadership at senior management level, preferably within a local authority or other organisation of comparable size, scope and complexity, with experience of delivering both an operational customer facing service and corporate strategy role.
2. A track record of successful leading and implementing cultural change and organisational development, implementing and delivering new working policies and practices alongside significant cultural and structural change that deliver improved services for customers in a more efficient way.
3. Significant track record of success in building effective teams and leading a diverse group of professional staff to achieve organisational aims and objectives.
4. Demonstrable experience of supporting Elected Members to develop the Council's vision, values and priorities.
5. Successful experience of translating policy and strategy into tangible outcomes for the benefit of customers.
6. Successful experience of giving advice to and building relationships with Elected Members or other Board Members dealing with challenging and complex situations.
7. Successful track record of enhancing the reputation of an organisation at all levels that has generated benefits for the community.
8. A track record of successfully developing effective internal working relationships and external partnerships that achieve organisational aims and objectives.
9. A successful track record of establishing and sustaining a performance management culture, supported by effective and efficient management information systems.
10. Proven experience of financial management including efficiency savings, monitoring and control of budgets.
11. Successful track record of leading and establishing equality of opportunity in both employment and service delivery.

## **PERSONAL STYLE AND BEHAVIOUR**

- A visionary leader
- Energy, drive and resilience to drive the pace of change and an ability to deliver under pressure
- Leads from the front, an honest and straightforward style
- Personal and professional demeanour, integrity and credibility that engages and commands the confidence and respect of others
- Inclusive, supportive and leads by example
- Displays good judgement and makes timely and effective decisions
- Highly developed interpersonal and communication skills
- Tact and diplomacy
- Excellent written, spoken and presentation skills
- ICT skills

## FAREHAM BOROUGH COUNCIL PAY POLICY STATEMENT FINANCIAL YEAR 2013 - 14

### 1. Purpose

The purpose of this Pay Policy Statement (“Pay Statement”) is provided in accordance with the Localism Act 2011 (“Localism Act”) and this will be updated in each subsequent financial year.

This Pay Statement sets out Fareham Borough Council’s pay policies relating to its workforce for the financial year 2014 -15, including the remuneration of its Chief Officers, lowest paid employees and the relationship between its Chief Officers and that of its employees who are not Chief Officers.

### 2. Definitions

For the purpose of this Pay Statement the following definitions apply:

**2.1 “Pay”** in addition to base salary includes charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements and termination payments.

**2.2 “Chief Officers”** refers to the following roles within the Council:

Statutory Chief Officers are:

- a) Chief Executive Officer, as Head of Paid Service
- b) Director of Regulatory & Democratic Services, as Monitoring Officer
- c) Director of Finance & Resources, as Section 151 Officer

Non Statutory Chief Officers are:

- d) Director of Planning & Environment
- e) Director of Community
- f) Director of Streetscene

Deputy Chief Officers are:

- f) Heads of Service who report directly to/or accountable to a statutory or non-statutory Chief Officer in respect of all or most of their duties.

**2.3 “Lowest paid employees”** refers to those employees employed within Grade1 of the Council’s mainstream pay structure. This definition has been adopted because Grade1 is the lowest grade on the Council’s mainstream pay structure.

**2.4 “Employee who is not a Chief Officer”** refers to all employees who are not covered under the “Chief Officer” group above. This includes the “lowest paid employees”. i.e. employees on Grade1.

### **3. Pay Framework and remuneration levels**

#### **3.1 General approach**

The pay structure and pay scales have been designed to enable the Council to recruit and retain suitably qualified employees at all levels who are dedicated to fulfilling its corporate objectives and delivering services to the public whilst operating within an acceptable financial framework.

With a diverse workforce the Council recognises that its Pay Policy needs to retain sufficient flexibility to cope with a variety of circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. The decision to apply a market premium will be approved by the Head of Personnel and Development and endorsed by the Chief Executive Officer.

#### **3.2 Responsibility for decisions on pay structures.**

The outcome of reviews into the local pay and grading structures covering all jobs are considered by an Advisory Panel proportionately constituted and comprised of Councillors from the main political parties. The Advisory Panel's recommendations are submitted to a meeting of Full Council for approval.

The Council's locally determined pay structures are based on the outcome of a job evaluated process and were implemented for the Chief Officers, Heads of Service and all other employees in April 2008. This followed a national requirement for all Local Authorities to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer to comply with employment legislation.

