

AGENDA FOR THE EXECUTIVE

Date: Monday, 6 March 2017

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Executive Members:

Councillor S D T Woodward, Policy and Resources (Executive Leader)

Councillor T M Cartwright, MBE, Public Protection (Deputy Executive Leader)

Councillor Miss S M Bell, Leisure and Community

Councillor K D Evans, Planning and Development

Councillor Miss T G Harper, Streetscene

Councillor Mrs K Mandry, Health and Housing

1. Apologies for Absence

2. Minutes (Pages 5 - 10)

To confirm as a correct record the minutes of the meeting of Executive held on 06 February 2017

3. Executive Leader's Announcements

4. Declarations of Interest

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct.

5. Petitions

6. Deputations

To receive any deputations, of which notice has been lodged.

7. Minutes / References from Other Committees

To receive any reference from the committees or panels held.

Matters for Decision in Public

Note: Where an urgent item of business is raised in accordance with Part 3 of the Constitution, it will be considered with the relevant service decisions as appropriate.

8. Leisure and Community

Key Decision

(1) Award of Contract - Holly Hill Play & Recreational Facilities (Pages 11 - 20)

A report by the Director of Operations.

Non-Key Decision

9. Planning and Development

Non-Key Decision

(1) Titchfield Neighbourhood Plan (Pages 21 - 56)

A report by the Director of Planning and Regulation.

(2) Welborne Delivery Strategy: Update (Pages 57 - 68)

A report by the Director of Planning and Regulation.

(3) Statement of Community Involvement (Pages 69 - 118)

A report by the Director of Planning and Regulation.

10. Policy and Resources

Key Decision

- (1) **Extension of Contract for TSG (Gas Servicing Contract)** (Pages 119 - 122)
A report by the Director of Finance and Resources.

Non-Key Decision

- (2) **Daedalus 100 Event** (Pages 123 - 128)
A report by the Director of Finance and Resources.
- (3) **Citizen of Honour Nominations** (Pages 129 - 152)
A report by the Director of Finance and Resources.

11. 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 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Exempt Matters for Decision

Note: Where urgent items of business are raised in accordance with Part 3 of the Constitution, they will be considered with the relevant service decisions as appropriate.

Key Decision

- (1) **Irrecoverable Debts** (Pages 153 - 160)
A report by the Director of Finance and Resources.

P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk
24 February 2017

For further information please contact:
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FAREHAM

BOROUGH COUNCIL

Minutes of the Executive

(to be confirmed at the next meeting)

Date: Monday, 6 February 2017

Venue: Collingwood Room - Civic Offices

Present:

S D T Woodward, Policy and Resources (Executive Leader)
T M Cartwright, MBE, Public Protection (Deputy Executive Leader)
Miss S M Bell, Leisure and Community
K D Evans, Planning and Development
Miss T G Harper, Streetscene
Mrs K Mandry, Health and Housing

Also in attendance:

B Bayford, Chairman of Health and Housing Policy Development and Review Panel
Mrs S M Bayford, Chairman of Scrutiny Board
M J Ford, JP, Chairman of Public Protection Policy Development and Review Panel
A Mandry, Chairman of Planning and Development Policy Development and Review Panel
Ms S Pankhurst, Chairman of Leisure and Community Policy Development and Review Panel
N J Walker, Chairman of Planning Committee
Mrs K K Trott, For Item 9(1)
R H Price, JP, For Item 10(2)
S Cunningham, For Item 10(2)
C J Wood, For Item 10(3)



1. APOLOGIES FOR ABSENCE

There were no apologies given for this meeting.

2. MINUTES

RESOLVED that the minutes of the Executive meeting held on the 09 January 2017 be confirmed and signed as a correct record.

3. EXECUTIVE LEADER'S ANNOUNCEMENTS

The Executive Leader announced that following a period of local public consultation and review, despite representations from members of the public and the Council, the Post Office has disappointingly confirmed its decision to proceed with the proposal to move the Fareham Crown Post Office branch into the WHSmith store at 4 Savoy Buildings in West Street.

4. DECLARATIONS OF INTEREST

Councillors T M Cartwright and Mrs K Mandry declared Non-Pecuniary Interests for item 10(3) as they are members of the Daedalus Working Group. They both remained present at the meeting for the discussion of the item.

Councillor C J Wood declared a Non-Pecuniary Interest when he addressed the Executive on item 10(3) as he is a member of the Daedalus Working Group. Councillor Wood also declared a Non-Pecuniary Personal Interest in respect of this item due to the close proximity of his parents' property to the Daedalus site. He remained present at the meeting.

5. PETITIONS

The Executive Leader provided Members with an update in relation to the Petition that had been presented to the Council meeting in December 2016 requesting the removal of neglected horses from land in Newgate Lane.

The Executive Leader advised that the petition had been discussed at the Public Protection Policy Development and Review Panel on the 17 January 2017. It had been noted that the Council does not own the land at Newgate Lane and therefore does not have any powers of eviction at the site and the Panel heard that the Council's Environmental Health Service is aware of the case history of the horses at Newgate Lane and will continue to work closely with the RSPCA to provide full support of any action they consider it necessary to take.

6. DEPUTATIONS

There were no Deputations made at this meeting.

7. MINUTES / REFERENCES FROM OTHER COMMITTEES

The Executive Leader advised that there will be an item to note at the next meeting in respect of the Traffic Management Programme.

8. STREETSCENE

- (1) Holly Hill Cemetery Extension

RESOLVED that the Executive:-

- (a) agrees to the provision of an extension to the Holly Hill Cemetery; and
- (b) approves a budget of £300,000 to construct the cemetery extension.

9. PLANNING AND DEVELOPMENT

- (1) Fareham (Town Centre) Regeneration: Vision for Consultation

At the invitation of the Executive Leader, Councillor Mrs K K Trott addressed the Executive on this item.

RESOLVED that the Executive agrees the Draft Regeneration Vision for Fareham Town Centre set out in Appendix A for consultation.

- (2) Welborne Delivery - Purchase of residential property

RESOLVED that the Executive:-

- (a) agrees the terms for the purchase of the residential property, as set out in the confidential Appendix A; and
- (b) delegates authority to the Director of Finance and Resources, following consultation with the Executive Leader, to agree minor amendments to the terms as appropriate.

10. POLICY AND RESOURCES

- (1) Housing Revenue Account Budget and Capital Plans 2017/18

The Executive noted an amendment to the Housing Revenue Account Budget and Capital Plans 2017/18 that was tabled at the meeting.

RESOLVED that the Executive agrees to recommend to Council that:-

- (a) rents be approved for Council Dwellings as set out in paragraph 11 with effect from 03 April 2017;
- (b) rents for Council garages be increased by 6.2% with effect from 03 April 2017;
- (c) discretionary fees and charges be increased with effect from 03 April 2017;
- (d) the revised budget for 2016/17 be approved;

- (e) the base budget for 2017/18 be approved;
 - (f) the capital programme and financing for 2016/17 to 2020/21 be approved; and
 - (g) annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the date of maturity of each loan.
- (2) Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2017/18

The Executive noted an amendment to the Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2017/18 that was tabled at the meeting.

At the invitation of the Executive Leader, Councillors S Cunningham and R H Price, JP, addressed the Executive on this item.

Councillor Price put forward a proposal that provision be made in the budget to fund an outreach worker to support the increasing number of rough sleepers in the Town Centre. The Executive Leader indicated that the Health and Housing and Public Protection Policy Development and Review Panels would be the appropriate forum to discuss the need for this resourcing and that if it were considered necessary, provision could be made from within the existing spending reserve.

RESOLVED that the Executive approves and recommends to the meeting of the Council to be held on 24 February 2017:-

- (a) the capital programme and financing of £63,686,000;
 - (b) an overall revised revenue budget for 2016/17 of £8,903,300;
 - (c) a revenue budget for 2017/18 of £8,616,700; and
 - (d) a council tax for Fareham Borough Council for 2017/18 of £150.22 per band D property, which represents a £5.00 increase when compared to the current year and is within referendum limits.
- (3) Solent Airport - Refurbishment of Control Tower/Provision of Corporate Facilities

Councillors T M Cartwright declared a Non-Pecuniary Interest for this item as he is the Chairman of the Daedalus Working Group. Councillor T M Cartwright remained present at the meeting and took part in the discussion of this item.

Councillor Mrs K Mandry declared a Non-Pecuniary Interest for this item as she is a Member of the Daedalus Working Group. Councillor Mrs K Mandry remained present at the meeting and took part in the discussion of this item.

At the invitation of the Executive Leader, Councillor C J Wood addressed this Executive on this item.

Councillor C J Wood declared Non-Pecuniary Interests for this item as he is a member of the Daedalus Working Group and also in respect of the close proximity of his parents' property to the Daedalus site. He remained present at the meeting.

Councillor T M Cartwright requested that provision be made from these funds for the north end of the Control Tower to be painted white to improve its appearance.

RESOLVED that the Executive:-

(a) agrees to the inclusion of the following schemes in the 2017/18 capital programme:

- Refurbishment of the control tower at an indicative cost of £333,000; and
- Provision of fuelling equipment and infrastructure at an indicative cost of £250,000;

(b) delegates authority to the Director of Finance and Resources, following consultation with the Executive Leader, to award the contracts for the refurbishment of the control tower, subject to the cost being within the allocated budget.

(c) delegates authority to the Director of Finance and Resources, following consultation with the Deputy Leader, to finalise detailed arrangements for the procurement of fuelling equipment, subject to the cost being within allocated budget; and

(d) agrees that the north end of the building be painted white in order to improve its appearance.

(4) Treasury Management Strategy and Prudential Indicators 2017/18

RESOLVED that the Executive:-

(a) endorses the draft Treasury Management Strategy and Prudential Indicators for 2017/18, attached as Appendix A to this report; and

(b) submits the report to Council for approval.

(The meeting started at 6.03 pm
and ended at 7.07 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 06 March 2017

Portfolio:	Leisure and Community
Subject:	Holly Hill Play and Recreational Facilities – Award of Contract
Report of:	Director of Operations
Strategy/Policy:	Leisure Strategy
Corporate Objective:	Leisure for Health and for Fun

Purpose:

This report seeks to award the contract for the design, supply and installation of new play and recreational equipment on the open space next to Holly Hill Leisure Centre.

Executive summary:

In March 2015 the Executive approved a three year play area improvement programme utilising Section 106 developer contributions for play and recreation. Identified in year three of the programme was the provision of a new children's play area on the open space next to Holly Hill Leisure Centre.

The Executive approved a further sum in October 2016 for the provision of a multi-use games area (MUGA), outdoor gym equipment and landscaping to accompany the children's play area.

Tenders have been received and evaluated and it is recommended that a contract be awarded to the supplier that achieved the highest overall combined score as detailed in the appended evaluation matrix.

Recommendation/Recommended Option:

That the Executive awards a contract to the contractor who submitted the most economically advantageous tender for the provision of play and recreational equipment.

Reason:

To provide new play and recreational facilities for local children and young people.

Cost of proposals:

The cost of the proposals is £264,993. This can be met from available Section 106 developer contributions for play and recreation.

Appendices:

Appendix A – Confidential: Tender Prices and Evaluation;
Appendix B – Confidential: Summary of tender evaluation.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	06 March 2017
Subject:	Holly Hill Play and Recreational Facilities – Award of Contract
Briefing by:	Director of Operations
Portfolio:	Leisure and Community

INTRODUCTION

1. As part of the Play Area and Open Space Improvement Programmes the Council will be providing new children's play area, multi-use games area and outdoor gym equipment on the open space next to Holly Hill Leisure Centre.
2. The total cost to undertake all of the required works is £264,993 and this can be funded using available Section 106 developer contributions for play and recreation.
3. A series of consultation exercises have been undertaken with local schools and residents to help identify what items of equipment are required to help ensure the needs of the community are met.
4. An invitation to tender for this project was issued on 1 November 2016 via the South East Business Portal.

EVALUATION PROCESS

5. The contract documents defined a pre-determined scoring mechanism whereby tenders are assessed on price, service and quality, including play value.
6. The tender submissions were evaluated and the scores weighted as specified in the invitation to tender. The scores and ranking for all six tenders received are presented in the confidential Appendix A.
7. Based on the evaluation of the tenders received, the six bids have been ranked in order of economic advantage to the Council. The supplier that achieved the highest overall combined score is recommended for the award of the contract.

FINANCIAL IMPLICATIONS

8. The works and charges associated with this contract can be financed from Section 106 developer contributions.
9. Within the tender sum there is an allowance of £10,000 for contingencies.

CONCLUSION

10. That a contract be awarded to the contractor which achieved the highest overall combined score.

Enquiries:

For further information on this report please contact Emma Watts. Ext. 4440

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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Document is Restricted

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 06 March 2017

Portfolio:	Planning and Development
Subject:	Titchfield Neighbourhood Plan: Applications for Titchfield Neighbourhood Forum and Titchfield Neighbourhood Area
Report of:	Director of Planning and Regulation
Strategy/Policy:	Local Plan
Corporate Objective:	Protecting and Enhancing our Environment Strong and Inclusive Communities

Purpose:

To provide the Executive with the opportunity to consider both applications to designate a neighbourhood forum and neighbourhood area for Titchfield in light of the requirements of the relevant legislation.

Executive summary:

This Report explains the relevant neighbourhood planning process, the nature of the applications (Appendix A) submitted by a group of individuals in the Titchfield area for the designation of both a neighbourhood forum and neighbourhood area, and how these were subsequently publicised by the Council. This Report outlines the considerations the Council needs to take account of when determining both these applications. Appendices B & C contain comments received over the publicity period and the Local Planning Authority's response.

Recommendation/s:

That the Executive approves:

- (a) the application to designate a neighbourhood forum; and
- (b) the neighbourhood area for Titchfield, given both meet the requirements of the relevant legislation, subject to an amendment to the neighbourhood area as set out in Appendix D to exclude a small area of land falling within the boundary of Winchester City Council.

Reason:

On 5th December 2016, the Council (Local Planning Authority) received an application to establish a neighbourhood forum and neighbourhood area for Titchfield, which in turn can form the basis of the production of a neighbourhood plan. Given that both these applications meet the relevant requirements as set out in the Government's neighbourhood planning regulations, it is recommended that both applications should be approved.

Cost of proposals:

The costs involved to date supporting the prospective neighbourhood forum in submitting applications for neighbourhood forum and neighbourhood area designation have been met within existing operational budgets.

Appendices:

A: Titchfield Neighbourhood Forum and Titchfield Neighbourhood Area Applications

B: Comments received during the publicity period on Titchfield's Neighbourhood Forum Application & the Local Planning Authority's Response

C: Comments received during the publicity period on Titchfield's Neighbourhood Area Application & the Local Planning Authority's Response

D: Proposed Neighbourhood Area Designation

Background papers: Annotated Plan of Neighbourhood Area Application (as publicised).

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	06 March 2016
Subject:	Titchfield Neighbourhood Plan: Applications for a Titchfield Neighbourhood Forum and Neighbourhood Area
Briefing by:	Director of Planning and Regulation
Portfolio:	Planning and Development

INTRODUCTION TO NEIGHBOURHOOD PLANNING

1. Neighbourhood planning was largely introduced into the existing planning system through the Localism Act (2011). Essentially, the Act introduced a new right for local communities to draw up a neighbourhood plan. Further detail has come through the National Planning Policy Framework (March 2012) and relevant National Planning Policy Guidance (since March 2014), Acts and regulations.

The Neighbourhood Area Application Process

2. An application must be made by a parish or town council or a prospective neighbourhood forum to the local planning authority for a neighbourhood area to be designated. This must include a statement explaining why the proposed neighbourhood area is an appropriate area.
3. In this local context, a local planning authority is required to designate the whole of a parish, applications must be determined within 13 weeks of first being publicised (14th December 2016). If these time limits are not met, the local planning authority must designate all of the area applied for.

The Neighbourhood Forum Application Process

4. Within this legislative framework, given the local context, a group or organisation must apply to the local planning authority to be designated as a neighbourhood forum (a forum application). Those making a forum application must show how they have sought to comply with the conditions for neighbourhood forum designation.
5. In National Planning Policy Guidance (NPPG), it explains in order to be designated a neighbourhood forum there must have a membership that includes a minimum of 21 individuals who either live in the neighbourhood area, work there; and/or are elected members for a local authority that includes all or part of the neighbourhood area. For clarity, a prospective neighbourhood forum is not required to have a member from each membership category in order to be designated.

6. In addition, the National Planning Policy Guidance (NPPG) explains that a neighbourhood forum must have an open membership policy, but it cannot force people to be a part of something they may not wish to be a part of. The local planning authority must consider whether the prospective neighbourhood forum has secured or taken reasonable steps to attempt to secure membership from each category and from different places and sections of the community in that area. Membership of a designated neighbourhood forum must also be open to those working in a neighbourhood area.
7. A local planning authority must take a decision on an application to designate a neighbourhood forum within 13 weeks, provided there is no other neighbourhood forum application already under consideration for all or part of the area. For clarity, there are no such other neighbourhood forum applications under consideration.

TITCHFIELD'S NEIGHBOURHOOD FORUM AND AREA APPLICATIONS

8. On 5th December 2016, the Local Planning Authority formally received an application for a neighbourhood forum for Titchfield, as well as an application for a neighbourhood area for Titchfield for their determination.

Joint Consideration of Both Applications

9. It is worth highlighting that relevant guidance explains that a local planning authority can effectively consult on applications to designate a neighbourhood area and a neighbourhood forum at the same time.

Titchfield's 'Neighbourhood Forum' Application

10. In accordance with the relevant regulations, Titchfield's prospective neighbourhood forum application to Fareham Borough Council has the name of the proposed neighbourhood forum, which is 'Titchfield Neighbourhood Forum'. Again, in line with relevant regulations, the application includes a copy of the written constitution of the proposed neighbourhood forum. It also includes contact details of at least one member of the proposed neighbourhood forum. Finally, it can be concluded from the information provided within the application that it complies with the need for a statement which explains how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act.

Titchfield's 'Neighbourhood Area' Application

11. In accordance with the relevant legislation, the neighbourhood area application to Fareham Borough Council included a map, which identified the area to which the application related. It also included a statement, which explained why this area is considered appropriate to be designated as a neighbourhood area. Finally, it can be concluded from the information provided within the application that it complies with the need for a statement that the organisation or body making the application is a relevant body.

LOCAL PLANNING AUTHORITY'S PUBLICITY

Titchfield 'Neighbourhood Forum' Publicity

12. In accordance with the relevant regulations as soon as possible after receiving a neighbourhood forum application from a relevant body, Fareham Borough Council (the Local Planning Authority) must publicise the application on their website in such a manner as they consider is likely to bring the area application to the attention of people who live, work or carry on business in the area (to which the area application relates). This website publicity must include a name of the proposed neighbourhood forum, a copy of the written constitution of the proposed forum, the name of the neighbourhood area to which the application relates and contact details for at least one member of the neighbourhood forum.

Titchfield 'Neighbourhood Area' Publicity

13. In accordance with the relevant regulations as soon as possible after receiving a neighbourhood area application from a relevant body, Fareham Borough Council (the Local Planning Authority) must publicise the application on their website in such a manner as they consider is likely to bring the area application to the attention of people who live, work or carry on business in the area (to which the area application relates).
14. This website publicity should include a copy of the area application, details of how to make representations; and the date by which those representations must be received, being not less than 6 weeks from the date on which the area application is first publicised.

The Publicity Period

15. The Council on 14th December 2016 launched a dedicated web page providing the required publicity information for both applications as detailed above, as well as supporting 'Neighbourhood Planning' and 'How to make a Neighbourhood Plan'. The publicity period spanned the maximum amount of time available between when the formal applications were made and the time needed to set up the necessary publicity through to the lead-in times for preparation of this Executive Report. This publicity period ran from 14th December 2016 through to 17th February 2017 (3 weeks and 2 days over the minimum 6-week publicity period required by relevant legislation and guidance). In total, the publicity period ran for 9 weeks & 2 days to maximise the publicity period for both applications. The neighbourhood area and neighbourhood forum applications were regularly promoted on the front page of the website, as required by relevant legislation and guidance.
16. In addition to the required publicity, two press releases were sent out at the start of publicity (14th December 2016) and shortly before it closed (10th February 2017), as well as promoted on the Council's Facebook page and twitter account during the publicity period.
17. Within Titchfield, flyers promoting awareness of both applications and how to comment were placed in all the Council's public noticeboards located within the proposed neighbourhood boundary. Also, details of both applications along with response forms and boxes to post them left in the foyers of the Jubilee Surgery and Titchfield Community Centre.

18. Finally, emails inviting responses to comment on the applications were sent out to residents who were on the Council's E-Panel.

Local Planning Authority Response to the Publicity Response

19. Appendices B & C provide details of the comments received following the publicity and the Local Planning Authority's response. There are no major concerns raised in the comments received during the publicity in light of relevant legislation and guidance. The Appendices do provide important points of clarity in the Local Planning Authority's response, especially regarding the neighbourhood planning process at this juncture. However, the Local Planning Authority proposes to amend the submitted neighbourhood area boundary to the north, in order to exclude a small area of land within the boundary of Winchester City Council.

CONCLUSION

20. Subject to the amendment to the submitted neighbourhood area to exclude a small area of land within the boundary of Winchester City Council, and in light of the comments generated from the publicity, the applications received both meet the requirements of the relevant legislation. This Report recommends, subject to the amendment to the neighbourhood area that the Executive approves both applications to designate a neighbourhood forum and neighbourhood area for Titchfield.
21. For clarity, the Council's Executive can take decisions on neighbourhood planning in a local planning authority where the authority operates executive arrangements.

Enquiries:

For further information on this report please contact Claire Burnett Head of Planning Strategy and Regeneration (Ext 4330).