The pay structure for the Chief Executive Officer was established having regard to the need to be fully competitive in the market and to be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver. Implementation of the revised pay structure was concurrent with that for all other employees in April 2008. In October 2013 the remuneration levels for the Chief Executive Officer grade was reviewed by an independent consultant. Relevant labour market and comparative remuneration data was considered on both occasions.

#### **3.3 Pay scales and grading framework**

The mainstream pay structure for all employees below the level of Heads of Service was determined through a local process based on the outcome of a job evaluation scheme and consists of a pay spine of 46 points, comprising 11 grades with grade1 being the lowest and grade11 the highest. Each employee will be on one of the 11 grades based on their job evaluated role. Each grade contains 5 spinal column points to allow for incremental advancement within the grade.

The Chief Executive's pay grade reflects the same principles as for all of the Council's pay structures consisting of 5 spinal column points.

The pay structure for Chief Officers and Heads of Service was determined through a local process that took into account market alignment with District Councils in Hampshire and the outcome of a job evaluated process. It followed the same principles as applied for the

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mainstream pay structure and consists of one pay grade for Chief Officers and two pay grades for Heads of Service with all grades containing 5 points.

Details of the Council's pay structures are published on the Council's website and a copy as at 1st April 2013 is appended to this Statement (at annex 1).

Pay awards are considered annually for all employees. The outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions in relation to the settlement of the annual pay award is normally applied. If there is an occasion where to do so would distort the local pay structures alternative proposals are developed, discussed with the trade unions and brought to Elected Members for formal approval.

There was a 1% inflationary annual pay award in April 2013 for mainstream employees. Typically Chief Officers and Heads of Service receive the same percentage pay award as for all other employees however for 2013 the pay settlement was not extended to this group. On 10 October 2013 the Council approved that employees on Joint Negotiating Committee (JNC) conditions be awarded a 1% pay increase for 2013/14 in line with all other employees on National Joint Council (NJC) conditions.

#### **4. Remuneration – level and element**

##### **4.1 Salaries**

**4.1.1 “Chief Officers”** are identified at 2.2 above and constitute the Council's Corporate Management Team. They are all paid within the Council's pay structures as follows:

- a) Chief Executive Officer, as Head of Paid Service will be paid a salary within the grade range. £108,000 to £125,000
- b) Statutory and Non-Statutory Chief Officers will be paid a salary within the grade range £72,688 to £80,080

**4.1.2 “Deputy Chief Officers” who are Heads of Service** are all paid within the Council's pay structures as follows:

- c) Heads of Service will be paid a salary within grades ranges £48,131 to £59,203

Details of Chief Officer and Heads of Service remuneration have been published since 2010 on the Council's website.

##### **4.2 “Lowest paid employees”**

Each lowest paid employee will be paid a salary within the pay scales for Grade1.

##### **4.3 Bonuses and Performance related pay**

There is no provision for bonus payments or performance related pay awards to any level of employee.

There is, however, an honorarium provision which may be awarded where an employee performs duties outside the scope of their post over an extended period or where the

additional duties and responsibilities involved are exceptionally onerous. All such payments are subject to approval by a Chief Officer (Director) and the Head of Personnel and Development.

#### **4.4 Other pay elements**

The pay structure for Chief Officers does not take account of the clearly defined additional responsibilities in respect of the Section 151 and Monitoring Officer roles. Officers undertaking these roles receive payment equivalent to two spinal column points based on the incremental pay progression from the penultimate to maximum point of the pay grade for Chief Officers.

Provision for the recognition of the role of acting Head of Paid Service exists within the Chief Officers pay structure for up to two spinal column points on the same payment principle as for the Section 151 and Monitoring Officers.

These pay arrangements allow for flexibility in the allocation of the additional roles to Chief Officers and for the responsibilities to be rotated.

#### **4.5 Charges, fees or allowances**

Allowances or other payments, for example shift working, standby, etc. may be made to employees, below the level of Heads of Service, in connection with their role or the pattern of hours they work in accordance with National or Local collective agreements.

The Council recognises that on occasions employees incur necessary expenditure in carrying out their responsibilities, for example travel costs. Reimbursement for reasonable expenses incurred on Council business are paid in accordance with the Council's collective agreement and subsequent amendments to it.