TITCHFIELD NEIGHBOURHOOD FORUM



Application for designation as neighbourhood forum and approval of boundary plan

December 2016

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Application for designation as Titchfield neighbourhood forum

Our Mission Statement

We will value, protect and promote the village of Titchfield by respecting its heritage, appreciating its current community and being aspirational when planning its future and therefore ensuring 'Titchfield is a place to go TO rather than go through'.

Background

Following an article in Titchfield Parish Magazine on the work of Titchfield Village Trust and concerns expressed about traffic, noise, safety and the environment, in autumn 2015, a working party was set up to look into some of these complaints. The working party members were either members of the Trust or concerned local people.

One of the outcomes of this group was a decision to set up a Neighbourhood Forum with a view to producing a Neighbourhood Plan. At the same time as setting up the Forum, over 500 questionnaires were distributed within the village via the internet, in the Parish Magazine, and paper copies given to the school, youth club, scouts and the history society, WI and in the local pub. Some 160 responses were received. The outcomes of the research are on the website <http://titchfieldvillagetrust.co.uk/neighbourhood-plan-survey-results-feb-2016/> The aim of the questionnaire was to find out what was important to the villagers, what was annoying and how the village could be improved. The survey results have informed our initial work and re-inforced the need for a forum.

The aim of Titchfield Neighbourhood Forum

The aim of the forum is to help make Titchfield a better place to live, work and play. The forum will do this by preparing a Neighbourhood Development Plan (NDP).

Objectives of the forum:

- To promote and improve the social, economic and environmental wellbeing of the neighbourhood, residents and business in Titchfield.
- To address issues of local concern, including (but not limited to) spatial, community infrastructure and improvement of Titchfield (including its environment, heritage, views out, appearance, safety, security and amenities) to ensure a high standards of town planning, urban design and architecture.
- To develop a Neighbourhood Development Plan that plans positively for the future of Titchfield whilst respecting and improving the features which are of historical or public interest in the village and the immediate surrounding area.

CONSTITUTION OF THE TITCHFIELD NEIGHBOURHOOD FORUM

Section	
1.0 Name of the Forum and Area	<p>1.1 The name of the Forum shall be the Titchfield Neighbourhood Forum ('the Forum').</p> <p>1.2 The area covered by the Forum shall be the area shown on the attached map, known as Titchfield Neighbourhood Area ('the Area').</p>
2.0 Aims and Objectives of the Forum	<p>2.1 The aim of the Forum shall be to promote and improve the social, economic and environmental well-being of the area, residents and business in Titchfield by means of a neighbourhood plan.</p> <p>2.2 The objectives of the Neighbourhood Forum shall include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Address issues of local concern, including (but not limited to) spatial, community infrastructure and improvement of Titchfield (including its environment, heritage, views out, appearance, safety, security and amenities) to ensure a high standards of town planning, urban design and architecture. 2. Seeking to obtain and maintain designation by Fareham Borough Council (FBC), pursuant to section 61F (5) of the 1990 Act, as the Neighbourhood Forum for the area. 3. Develop a Neighbourhood Development Plan that plans positively for the future of Titchfield whilst respecting and improving the features which are of historical or of public interest in the village and the immediate surrounding area. 4. Making representations as to any planning or licensing issue, whether or not consultation of the Forum is required pursuant to any statutory scheme. 5. Consulting with FBC (by FBC's Elected Members and/or Officers), other governmental, policing or public bodies and other stakeholders interested in, affecting or affected by any actual or proposed policies within the Neighbourhood Plan. 6. Improving and supporting cross border neighbourhood planning and processes in the area. 7. Supporting and developing projects and other activities that are of benefit to the Neighbourhood. 8. Proposing priorities for the Community Infrastructure Levy spend and agreeing this with FBC. 9. Encouraging the periodic monitoring and review of the Neighbourhood Plan and identifying and agreeing any modifications required with FBC. 10. Contributing to the implementation of the Neighbourhood Plan after it is made.
3.0 Powers of the Forum	<p>3.1 The Forum shall organise at least three Forum Meetings per year, including an Annual General Meeting (AGM), to which all Forum members will be invited.</p> <p>3.2 The Forum may develop a Memorandum of Understanding with Fareham Borough Council relating to the relationship with FBC, the support that would reasonably be available and the manner in which the NDP will be prepared.</p> <p>3.3 The Forum shall prepare the Neighbourhood Plan, on behalf of and in</p>

	<p>extensive consultation with the local community, in accordance with a Project Plan agreed by the Forum.</p> <p>3.4 The Forum shall involve the public throughout the development of the plan so that they understand what is going on and to contribute to the development of the Plan.</p>
<p>4.0 Values of the Forum</p>	<p>4.1 The Forum shall conduct its affairs ethically.</p> <p>4.2 The Forum shall observe the 'Nolan Principles', the seven principles of public life, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.</p> <p>4.3 The Forum shall pursue equality of opportunity in terms of its membership, its conduct and its proposed Plan.</p> <p>4.4 The Forum shall, in the course of its activities, not discriminate on any grounds unrelated to merit.</p> <p>4.5 The Forum shall be at all times a non-political organisation which shall act so far as practicable to benefit both Residents and Businesses</p>
<p>5.0 Membership of the Forum</p>	<p>5.1 Membership of the Forum is open to any individual who lives in the area, individuals who work there, individuals appointed to represent people who live or work there and individuals who are elected members of the Council, whose ward falls within the Neighbourhood Area.</p> <p>5.2 The Forum shall comprise at least twenty-one (21) members.</p> <p>5.3 The majority of the members of the Forum shall be residents of the area, including representatives from local community associations.</p> <p>5.4 The initial members of the Forum shall be those identified in the application for designation.</p> <p>5.5 Applications by individuals for membership shall be made in writing to the secretary. Approval will be decided by the Forum; individual applicants should normally intend to be able to commit to membership of the Forum for the whole of its duration.</p> <p>5.6 Subsequent applications will be considered at general meetings or committee meetings of the Forum and deemed accepted if approved by a majority of voting members present.</p> <p>5.7 When members wish to resign, feedback from the resigning member should be sought if possible; members who fail to attend the Forum for more than 3 meetings shall be deemed to have resigned.</p> <p>Notes:</p> <p>Individuals who represent people who live or work in the Area are here defined as:</p> <ul style="list-style-type: none"> - individuals appointed by an organisation with an interest in the area, such as a charitable, educational, health or social body, to represent the interests of people who live or work there. <p>Local community association is here defined as follows:</p> <ul style="list-style-type: none"> - local: its purpose is the benefit of a geographical locality (rather than, say, a

	<p>social section or a vocational interest);</p> <ul style="list-style-type: none"> - community: membership is open to all members of the community within the locality; - association: members are associated by means of a written constitution.
6.0 Structure of the Forum	<p>6.1 The Forum may appoint a Committee, to act on behalf of the Forum in the preparation of the Neighbourhood Plan.</p> <p>6.2 The Committee shall comprise up to twelve (12) members of the Forum, who shall include the officers of the Forum, and the majority of whom shall be residents of the area.</p> <p>6.3 The Committee may co-opt up to three (3) additional members.</p> <p>6.4 The committee may constitute sub-groups from time to time as shall be considered necessary in order to achieve its aims and objectives. The sub-groups shall be subordinated to and may be regulated or dissolved by the committee.</p> <p>6.5 Any sub-groups established by the Forum shall abide by the same aims and objectives, values and conduct as the Forum itself.</p>
7.0 Conduct of the Forum	<p>7.1 The Forum shall conduct its affairs in accordance with its Agreement with Fareham Borough Council, and shall work with the Council during the preparation of the Plan to enable the Council to carry out its duty to support and to help ensure a successful examination.</p>
8.0 The Committee	<p>8.1 The Committee shall be responsible for the day to day management of the Forum, including management of the Forum's finances.</p> <p>8.2 Membership of the Committee will be open to all members of the Forum.</p> <p>8.3 All members of the Committee will be elected at the Forum's AGM. Retiring members will be eligible for re-election.</p> <p>8.4 At the AGM of the Forum, the members shall elect from the membership, a Chair, Vice Chair, Secretary, Treasurer and such other officers as the Forum in general meeting may determine. An officer of the Forum may (subject to the agreement of a general meeting of the Forum) transfer his or her powers and duties to another member of the Committee on a temporary basis.</p> <p>8.5 The Committee may co-opt members to the Committee at any time to fill any vacancies that arise. Such appointments must be ratified at the next Forum meeting.</p> <p>8.6 The Committee shall meet as often as necessary for the effective transaction of the business of the Forum and the quorum for any meeting shall be at least 50% of Committee members.</p> <p>8.7 Notification of Committee meetings and the agenda will be sent out to all Committee members at least seven days prior to the date of the meeting.</p>
9.0 Rules at Meetings	<p>9.1 The Chair shall chair meetings of the Forum, which shall be held according to a programme agreed by the Forum.</p> <p>9.2 The Secretary shall keep a record of meetings of the Forum in the form of Minutes, which shall record reports received, resolutions made and actions agreed.</p> <p>9.3 Fourteen (14) days notice shall be given for General Meetings (other than</p>

	<p>the Annual General meeting and Special General Meetings)</p> <p>9.4 Meetings of the Forum shall be quorate if a third of members, or twelve (12) members, whichever is least, are present, provided that the majority of these are residents.</p> <p>9.5 Where possible, the Forum shall make decisions by consensus; where this is not possible, decisions shall be made by a simple majority vote; in the event of a tied vote, the proposal shall fail.</p> <p>9.6 At each meeting of the Forum, members shall declare in advance any interests they have which may give rise to a conflict of interest with the work of the Forum.</p> <p>9.7 Forum communications shall normally be conducted by email.</p>
10.0 Finance	<p>10.1 Any monies acquired by the Forum shall be used only to help achieve the aims and objectives of the Forum.</p> <p>10.2 The Treasurer shall keep a proper account of the finances of the Forum.</p> <p>10.3 The Treasurer shall set up finance handling arrangements with Titchfield Village Trust who will administer, as the accountable body, the relatively small amounts of money.</p> <p>10.3 All transactions in any format shall be authorised by the Treasurer and one other officer of the Forum.</p> <p>10.4 No committee member shall receive any payment or benefit in kind for services rendered to the Forum. However, reasonable out of pocket expenses, properly incurred on behalf of the Forum may be reimbursed at the discretion of the committee.</p> <p>10.5 Committee members of the Forum shall be entitled to be indemnified out of the property of the Forum for any liability properly incurred by them on behalf of the Forum, provided that nothing in this clause shall entitle any member or members to any indemnity against liability arising through negligence or similar actions on their part.</p> <p>10.6 The Treasurer shall keep proper accounts of the finances of the Forum.</p> <p>10.7 The accounts shall be audited or examined by an auditor or independent examiner who possesses the necessary skills and who is appointed at the Annual General Meeting. The person so appointed shall not be a member of the Committee.</p>
11.0 Complaints	<p>11.1 Complaints about the conduct of a member of the Forum shall be made in confidence in writing to the Chair; such complaints shall be investigated by the officers of the Forum, who shall decide on action as appropriate.</p> <p>11.2 If the complaint concerns an officer of the Committee, or if a complaint is unresolved, then mediation may be sought if required.</p>
12.0 Alteration of Constitution	<p>12.1 The Constitution may be amended by a General Meeting of the Forum (including a Special General Meeting of the Forum called in accordance with the provisions of this constitution).</p> <p>12.2 Notice of any proposal to amend the constitution shall be given to the members of the Forum in writing not more than 28 days and not less than 14 days before the proposed amendment is debated.</p>

	<p>12.3 Any motion proposing an alteration to the constitution shall require the approval of a two thirds majority of members present and voting.</p>
<p>13.0 The Annual General Meeting</p>	<p>13.1 Within two months of the Designation of the Forum by Fareham Borough Council, the Inaugural Annual General Meeting shall be held. An Annual General Meeting must be held within fifteen months of the previous Annual General Meeting. A minimum of 21 days' notice shall be given.</p> <p>13.2 The Annual General Meeting shall:</p> <p>a) receive a report from the Committee b) receive an audited statement of accounts c) elect Officers and members of the Committee in accordance with 13.3 below d) appoint an auditor or independent examiner e) consider any other appropriate business</p> <p>13.3 Elections of Committee and Officers:</p> <p>a) In a contested election (that is where the number of candidates exceeds the number of posts to be filled) the candidates polling the greatest number of votes shall be considered to be elected. Voting shall be by a show of hands.</p> <p>b) In an uncontested election (where the number of candidates does not exceed the number of positions to be filled) a vote for each candidate shall be held by a show of hands.</p> <p>c) A candidate shall be considered to be elected only if the vote is passed by a simple majority.</p> <p>d) In elections for officer positions where a resolution that the candidate shall be elected is not passed, nominations shall be re-opened and the election conducted immediately after members of the Forum have had a reasonable opportunity to make nominations.</p>
<p>14 Special Meetings</p>	<p>14.1 A Special General Meeting of the Forum may be called by:-</p> <p>a) a resolution of a General Meeting of the Forum, b) a resolution of the Committee of the Forum, or c) a request from at least 6 members of the Forum</p> <p>14.2 The Secretary must convene the meeting within a period of not less than 14 and not more than 28 days of the meeting being requisitioned unless, in the judgment of the Chair of the Forum, an emergency has arisen, justifying the holding of a meeting at less than 14 days notice.</p>
<p>15.0 Disbanding of Forum Note: When the plan is 'made' options include: continue the forum, disband, become a Parish Council</p>	<p>15.1 The duration of the Forum shall be five years from the date of designation.</p> <p>15.2 The Forum may be dissolved by mutual consent at an earlier date once the Neighbourhood Plan has been adopted.</p> <p>15.3 The duration of the Forum may be extended, either to complete the preparation of the Neighbourhood Plan, or if agreed by its members, in order to deliver the Neighbourhood Plan, with other relevant organisations as appropriate, or to deliver other aspects of Localism.</p> <p>15.4 Upon dissolution of the Forum, any assets held in the name of the Forum (after payment of all debts and liabilities) shall be disposed of to other organisations having similar objectives to those of the Forum, as agreed by a majority of remaining members.</p>

Background and further explanation

The Forum has the purpose of promoting and improving the social, economic and environmental well-being of the residents and businesses of Titchfield village. The terms of reference for the forum are shown below.

This document sets out in more detail the way the Forum will be organised and run in line with the constitution.

The forum has responsibility for the creation and implementation of a neighbourhood development plan for the area of Titchfield as shown on the boundary plan. The forum is chaired by Ann Wheal.

The forum is open to anyone who lives, works or volunteers in the village. However, it must consist of no less than 21 members from a broad cross section of the population and must meet officially at least four times a year. Members who come from all socio economic groups are part of the forum. At present,

- 5 (possibly 6) live in social housing,
- 7 (possibly 8) live in new build houses,
- the businessman lives out of the village as does the treasurer
- the remaining members live in older type houses.

Of these members:

- 5 were born in Titchfield,
- 14 members have lived in Titchfield over 14 years,
- the businessman has had a business in the village for 21 years,
- the present the Mayor of Fareham Borough Council, Councillor Connie Hockley, is a forum member as are as two former councillors
- the remaining members are comparative newcomers to the village.
- All live or work within the neighbourhood boundary?

Should a member leave the forum then every effort will be made to find a replacement from someone who lives in the village and who has similar interests and skills as far as is possible. In order to recruit new members a notice will be published in the Parish Magazine (circulation 420), e mails will be sent out via current e mail lists (over 500) and notices will be placed in local shops and the post office. A prospective forum member will meet the executive of the forum and providing each is happy then the new member will be invited join the group.

The forum will have a chair, vice-chair, secretary and a project manager. These will form the executive committee. The forum will also have a treasurer who reports to the chair.

For ease of working, forum will be subdivided into smaller groups, each having a team leader and each looking at specific identified areas. The team leaders will report back to the executive and to the main quarterly forum meetings but will contact other group members as and when

appropriate. Regular e mail contact will be made to show progress and identify areas where more work needs to be done.

When major decisions are necessary, a 2/3rd majority will be required within the forum with the chair having the casting vote.

Should a conflict of interest arise then the secretary will obtain and record details and report to the chair and vice-chair. Every effort will be made to resolve the issue amicably.

The current Forum

Titchfield Neighbourhood Forum consists of 27 members representing a broad cross-section of the population. For a breakdown on the forum membership please see the terms of reference. Appendix 2.

Finances are managed through TVT as the accountable body. TVT is formally registered as a charity. The treasurer of the Trust is also the Forum treasurer who provides regular reports to the Trust and to the Forum

Organisation

Chair	Ann Wheal Lantern Cottage, 10-12 High Street, Titchfield, PO144AF tel:01329 849253; e mail ann@wheal.co
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Vice-chair	Colin Wilton-Smith
Secretary	Gloria Hunt
Project Manager	Paul Robinson

The above members are part of the executive committee who manage the day to day business of the forum.

Treasurer	Ian Reeves
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For ease of working the forum is split into 4 groups and chaired by a member:

Historic Titchfield	Judy Ekins
Presentation and promotion of Titchfield	Sean Searight
Traffic and parking	Paul Robinson
Health and the environment	Alison Asquith

Andy Hoare and Richard Summers of Boyle and Summers have now been appointed as consultant. They are architects and urban planners. Andy is a resident in the village and was a member of the original working party.

Current members of the Forum are shown in Appendix 1

The work of the forum to date

The forum steering group has met 5 times so far. The individual groups have met regularly and fed back to the executive committee and to the main Forum. Members of the groups have met with both Hampshire County Council and Fareham Borough Council officers regarding specific areas of interest and Ann Wheal and Colin Wilton-Smith have met with Carol Grant of 1Community to look at ways of funding some of the ideas that do not come within the Neighbourhood Plan funding stream.

As an outcome from the work of the Forum steering group, a number of additional improvements to the village are being considered which are not covered by the plan. This includes entering the Village in Bloom competition and applying for funding from the Heritage Lottery Funding for projects such as an historic trail, blue plaque scheme, new and improved signposts, improvements to Barry's Meadow and the historic canal.

Communication

The Forum considers communication to all of the community to be of the utmost importance. A Communications and Engagement Strategy will be developed. The Forum has already sent out newsletters via e mail; put notices on TVT notice board, in the parish rooms and community centre as well as the local greengrocers; published further articles in the Parish Magazine; kept the website up-to-date; set up a Facebook page; had a stall with visual aids at the local church fete with members available to give explanations or answer questions; taken over an empty shop in the village with display of relevant material. Other ideas in the pipeline are newspaper and magazine articles and information on local radio. It is also proposed to have displays and open meetings in the Parish Rooms at regular intervals to inform the public in detail of the proposals.

The first scheduled open meeting was held in the Parish Rooms on 30th October. A leaflet drop went to 1000 houses within the neighbourhood boundary area and 150 people from across the community visited the exhibition and talked to forum members. Visitors were requested to write their observations/comments on post-it notes. 95% of the comments were positive and these have been published on the village website.

At the present time we are contacting approximately 500 of the village community via e mail bi-monthly by newsletter which is also published in the Parish Magazine and displayed in the Village Trust notice board. This will be broadened in the future to a leaflet drop for those not already contacted.

Application for approval of Titchfield Boundary Plan

Rationale for 'The Plan' boundary

This statement sets out the rationale for the area defined by the plan boundary proposed for the Titchfield Neighbourhood Plan. Reference has been made to guidance in the government's *Planning Guidance for Neighbourhood Planning* (Paragraph: 033 Reference ID: 41-033-20140306). The guidance sets out a number of topics that should be considered when deciding on boundary lines:

- Village or settlement boundaries which might reflect areas of planned expansion
- The catchment area for walking to local services such as shops, primary school, doctors' surgery, parks or other facilities
- The area where formal or informal networks of community based groups operate
- The physical appearance or characteristics of the neighbourhood for example many buildings must be of a consistent scale or style as Titchfield is a conservation area
- The historical buildings which lie within Titchfield and the historical nature of the village affect the boundary plan
- The natural setting and features of the area

Village or settlement boundaries which might reflect areas of planned expansion.

Defining the boundary

The plan boundary is defined by the village or settlement boundaries, which follow a typical rural village pattern. The boundary follows the urban edge of Fareham to the west and east, which can be seen from various points in Titchfield and should be preserved. These sight lines reinforce the notion of Titchfield being located within a landscape rather than being part of a larger town. The northern boundary follows the line of the elevated south coast railway line, which serves as a boundary between Fareham Borough Council and Winchester City Council and represents a physical limit to the plan area.

The southern boundary extends towards the Meon Shore and is defined by various types of protected public open spaces - including the Chilling woodland and the Titchfield Haven nature reserve. These open spaces provide a distinctive southern approach to the village characterised by large open vistas across fields to surrounding urban areas.

The approach to Titchfield from all directions involves moving from an urban area through water meadows, valley and woodland towards the village centre. This is seen as a defining characteristic of Titchfield's urban form.

In addition to the neighbouring residential areas, the village is surrounded by a major road and a railway line, as well as by waterway and landscape. The natural aspects of its setting will be central to the Neighbourhood Plan in order to shape, support and reinforce local distinctiveness.

The catchment area for walking to local services such as shops, primary school, doctors' surgery, parks or other facilities

The proposed boundary of the plan does not follow the Titchfield Ward boundary because the Ward boundary includes areas such as Segensworth industrial and business park and Whitely housing and retail park. People generally do not identify these places as Titchfield. The Neighbourhood Development Plan is aimed at enhancing and shaping the original village core. The plan boundary follows a spatial form rather than a political boundary.

The plan boundary encompasses a school, nurseries, local shops, a doctors' surgery, cafes, pubs and small businesses. There are also a number of parks and recreational areas and general open spaces, used by residents and visitors alike. Several successful businesses and niche shops are located within the plan area, which serve Titchfield and the surrounding area. The vitality of an urban area depends on a complex mix of local businesses and other elements to bring it to life. The Forum recognises the importance of urban vitality to the future of Titchfield and will look to the Neighbourhood Development Plan to help drive and sustain appropriate mixed land uses within the village. The plan boundary includes areas of green infrastructure that can be made more accessible to the public and could link with recreational areas in the centre of the village. It is hoped that the neighbourhood development plan will give prominence to the health and wellbeing of those in the village.