The Chief Executive Officer has been appointed as the Council's Returning Officer for elections and he has appointed the Head of Democratic Services and the Head of Corporate Services as his Deputy Returning Officers. For performing elections duties the Returning Officer and Deputies receive a fee payable according to a scale of costs, charges and expenses set by the Hampshire and Isle of Wight Election Fees Working Party and allowed under the Local Government Act 1972. This scale is published on the Council's website.

The Chief Executive Officer and Chief Officers are entitled to receive payment for one subscription to a relevant professional body.

#### **4.6 Benefits in kind**

There are no benefits in kind payable to any employee of the Council.

#### **4.7 Pension**

All employees as a result of their employment are eligible to join the Local Government Pension Scheme. There will be no increases or enhancement to pension entitlements.

#### **4.8 Severance payments**

The Council already publishes its policy on discretionary payments on early termination of employment and flexible retirement as well as publishing its policy on increasing an employee's total pension membership and on awarding additional pension. These policies are applied in support of efficient organisational change and transformation linked to the need for efficiencies and expenditure reduction.

Details of the Council's policies are published on the Council's website.

No employee who has left the Council in receipt of a redundancy or severance package will be re-employed by the Council, in any capacity, unless there are exceptional business circumstances in which case approval is required from the Chief Executive Officer.

#### **4.9 New starters joining the Council**

Employees new to the Council will normally be appointed to the first point of the salary scale for their grade. Where the candidate's current employment package would make the first point of the salary scale unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different starting salary point within the grade may be considered by the recruiting manager in consultation with Personnel Services. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary scale within the grade.

#### **5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers".**

This relates to the ratio of the Council's highest paid employee (falling within the definition of "Chief Officers") and the mean average earnings across the whole workforce as a pay multiple. By definition, the Council's highest paid employee is the Chief Executive Officer. The mean average pay has been calculated on all taxable earnings for the financial year 2013-14, including base salary, allowances, etc.

Highest paid employee	£112,250
Mean average earnings for remainder of workforce	£24,353
Ratio	4.6

## Fareham Borough Council

## Local Pay Scales as at 01/04/2013

## Chief Executive

Spinal Column Point		Annual
5	1	125,000
4		120,750
3		116,500
2		112,250
1		108,000

## Directors (Grade &amp; Salary scale)

Spinal Column Point		Annual
5	1	80,080
4		78,226
3		76,384
2		74,536
1		72,688

## Senior Management (Grades &amp; Salary scales)

Spinal Column Point		Annual
5	2	59,203
4		57,682
3		56,012
2		54,332
1		52,672
5	3	54,332
4		52,672
3		50,998
2		49,541
1		48,131

Mainstream (Grades and Salary scales)

01/04/2013

Spinal column point			Annual
46			47,316
45			46,273
44		11	45,255
43			44,262
42		10	43,282
41			42,755
40			41,715
39			40,698
38		9	39,690
37			38,736
36			37,698
35			36,696
34		8	35,710
33			34,753
32			33,738
31			32,761
30		7	31,804
29			30,883
28			29,981
27			29,103
26		6	28,253
25			27,438
24			26,639
23			25,863
22		5	25,109
21			24,380
20			23,610
19			22,864
18			22,146
17		4	21,449
16			20,722
15			20,022
14			19,347
13		3	18,687
12			18,061
11			17,452
10			16,858
9		2	16,295
8			15,702
7			15,135
6			14,621
5	1		14,091
4			13,551
3			13,031
2			12,629
1			12,380



## FAREHAM BOROUGH COUNCIL PAY POLICY STATEMENT FINANCIAL YEAR 2014 - 15

### 1. Purpose

The purpose of this Pay Policy Statement (“Pay Statement”) is provided in accordance with the Localism Act 2011 (“Localism Act”) and this will be updated in each subsequent financial year.

This Pay Statement sets out Fareham Borough Council’s pay policies relating to its workforce for the financial year 2014 -15, including the remuneration of its Chief Officers, lowest paid employees and the relationship between its Chief Officers and that of its employees who are not Chief Officers.

### 2. Definitions

For the purpose of this Pay Statement the following definitions apply:

**2.1 “Pay”** in addition to base salary includes charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements and termination payments.

**2.2 “Chief Officers”** refers to the following roles within the Council:

Statutory Chief Officers are:

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- d) Director of Planning & Environment
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- f) Director of Streetscene

Deputy Chief Officers are:

- f) Heads of Service who report directly to/or accountable to a statutory or non-statutory Chief Officer in respect of all or most of their duties.

**2.3 “Lowest paid employees”** refers to those employees employed within Grade1 of the Council’s mainstream pay structure. This definition has been adopted because Grade1 is the lowest grade on the Council’s mainstream pay structure.

**2.4 “Employee who is not a Chief Officer”** refers to all employees who are not covered under the “Chief Officer” group above. This includes the “lowest paid employees”. i.e. employees on Grade1.

### **3. Pay Framework and remuneration levels**

#### **3.1 General approach**

The pay structure and pay scales have been designed to enable the Council to recruit and retain suitably qualified employees at all levels who are dedicated to fulfilling its corporate objectives and delivering services to the public whilst operating within an acceptable financial framework.

With a diverse workforce the Council recognises that its Pay Policy needs to retain sufficient flexibility to cope with a variety of circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. The decision to apply a market premium will be approved by the Head of Personnel and Development and endorsed by the Chief Executive Officer.

#### **3.2 Responsibility for decisions on pay structures.**

The outcome of reviews into the local pay and grading structures covering all jobs are considered by an Advisory Panel proportionately constituted and comprised of Councillors from the main political parties. The Advisory Panel's recommendations are submitted to a meeting of Full Council for approval.

The Council's locally determined pay structures are based on the outcome of a job evaluated process and were implemented for the Chief Officers, Heads of Service and all other employees in April 2008. This followed a national requirement for all Local Authorities to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer to comply with employment legislation.

The pay structure for the Chief Executive Officer was established having regard to the need to be fully competitive in the market and to be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver. Implementation of the revised pay structure was concurrent with that for all other employees in April 2008. In October 2013 the remuneration levels for the Chief Executive Officer grade was reviewed by an independent consultant. Relevant labour market and comparative remuneration data was considered on both occasions.

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The Chief Executive's pay grade reflects the same principles as for all of the Council's pay structures consisting of 5 spinal column points.

The pay structure for Chief Officers and Heads of Service was determined through a local process that took into account market alignment with District Councils in Hampshire and the outcome of a job evaluated process. It followed the same principles as applied for the

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mainstream pay structure and consists of one pay grade for Chief Officers and two pay grades for Heads of Service with all grades containing 5 points.

Details of the Council's pay structures are published on the Council's website and a copy as at 1st April 2013 is appended to this Statement (at annex 1).

Pay awards are considered annually for all employees. The outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions in relation to the settlement of the annual pay award is normally applied. If there is an occasion where to do so would distort the local pay structures alternative proposals are developed, discussed with the trade unions and brought to Elected Members for formal approval.

There was a 1% inflationary annual pay award in April 2013 for mainstream employees. Typically Chief Officers and Heads of Service receive the same percentage pay award as for all other employees however for 2013 the pay settlement was not extended to this group. On 10 October 2013 the Council approved that employees on Joint Negotiating Committee (JNC) conditions be awarded a 1% pay increase for 2013/14 in line with all other employees on National Joint Council (NJC) conditions.

#### **4. Remuneration – level and element**

##### **4.1 Salaries**

**4.1.1 “Chief Officers”** are identified at 2.2 above and constitute the Council's Corporate Management Team. They are all paid within the Council's pay structures as follows:

- a) Chief Executive Officer, as Head of Paid Service will be paid a salary within the grade range. £108,000 to £125,000
- b) Statutory and Non-Statutory Chief Officers will be paid a salary within the grade range £72,688 to £80,080

**4.1.2 “Deputy Chief Officers” who are Heads of Service** are all paid within the Council's pay structures as follows:

- c) Heads of Service will be paid a salary within grades ranges £48,131 to £59,203

Details of Chief Officer and Heads of Service remuneration have been published since 2010 on the Council's website.

##### **4.2 “Lowest paid employees”**

Each lowest paid employee will be paid a salary within the pay scales for Grade1.

##### **4.3 Bonuses and Performance related pay**

There is no provision for bonus payments or performance related pay awards to any level of employee.

There is, however, an honorarium provision which may be awarded where an employee performs duties outside the scope of their post over an extended period or where the

additional duties and responsibilities involved are exceptionally onerous. All such payments are subject to approval by a Chief Officer (Director) and the Head of Personnel and Development.