The area where formal or informal networks of community based groups operate

Titchfield's history and traditions have helped shape the plan boundary. The area defined by the boundary contains several community, social and cultural groups, all of which contribute to the life and identity of the village. These include the historic group of Bonfire Boys who organise the annual Titchfield Village Carnival. There are also groups that meet in village locations such as the community centre, parish rooms, the church, the theatre and the tithe barn. Such groups are drama and gardening clubs, scouts, youth club, film club, toddler groups, photographic and bridge clubs to name a few.

The physical appearance or characteristics of the neighbourhood for example many buildings must be of a consistent scale or style as Titchfield is a conservation area

Whilst appreciating that some development within Titchfield is necessary it is important that care is taken to ensure that not only is the design appropriate and fitting to the conservation area of the village but that the size and type of properties are appropriate. Titchfield has the oldest population (Hantsweb) so it is necessary to re-address the balance of age by providing starter homes and homes for first time buyers to encourage younger people to either stay in the village or to come to live in the village.

The historical buildings which lie within Titchfield and the historical nature of the village affect the boundary plan

A number of important historical landmarks also contribute to the village identity including the many historical assets such as the Abbey, the Tithe Barn and St Peter's Church. The village will shortly have a country park adjacent the Tithe Barn which will form a link for the village on both sides of the A27 road.

The natural setting and features of the area

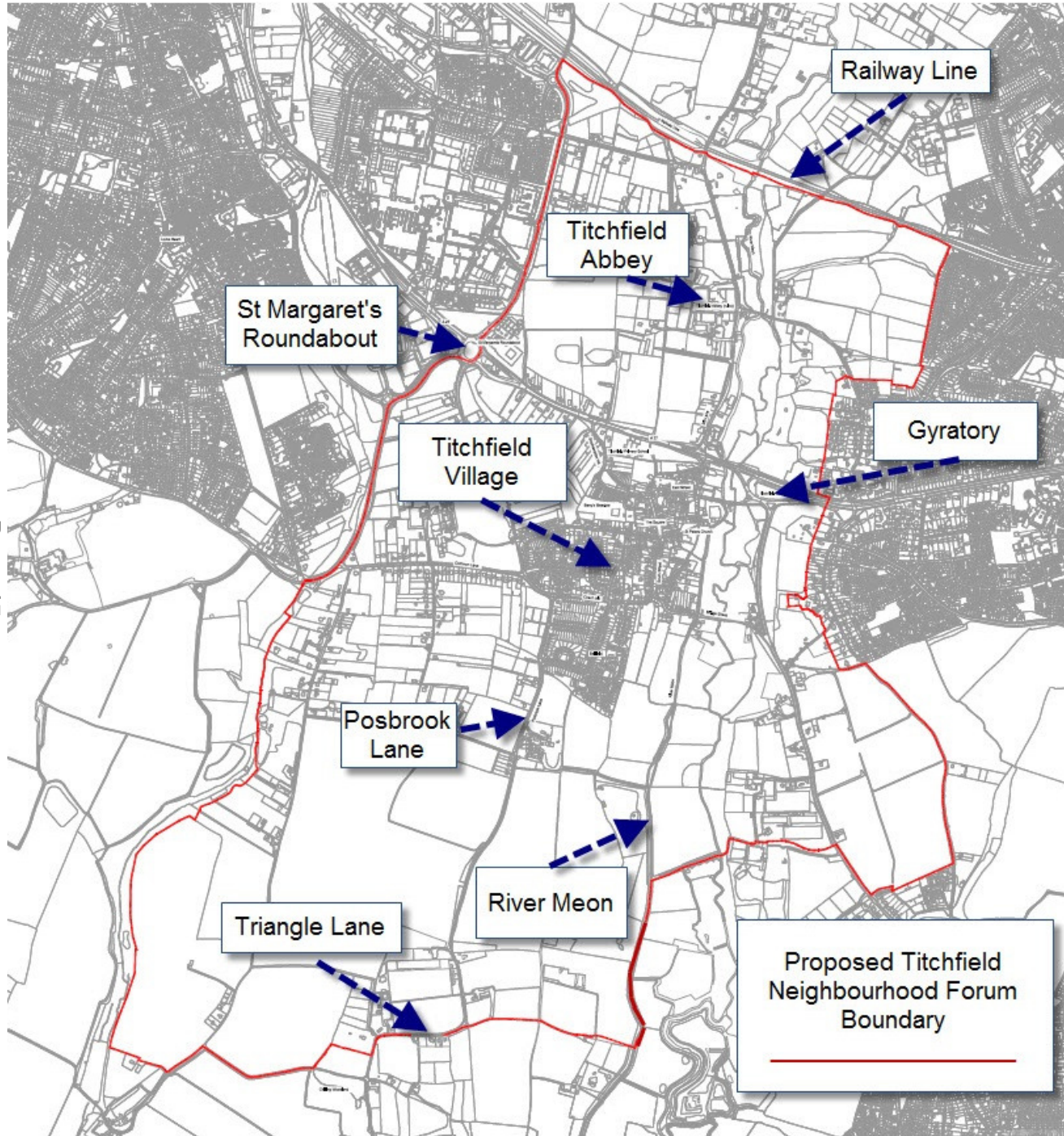
Titchfield is located within a strategic gap between suburban areas of Fareham. The boundary line connects with the adjacent urban settlements whilst allowing space for controlled expansion in the future. The current village edge forms a frontage onto the wider landscape and this is considered important to the identity of Titchfield. Any future expansion of the village boundary will need to be considered in line with the physical characteristics of Titchfield and maintain the strategic gap with adjacent suburban areas. The defining characteristic of Titchfield is of a small urban area within a landscape setting between the neighbouring, more densely urban areas of Fareham and Park Gate. The village can be described as a unique place located within a water meadow and valley. Sited on gently sloping land overlooking the Meon Valley between Fareham and Swanwick, the village extends from Titchfield Abbey down towards the Meon Shore. It is located alongside the A27 and has good links to public transport hubs and roads serving the Solent region.

Summary

The plan boundary has been shaped by a number of features - urban, landscape, ecological, environmental, historical and water-based - that give the village its distinctive character. Cultural and social networks and local businesses have also helped to define the village. These structures and concepts underpin the proposed boundary.

Ann Wheal		TVT, people with disabilities
Andy Hoare		school governor, urban planner
Susanne (Sukie) Swan		NADFAS, long standing resident
Paula Weaver		Born in Titchfield, local politics
Colin Wilton Smith		Titchfield Abbey Heritage Area
Judy Ekins		Titchfield Abbey Heritage Area,
Mary Burner		Born in Titchfield, Historical Titchfield
Phil Burner		Community centre/Friends of St Peter's Church
Ken Groves		Titchfield Abbey Heritage Area/long standing resident
Jim Bartlett		TVT/born in Titchfield
Karen Postle		gp surgery, long standing resident
John Hiatt		Friends of St Peter's Church and bowling club
Sheila Hignell		the Church, born in Titchfield
Gloria Hunt		village charities/gardening club
Connie Hockley		councillor and Mayor
Peter Wheal		independent
Mark Hussey		businessman in village for 21 years
Ross Underwood		theatres/drama
Tony Postle	I	Independent/long standing resident
Tessa Short		TVT/long-standing resident
Alison Ascough		The Haven, the Art Show, Choir, long standing resident
Paul Robinson		Independent

Mary-Kate Smith	Speedwatch, National Child Birth Trust, younger resident
Sean Searight	historic buildings, village life
Ian Reeves	treasurer, local charities
Pamela van Reysen	history, gardening, theatre
Linda Bowman	born in the village, history, the village
Lynda De-Pear	born in the village, village generally



APPENDIX B:

Feedback from Publicity on the Titchfield's 'Neighbourhood Forum' Application & Local Planning Authority's Response

Feedback Comments Following Publicity	Local Planning Authority Response
Not sure if it will make a difference to the main issues in the village, which is all about roads and parking.	This is not a reason which would prevent a Local Planning Authority designating a neighbourhood forum. For clarity, neighbourhood planning is a right which communities in England can choose to use, which can cover, for instance, the impact of development on traffic and parking. It cannot however seek to control such matters outside of the context of managing new developments.
Unless there is a development of land not already being considered or within the local plan, I see no benefit in having a Neighbourhood Forum.	This is not a reason which would prevent a Local Planning Authority designating a neighbourhood forum. For clarity, neighbourhood planning is a right which communities in England can choose to use. As explained in the National Planning Policy Guidance (NPPG), if a neighbourhood plan is agreed at a referendum and is made (brought into legal force) by the local planning authority it becomes part of the statutory development plan, and sits alongside the Local Plan. Applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise.
Agreed.	No response required by the Local Planning Authority.
I support the proposal	No response required by the Local Planning Authority.
Complete support for the proposal, surprised to have not been notified of the work so far undertaken.	No response required by the Local Planning Authority. For clarity, these applications are for designation of a neighbourhood area and neighbourhood forum, rather than any consideration of the work undertaken by the prospective neighbourhood forum towards the preparation of any neighbourhood plan.

Excellent idea.	No response required by the Local Planning Authority.
I think the forum is a good idea	No response required by the Local Planning Authority.
I think it looks and sounds really good.	No response required by the Local Planning Authority.
Think it is a good idea.	No response required by the Local Planning Authority.
This is a bit misleading as the forum has already been created and has been running for a year. What is now the purpose of the Titchfield Village Trust? Also, looking at the Forums website, the members have already been chosen without seeking membership from the village first. Why? In principle, the forum is a good idea but if this is a re-badged TVT, this isn't solving the problem of inclusion raised in the January 2016 pulse survey or bringing new ideas to the table. I'd like the council to consider these points and propose a new membership team, excluding those already associated to the TVT.	For clarity, the prospective neighbourhood forum which is applying for designation to the Local Planning Authority is a new body, which has an open membership, as opposed to the Titchfield Village Trust which requires its membership to pay a membership fee. The submitted 'Constitution' of the prospective neighbourhood forum application states that: ' <i>5.1 Membership of the Forum is open to any individual who lives in the area, individuals who work there, individuals appointed to represent people who live or work there and individuals who are elected members of the Council, whose ward falls within the Neighbourhood Area. 5.2 The Forum shall comprise at least twenty-one (21) members. 5.3 The majority of the members of the Forum shall be residents of the area, including representatives from local community associations. 5.4 The initial members of the Forum shall be those identified in the application for designation. 5.5 Applications by individuals for membership shall be made in writing to the secretary. Approval will be decided by the Forum; individual applicants should normally intend to be able to commit to membership of the Forum for the whole of its duration. 5.6 Subsequent applications will be considered at general meetings or committee meetings of the Forum and deemed accepted if approved by a majority of voting members present. 5.7 When members wish to resign, feedback from the resigning member should be sought if possible; members who fail to attend the Forum for more than 3 meetings shall be deemed to have resigned. Notes: Individuals who represent people who live or work in the Area are here defined as: - individuals appointed by an organisation with an interest in the area, such as a charitable, educational, health or social body, to represent the interests of people who live or work there. Local community association is here defined as follows: - local: its purpose is the benefit of a geographical locality (rather than, say, a social section or a vocational interest); - community: membership is open to all members of the community within the locality; - association: members are associated by means of a written constitution.</i> '

	It is vital that if designated a neighbourhood forum, a policy of open membership as outlined in the submitted constitution is maintained throughout the neighbourhood planning process, which reflects relevant legislation and guidance, including compliance with equality laws and a statutory requirement to reflect the makeup of the community the Forum is designated to represent. If the neighbourhood forum once designated fails to comply with its own 'Constitution' or for example, equality laws, then the Council may ultimately remove the designation from the neighbourhood forum. It will then be open to the public to seek to convene a new neighbourhood forum and apply for designation if they wish.
Happy so long as it does not replicate and therefore dilute what the Village Trust has achieved and is in the process of creating.	Please see the above response. The Village Trust is a private members' organisation with a different scope and focus than that which the neighbourhood forum application relates to.
Sounds worthwhile especially to speak up for its historical interests	No response required by the Local Planning Authority.
I think it's a good idea if there are clear boundaries as to what it does and can do.	Any designated neighbourhood forum will have its remit defined by relevant legislation and guidance.
Seems like a good idea. Good luck	No response required by the Local Planning Authority.
Completely unnecessary. We have effective councillors and an active village trust. It is a duplication of effort if not a waste of resources.	This is not a reason which would prevent a Local Planning Authority designating a neighbourhood forum. For clarity, neighbourhood planning is a right which communities in England can choose to use.
Anything that includes the local residents must be a good thing.	No response required by the Local Planning Authority.
This Village and its History needs to be protected and the only sensible way is to allow those who actually live in and around the village, is to allow them (its residents) to have their views	No response required by the Local Planning Authority.

<p>respectfully listened to in a constructive and meaningful manner by way of allowing it to develop a Neighbourhood Forum. Furthermore Titchfield is possibly the only historic 'gem' in the Borough of Fareham, let those that live here look after it.</p>	
<p>This is an excellent idea and hopefully the group will be able to limit the amount of proposed development within the boundary area of the Neighbourhood plan, to the benefit of all.</p>	<p>No response required by the Local Planning Authority. For clarity, it is worth highlighting that National Planning Policy Guidance (NPPG) states that one of the benefits of neighbourhood planning is that it <i>'enables communities to play a much stronger role in shaping the areas in which they live and work and in supporting new development proposals.'</i></p>
<p>May be confusing versus the roles of existing village organisations, council bodies. For example why is Health and Christmas trees anything to do with the Neighbourhood Forum</p>	<p>As previously mentioned, this is not a reason which would prevent a Local Planning Authority designating a neighbourhood forum. For clarity, neighbourhood planning is a right which communities in England can choose to use, regardless of the existence of existing village organisations or the Council. It cannot however seek to control such matters outside of the context of managing new developments.</p>
<p>With the possible advent of 170 houses built by Foreman homes right in the middle of the designated boundary one wonders whether there is any need for a Neighbourhood Plan and therefore a Neighbourhood Forum as the allocation of housing needs will be more than catered for.</p>	<p>No response required by the Local Planning Authority.</p>

APPENDIX C:

Feedback from Publicity on the Titchfield’s ‘Neighbourhood Area’ Application & Local Planning Authority’s Response

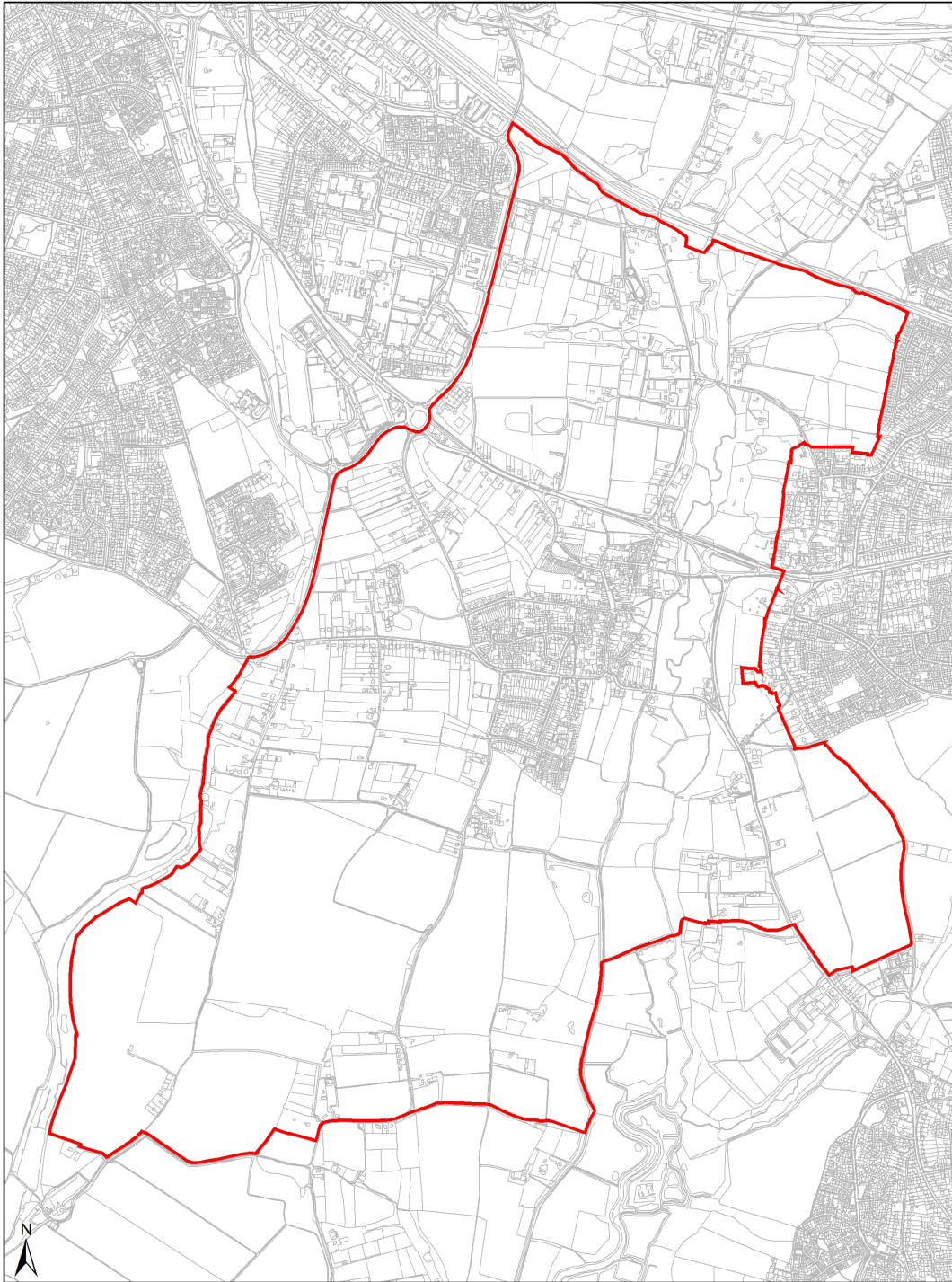
Feedback Comments Following Publicity	Local Planning Authority Response
<p>Titchfield already has councillors to voice their opinions in the Council Chambers of Hampshire and Fareham. I cannot see any advantages.</p>	<p>This is not reason which would prevent a Local Planning Authority designating a neighbourhood area. For clarity, neighbourhood planning is a right which communities in England can choose to use.</p>
<p>The boundary to the existing developments in Fareham (i.e. to the North East) is too close to these existing developments. There should be a buffer or area of land between the proposed boundary and existing developments</p>	<p>The guidance explains that consideration when deciding the boundaries of a neighbourhood area should include:</p> <ul style="list-style-type: none"> ▪ village or settlement boundaries, which could reflect areas of planned expansion ▪ the catchment area for walking to local services such as shops, primary schools, doctors’ surgery, parks or other facilities ▪ the area where formal or informal networks of community based groups operate ▪ the physical appearance or characteristics of the neighbourhood, for example buildings may be of a consistent scale or style ▪ whether the area forms all or part of a coherent estate either for businesses or residents ▪ whether the area is wholly or predominantly a business area ▪ whether infrastructure or physical features define a natural boundary, for example a major road or railway line or waterway ▪ the natural setting or features in an area ▪ size of the population (living and working) in the area <p>Advice was given by the Local Planning Authority in relation to the above. There is no legal requirement to maintain ‘buffer’ zones around designated areas, only that designated areas may not overlap. A Neighbourhood Plan will nonetheless remain subject to the overarching policies of the Local Plan in relation to separation of settlements etc.</p>

	In light of the extent of the boundary to the north east and any other boundaries, the Local Planning Authority would recommend that if the Titchfield Neighbourhood Area and Titchfield Neighbourhood Forum are designated, if any areas of planned expansion are within close proximity of any adjoining settlements or developments and/or impact upon neighbouring areas, these areas are subject to wide public consultation with the public and landowners / communities potentially affected by the proposals throughout the <i>neighbourhood planning</i> process. This will be a requirement for a compliance check to ensure the plan meets the relevant legal requirements with the statutory guidance once the neighbourhood plan is submitted to the local planning authority.
Seems about right	No response required by the Local Planning Authority.
Seems suitable.	No response required by the Local Planning Authority.
Looks alright.	No response required by the Local Planning Authority.
I would like to see the area from Cherrygarth Rd including the Lodges up to Highlands Rd and the area around the Ranvilles Lane end of Hollam Dr.	Fareham Town is considered a separate settlement from Titchfield.
I think the proposed area is right; it includes all of Titchfield not just the village.	No response required by the Local Planning Authority.
Why isn't Segensworth included in the area?	Segensworth is considered a separate development from Titchfield, in both form and function.
How will the forum covering this area interact and work with the surrounding areas? The actions (of which many are planned in the coming years) taken around this area will have a direct impact on the proposed area. There will need to be close association to these surrounding areas and parish councils.	The neighbourhood plan process provides for extensive consultation in plan preparation and individual development proposals coming forward under the plan will still be subject to normal planning controls including the need to consult on individual developments and proposals within the scope of the plan.