#### **4.4 Other pay elements**

The pay structure for Chief Officers does not take account of the clearly defined additional responsibilities in respect of the Section 151 and Monitoring Officer roles. Officers undertaking these roles receive payment equivalent to two spinal column points based on the incremental pay progression from the penultimate to maximum point of the pay grade for Chief Officers.

Provision for the recognition of the role of acting Head of Paid Service exists within the Chief Officers pay structure for up to two spinal column points on the same payment principle as for the Section 151 and Monitoring Officers.

These pay arrangements allow for flexibility in the allocation of the additional roles to Chief Officers and for the responsibilities to be rotated.

#### **4.5 Charges, fees or allowances**

Allowances or other payments, for example shift working, standby, etc. may be made to employees, below the level of Heads of Service, in connection with their role or the pattern of hours they work in accordance with National or Local collective agreements.

The Council recognises that on occasions employees incur necessary expenditure in carrying out their responsibilities, for example travel costs. Reimbursement for reasonable expenses incurred on Council business are paid in accordance with the Council's collective agreement and subsequent amendments to it.

The Chief Executive Officer has been appointed as the Council's Returning Officer for elections and he has appointed the Head of Democratic Services and the Head of Corporate Services as his Deputy Returning Officers. For performing elections duties the Returning Officer and Deputies receive a fee payable according to a scale of costs, charges and expenses set by the Hampshire and Isle of Wight Election Fees Working Party and allowed under the Local Government Act 1972. This scale is published on the Council's website.

The Chief Executive Officer and Chief Officers are entitled to receive payment for one subscription to a relevant professional body.

#### **4.6 Benefits in kind**

There are no benefits in kind payable to any employee of the Council.

#### **4.7 Pension**

All employees as a result of their employment are eligible to join the Local Government Pension Scheme. There will be no increases or enhancement to pension entitlements.

#### **4.8 Severance payments**

The Council already publishes its policy on discretionary payments on early termination of employment and flexible retirement as well as publishing its policy on increasing an employee's total pension membership and on awarding additional pension. These policies are applied in support of efficient organisational change and transformation linked to the need for efficiencies and expenditure reduction.

Details of the Council's policies are published on the Council's website.

No employee who has left the Council in receipt of a redundancy or severance package will be re-employed by the Council, in any capacity, unless there are exceptional business circumstances in which case approval is required from the Chief Executive Officer.

#### **4.9 New starters joining the Council**

Employees new to the Council will normally be appointed to the first point of the salary scale for their grade. Where the candidate's current employment package would make the first point of the salary scale unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different starting salary point within the grade may be considered by the recruiting manager in consultation with Personnel Services. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary scale within the grade.

#### **5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers".**

This relates to the ratio of the Council's highest paid employee (falling within the definition of "Chief Officers") and the mean average earnings across the whole workforce as a pay multiple. By definition, the Council's highest paid employee is the Chief Executive Officer. The mean average pay has been calculated on all taxable earnings for the financial year 2013-14, including base salary, allowances, etc.

Highest paid employee	£112,250
Mean average earnings for remainder of workforce	£24,353
Ratio	4.6

## Fareham Borough Council

## Local Pay Scales as at 01/04/2013

## Chief Executive

Spinal Column Point		Annual
5	1	125,000
4		120,750
3		116,500
2		112,250
1		108,000

## Directors (Grade &amp; Salary scale)

Spinal Column Point		Annual
5	1	80,080
4		78,226
3		76,384
2		74,536
1		72,688

## Senior Management (Grades &amp; Salary scales)

Spinal Column Point		Annual
5	2	59,203
4		57,682
3		56,012
2		54,332
1		52,672
5	3	54,332
4		52,672
3		50,998
2		49,541
1		48,131

Mainstream (Grades and Salary scales)

01/04/2013

Spinal column point			Annual
46		11	47,316
45			46,273
44			45,255
43			44,262
42		10	43,282
41			42,755
40			41,715
39			40,698
38		9	39,690
37			38,736
36			37,698
35			36,696
34		8	35,710
33			34,753
32			33,738
31			32,761
30		7	31,804
29			30,883
28			29,981
27			29,103
26		6	28,253
25			27,438
24			26,639
23			25,863
22		5	25,109
21			24,380
20			23,610
19			22,864
18		4	22,146
17			21,449
16			20,722
15			20,022
14		3	19,347
13			18,687
12			18,061
11			17,452
10		2	16,858
9			16,295
8			15,702
7			15,135
6		1	14,621
5			14,091
4			13,551
3			13,031
2			12,629
1			12,380



**Brian Strutton**  
**Officers' Side Secretary**  
**JNC for Chief Officers of Local Authorities**  
**GMB**  
**22/24 Worple Road**  
**London**  
**SW19 4DD**

26 April 2013

Dear Brian,

**LOCAL GOVERNMENT PAY 2013**

You will be aware that on 24 April the National Employers formally responded to the NJC Trade Union Side's 2013 pay claim.