Looks fine. Does it cover the political ward area for both FBC and HCC?	No response required by the Local Planning Authority. For clarity, the proposed neighbourhood area falls within the administrative area of Fareham Borough Council, as well as Hampshire County Council (i.e. a 2-tiered Local Government area).
This covers Titchfield and the outlying Titchfield boundary areas. This would ensure all those of the community had a potential say within the forum.	No response required by the Local Planning Authority.
It would also be good if it liaises with people living just outside the proposed area, as many of us use village facilities regularly and it is our nearest community.	The Forum is not subject to the control of the Council but the Council would encourage the Forum to consult widely with all affected or potentially affected parties on any proposal it seeks to put forward regardless of whether they live within the designated area or not. Please see comments above regarding consultation on plan.
The area looks good; hopefully boundaries could be extended (slightly) if anyone feels excluded who reasonably could be included.	No response required by the Local Planning Authority.
Our home address is Titchfield however does not come into the proposed area.	No response required by the Local Planning Authority.
It is an arbitrary plan that takes no account of electoral, parish, postal, telephonic, historical or traditional boundaries. Any vote from the proposed area would be fallacious.	<p>The guidance explains that consideration when deciding the boundaries of a neighbourhood area requires consideration of a number of matters, including but not limited to:</p> <ul style="list-style-type: none"> ▪ village or settlement boundaries, which could reflect areas of planned expansion ▪ the catchment area for walking to local services such as shops, primary schools, doctors' surgery, parks or other facilities ▪ the area where formal or informal networks of community based groups operate ▪ the physical appearance or characteristics of the neighbourhood, for example buildings may be of a consistent scale or style ▪ whether the area forms all or part of a coherent estate either for businesses or residents ▪ whether the area is wholly or predominantly a business area ▪ whether infrastructure or physical features define a natural boundary, for example a major road or railway line or waterway

	<ul style="list-style-type: none"> ▪ the natural setting or features in an area ▪ size of the population (living and working) in the area <p>The guidance makes no reference to electoral, postal or telephonic boundaries, but the physical characteristics are referenced as they reflect changing historic and traditional boundaries.</p> <p>A Parish Council is a 'qualifying body' which does not need to apply to be a designated neighbourhood forum in order to progress a neighbourhood plan. However as Titchfield has no parish, it has to apply to be a neighbourhood forum.</p>
It would seem about right.	No response required by the Local Planning Authority.
That just about sums up our comments above and looks good in order to achieve the aim.	No response required by the Local Planning Authority.
The proposed area is wide spreading and encompasses all the main areas of interest in the areas, including the meadow land at the south of the village down towards the canal, and the wetlands, which should be maintained as an area of natural beauty and environmental interest.	No response required by the Local Planning Authority.
Not sure it should include land east of the road to Stubbington.	No response required by the Local Planning Authority.

APPENDIX D: PROPOSED NEIGHBOURHOOD AREA DESIGNATION



0 0.3 0.6 1.2 km

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FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 06 March 2017

Portfolio:	Planning and Development
Subject:	Welborne Delivery Strategy: Progress update and Projected 2017/18 Costs
Report of:	Director of Planning and Regulation
Strategy/Policy:	Local Plan Part 3 (Welborne Plan)
Corporate Objective:	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.

Purpose:

The purpose of this report is to consider the progression of the Welborne Delivery Strategy to date and approve the future resourcing commitments for 2017/18. Additionally, the report is seeking Member endorsement of key corporate priorities that will be reflected in its future approach to procurement of a delivery partner.

Executive summary:

The report outlines the progression to date made against the Welborne Delivery Strategy and sets out the necessary future work to progress the strategy with an updated indicative high level timeline as set out in Appendix A.

Following a preliminary review, the report outlines the possible initial corporate priorities the Authority is looking to realise for the benefit of the community of Welborne that could be suitably reflected in the approach to procuring a delivery partner.

The report provides information on the projected outturn of spend on the progression of the Welborne Delivery Strategy for 2016/17 and seeks Executive approval to the expenditure for 2017/18 set out in Appendix B to the report.

Recommendation:

That the Executive:

- (a) notes the progression of the Welborne Delivery Strategy;
- (b) notes the further work to be undertaken and revised indicative High Level Timeline set out in Appendix A;
- (c) endorses the Fareham Borough Council corporate priorities relating to the delivery of Welborne, as set out in paragraph six of this report; and
- (d) approves the expenditure for 2017/18 as set out in Appendix B;

Reason:

The comprehensive delivery of the development of the Welborne area is reliant on the investment of both internal and external resources without which there is a risk that it will not be delivered in accordance with the adopted Welborne Plan.

Cost of proposals:

There are significant financial and resourcing implications arising from the Welborne Delivery Strategy approved in February 2016. An updated resourcing plan is set out in Appendix B. The cost will be met from the general fund reserve less any external funding awarded.

Appendices: **A:** Revised High Level Indicative Timeline
 B: Welborne Delivery Strategy costs

Background papers: None

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	06 March 2017
Subject:	Welborne Delivery Strategy: Progress Update and Projected 2017/18 Costs
Briefing by:	Director of Planning and Regulation
Portfolio:	Planning and Development

INTRODUCTION

1. On 22 February 2016 the Executive approved the Council's Welborne Delivery Strategy to deliver the vision for Welborne as a distinctive, diverse and well integrated new community. The Welborne Delivery Strategy outlined the critical actions and associated milestones for delivering the development of the Welborne area. The Executive was presented with a detailed programme of work and resourcing plan in July 2016. Financial and programme updates would be presented to the Executive on a regular basis.

WELBORNE DELIVERY STRATEGY – PROGRESS TO DATE

2. The development of Welborne has been at the heart of the Council's planning strategy (as set out in the Local Plan) for a number of years and therefore the onus on successful delivery is important. The Council has a responsibility to meet its obligations, including housing provision as set out in its Local Plan which the Welborne area is a part of.
3. The progression of the Welborne Delivery Strategy has focussed on the two principal issues, namely acquiring a delivery partner and assembling the necessary land. An update on progress to date is set out below.
 - Securing a delivery partner for the development of Welborne.
 - 'Soft market testing' took place in April/May 2016 to test the development industry's appetite/capability for delivering the project and to help refine the Council's procurement approach;
 - Formal procurement process commenced - the Council published a Prior Information Notice to the market on the 9th January informing of the Council's intention to start the formal tender process to identify the right delivery partner for Welborne. The Selection Questionnaire is scheduled to be issued by the end of March 2017. The aim is to select a delivery partner by the end of 2017;

- Early discussions are taking place with the market on the best approach to deliver Welborne. The Council is seeking to appoint a delivery partner who shares its vision for Welborne and has a demonstrable track record in delivering the place-making and infrastructure required to realise Welborne.
- In preparation for the formal procurement process, and to ensure that prospective development partners can be provided with timely and helpful information during the procurement exercise, a full land referencing exercise for the entire Welborne site is being undertaken.
- Secure all the land required to deliver Welborne comprehensively.
 - Dialogue with existing principal and minority landowners has taken place and will continue to do so on a regular basis to assist in maintaining positive relationships between them and the Council as the Welborne Delivery Strategy progresses.
 - To date, Fareham Borough Council has acquired two of the three identified residential properties within the Welborne Plan area (as approved at the February 2016 Executive meeting). The Executive agreed the terms for the purchase of the third identified residential property in February 2017.

WELBORNE DELIVERY STRATEGY – FUTURE WORK

4. To progress the Welborne Delivery Strategy the indicative High Level Timeline has been revised as set out in Appendix A, to reflect the formal Delivery Partner procurement timeframes as detailed below in correlation with actions completed and that are planned to be undertaken, as necessary, to comprehensively deliver the Welborne Plan.

Procurement of Delivery Partner

Milestone Date	Task
March 2017	Issue Selection Questionnaire on South East Business Portal and the EU's Official Journal (Tenders Europe Daily)
May 2017	Issue Invitation to Submit Outline Solutions (ISOS)
August 2017	Issue Invitation to Submit Detailed Solutions (ISDS)
October 2017	Issue Invitation to Submit Final Tender (ISFT)
December 2017	Select Preferred Bidder
January 2018	Contract Award

5. To progress the formal procurement of a delivery partner, in addition to preparing for each of the above stages in the timetable, other activities will have to take place including:
 - Undertake a Property Cost Estimate exercise – this will provide the information establishing the costs of acquiring land and properties within the Welborne boundary in preparation for making and pursuing a Compulsory Purchase Order, if necessary.
 - Infrastructure - it is important to consider all the necessary infrastructure requirements of the Welborne project including the development of an all moves Junction 10 of the M27.

Welborne Corporate Priorities

6. Some preliminary work has been undertaken to establish the possible areas of corporate priority for the Council in the delivery of Welborne over the long term. Specific consideration has been given to those areas that are unlikely to be secured through planning processes alone. This early review has identified four corporate priority areas over the long term when considering the authority's future involvement in Welborne. These will be suitably reflected in the procurement process if the Executive agrees to the Council's commitment to further exploratory work and pursuance of these. The four Welborne corporate priorities for consideration are:
- Green Infrastructure Management (green space/civic space) - delivery and maintenance of the green space infrastructure within the Welborne development and associated long-term management models;
 - Community Infrastructure Management - delivery and maintenance of the community infrastructure within the Welborne development and associated long-term management models;
 - Employment - consideration of the Council's role in maximising the economic value of the development and realising the wider benefits, including opportunities for direct involvement, e.g. in the provision of innovation or incubation space;
 - Housing – consideration of the housing role of the development in meeting community needs through a blend of housing products, including opportunities for direct involvement, e.g. through the Council's joint venture housing company – Aspect.

Land Assembly

7. With respect to Land Assembly, whilst the three identified residential properties have been purchased or had purchase terms agreed, continued interest in the assembly of land in the Welborne area is necessary to ensure delivery of the Welborne Plan. Continued dialogue with principal and minority landowners will therefore take place, and the Executive will be advised of any further acquisitions the Council may wish to undertake in the Welborne area.

OTHER RELEVANT UPDATES

8. **Garden Village Status:** The Welborne project was successfully awarded Garden Village status. The announcement was made in early January 2017 by the Government's Homes & Communities Agency (HCA) that Welborne will become one of fourteen Garden Villages in the country. Welborne will be part of the Government's landmark initiative to support the delivery of new communities comprising between 1,500 and 10,000 homes and based on garden city principles. These will ensure that the real and important benefits that people rightly expect are secured from the outset - quality design with cutting-edge technology, local employment opportunities, accessible green space near homes, high quality public realm.
9. **Governance:** An initial governance review took place in Spring 2016 and recommendations implemented. As agreed by the Executive in July 2016 the Welborne Standing Conference has been disbanded and future mechanisms will be put in place as required to include and involve interested parties.

10. **Communications:** A dedicated website was launched in early January 2017 to inform people and provide regular updates on the progression of the project, providing an opportunity for questions to be raised; this has been set up at www.welbornegardenvillage.org.uk. Information and regular updates on the progression of Welborne will continue to be available via various communication channels.
11. **Planning advice:** Provision of planning advice to site promoters has taken place. An application is expected to be submitted to the Council shortly from Buckland Development. Pre-application advice will continue to be provided to site promoters as they come forward with plans to develop Welborne.
12. **Funding:** Exploration and subsequent bidding for relevant funding opportunities and other initiatives that will contribute to delivering Welborne will be sought.