In reaching their decision in respect of the main local government workforce the employers also considered the other national negotiating groups for which they have responsibility, including the JNC for Chief Officers of Local Authorities. The employers appreciate that the JNC Officers' Side has not made a claim in respect of 2013/14, and may not have intended to do so. However, they felt that it would be only fair to inform you now that they will not be in a position to make any offer in response to a claim from your Side.

The Employers hope that your members will understand the reasons why this is the appropriate decision.

Yours sincerely,

A handwritten signature in cursive script that reads "Sarah Messenger".

**Sarah Messenger**  
**Head of Workforce**

cc Mike Short, UNISON





7 August 2013

Sarah Messenger  
Employer Side Secretary  
JNC for Chief Officers  
Local Government Employers  
Local Government House  
Smith Square  
London SW1P 3HZ

Dear Sarah

**CHIEF OFFICERS' PAY**

I write on behalf of the Chief Officer JNC Trade Unions, GMB and Unison, and also on behalf of the many thousands of disappointed and disillusioned Chief Officers who have not been awarded a national pay increase for five years. I am not aware of any group that has fared so badly anywhere in the economy let alone in local government despite the ever increasing workloads and day-to-day pressures being carried.

Against this background you have informed us that the LGA elected members who decided to make a 1% pay offer this year to the main NJC, Craft JNC, Soulbury group, etc, also decided not to extend this to Chief Officers. We met with your officials on 26 July to raise our objections and it was suggested we write to seek a review of that decision. I formally request that review and ask that the LGA's elected members reconsider their unfair treatment of Chief Officers.

One of the things we discussed on 26 July was the role of the Chief Officers' JNC. This is supposed to be the body that determines pay and conditions for Chief Officers as set out in their individual contracts of employment (and unless superseded by local agreements). Yet it has been five years since it carried out its most important function of all, namely to award an annual pay increase. Your representatives told us very clearly that there is no intention to wind up the Chief Officers' JNC. I have to say that requires the elected members to treat the Chief Officers covered by the JNC with some respect and not just dismiss their justifiable case for a pay increase.

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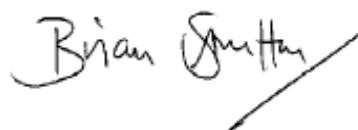
By way of example, relevant measures of inflation (preceding month of April review date) from the time of the last Chief Officers' pay award look like this:

<u>Year</u>	<u>March CPI</u>	<u>March RPI</u>
2008	2.5%	3.8%
2009	2.9%	- 0.4%
2010	3.4%	4.4%
2011	4.0%	5.2%
2012	3.5%	3.6%
2013	2.8%	3.3%

It is hard to conceive how LGA elected members could look at these figures and not conclude that Chief Officers are no less deserving of a pay rise in 2013 than the bulk of the people they manage, especially given how low most Chief Officers' salaries are, compared to equivalent jobs in the private sector and elsewhere in the public sector.

I hope they will positively review their decision.

Yours sincerely



**Brian Strutton**  
**National Secretary**

**and on behalf of Mike Short, Senior National Officer, Unison**



**Brian Strutton**  
**Officers' Side Secretary**  
**JNC for Chief Officers of Local Authorities**  
**GMB**  
**22/24 Worples Road**  
**London**  
**SW19 4DD**

24 September 2013

Dear Brian,

**CHIEF OFFICERS' PAY 2013**

Thank you for your letter of 7 August. I apologise for the delay in replying.

I have now been able to consult members of the Employers' Side on your request for a review of their decision in April not to make a pay offer for the year commencing 1 April 2013.

Members considered carefully the arguments you put forward on behalf of your members but have concluded that they are unable to rescind their original decision.

Yours sincerely,

A handwritten signature in black ink that reads "Sarah Messenger".

**Sarah Messenger**  
**Employers' Secretary**

cc Mike Short, UNISON

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