FINANCIAL BACKGROUND

13. The initial estimation of costs for the progression of the Welborne Delivery Strategy suggested that the process could require revenue expenditure of between £1m and £2m over three years, dependent on the scale of the work undertaken. A 2016/17 budget of £531,600 was agreed in July 2016 and it is anticipated that the projected outturn will be around £447,000 (£84,600 under budget).
14. The Resourcing Plan now prepared has identified total estimated costs for the Welborne Delivery Strategy for the next 12 months (April 2017–March 2018) and these are detailed in Appendix B separated into Welborne Delivery Strategy and other Welborne activity. The agreed strategy to secure a Delivery Partner and assemble the necessary land required for Welborne is reliant on a mixture of internal and external resources to ensure delivery of a viable scheme.
15. It is envisaged that securing external funding via submitting and being awarded funding bids should assist in offsetting some of these programme costs. The Welborne project was a successful applicant in the HCA Garden Villages Initiative and in addition to the status awarded in early January 2017; an approximate £200,000 of capacity funding should be made available to the Council. Further funding opportunities and capacity funding should arise.
16. A separate Enabling and Development Support Funding Bid was also submitted to the Homes and Communities Agency (HCA) (acting on behalf of the Department of Communities and Local Government) to assist with resources for the progression for the Welborne Delivery Strategy over the remainder of 2016/17 and 2017/18, and the outcome is still awaited.
17. Additionally, the Council would secure an appropriate indemnity from its delivery partner, prior to making any draft Compulsory Purchase Order, in order to mitigate any costs arising from the progression of the Order and its implementation.
18. The expenditure outlined in this paper is envisaged to be met from the Council's general fund reserve. If the pending and/or future bids for external income are successful, this will reduce the call on this reserve.

19. Existing Council staff resources are being used to support the progression of both the Welborne Delivery Strategy and other Welborne-related activity such as strategic direction, communications, funding applications and the progression of the identified corporate priority. However, other arrangements have been put in place to provide additional staff capacity on these two strands of work as necessary.
20. Additionally, external consultancy support has been procured to provide specialist advice and support focussed on progression of the Welborne Delivery Strategy including:
 - Legal – procurement advice;
 - Property valuation;
 - Market dialogue;
 - Property/Land Acquisition.

RISK ASSESSMENT

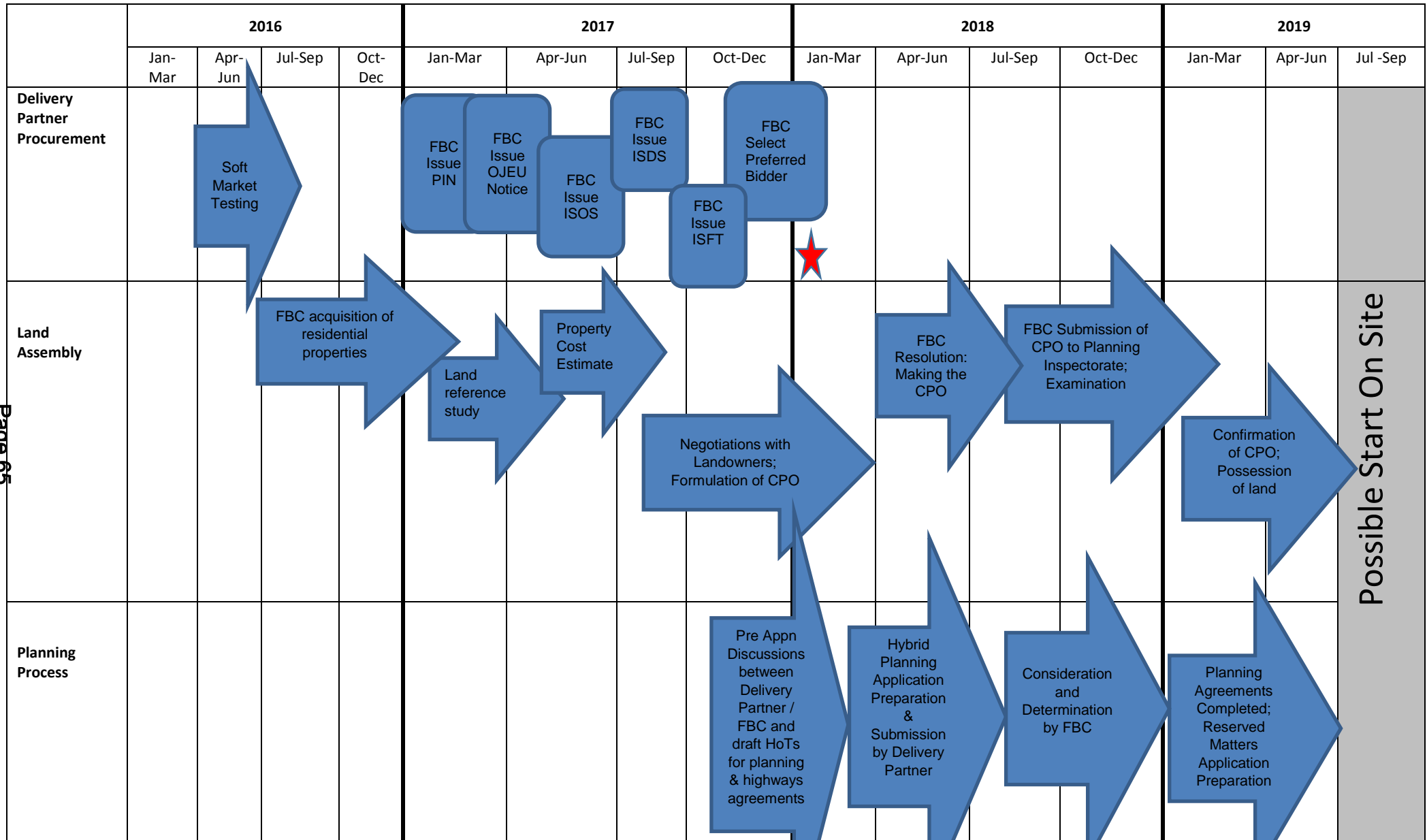
21. This is a significant project and as such there are a number of risks associated with the plans, decisions and delivery of the Welborne Plan. The key risk at the moment to the delivery of Welborne remains that the current site promoter(s) have limited control of land in the Welborne area which inhibits comprehensive development. As delays continue the risk of hostile planning applications being received for sites not in accordance with the Local Plan are increasing.
22. This risk is being mitigated by the implementation of the Welborne Delivery Strategy to secure a delivery partner to achieve a comprehensive development (in accordance with the Welborne Plan), in conjunction with using the Council's Compulsory Purchase Order powers to acquire land if this proves necessary.
23. Additional risks involved in progressing the Council's Welborne Delivery Strategy have been identified. These are continually being managed to ensure they are mitigated, and kept under review.
24. However, by pursuing the Welborne Delivery Strategy the Council is taking actions which are considered to significantly improve the prospects of early delivery of Welborne and demonstrates the Council's ambition and commitment to Welborne.
25. The potential strategic risks associated with the delivery of the Welborne Delivery strategy are continually being managed to ensure they are mitigated.

CONCLUSION

26. It is recommended that the Executive notes the detailed programme of work and update for the progression of the Welborne Delivery Strategy; endorses the Fareham Borough Council corporate priorities for Welborne, and approves the expenditure for 2017/18 as set out in Appendix B to deliver the agreed programme.


Enquiries:

For further information on this report please contact Richard Jolley, Director of Planning and Regulation, (Ext 4388).



KEY:
 PIN – Prior Information Notice
 OJEU – Official Journal of the European Union
 ISOS – Invitation to Submit Outline Solutions
 ISDS – Invitation to Submit Detailed Solutions

ISFT – Invitation to Submit Final Tender
 CPO – Compulsory Purchase Order
 HoT - Heads of Terms

 FBC Award Contract to selected preferred bidder

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	6 March 2017
Subject:	Welborne Delivery Strategy: Progress update and Projected 2017/18 Costs – Appendix B: Welborne Delivery Costs by work stream
Briefing by:	Director of Planning and Regulation
Portfolio:	Planning and Development

Work Stream	Projected Outturn				TOTAL
	2015/16	2016/17	2017/18	2018/19	
Welborne Delivery Strategy	24,700	304,815	507,920	173,960	1,011,395
Other Welborne Activity	4,800	142,199	209,303	251,800	608,102
Less External Grant		0	-200,000*	0	-200,000
Call on the Reserve	29,500	447,014	517,223	425,760	1,419,497

*Capacity Funding of approx. £200k has been awarded through Garden Villages Status.

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 06 March 2017

Portfolio:	Planning and Development
Subject:	Statement of Community Involvement
Report of:	Director of Planning and Regulation
Strategy/Policy:	Local Plan
Corporate Objective:	Protecting and Enhancing our Environment Strong and Inclusive Communities

Purpose:
To consider and adopt the new Statement of Community Involvement (*as set out in Appendix A*).

Executive summary:
This Report briefly outlines the role and content of the Council’s new Statement of Community Involvement (SCI) 2017. The SCI outlines the consultation and engagement methods that the Council will use on Local Plan preparation and when dealing with planning applications. A SCI is effectively a statutory requirement. It plays a number of roles, for example, it will form one of the key tests of soundness at the Local Plan examination, where the Inspector will consider whether the Local Plan has been prepared in accordance with the Council’s Adopted SCI.

The new SCI reflects changes in legislation since the existing SCI (2011) was adopted. It also reflects a customer focused (‘Vanguard’) approach endorsed by the Council which is evident for example in how the Development Management Service is operating (i.e. determining customers’ planning applications). The Vanguard approach is also reflected in this document through its customer friendly presentation and language.

A draft version of the SCI was subject to public consultation at the end of 2016. This draft version of the SCI has been amended following this consultation, and has now been finalised in order to recommend to the Executive for adoption. It is intended that this new SCI will supersede the Council’s existing SCI, which was adopted back in 2011.

Recommendation:

That the Executive resolve to adopt the new Statement of Community Involvement (2017) as set out in Appendix A.

Reason:

To ensure the Council has an up-to-date Statement of Community Involvement in place that will be used as part of the 'tests of soundness' on the future examination of the Fareham Local Plan 2036.

Cost of proposals:

The costs involved in producing the Statement of Community Involvement and implementing it have and will be met within existing operational budgets.

Appendices: A: Statement of Community Involvement 2017
B: Statement of Community Involvement: Statement of Consultation

Background papers: None

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	06 March 2017
Subject:	Statement of Community Involvement 2017
Briefing by:	Director of Planning and Regulation
Portfolio:	Planning and Development

INTRODUCTION

1. This Executive Report outlines the background to the Statement of Community Involvement (SCI), which has been developed in order to replace the existing SCI (2011). This new SCI will ensure the Council has a SCI that is up to date with changes in planning regulations and other changes such as the 'Vanguard' approach to the Development Management Service. The Vanguard approach is also reflected in this new SCI through its customer friendly presentation and language.
2. A SCI is a requirement under the Planning and Compulsory Purchase Act 2004 (subject to further regulatory changes). The SCI sets out how people can be involved in developing local planning policy and in the planning application process. The SCI will support and sit alongside the emerging Fareham Local Plan 2036. One of the key tests of soundness for the emerging Local Plan will be that its formulation complied with the Council's currently adopted SCI.
3. A draft version of the new SCI was subject to a six week period of public consultation from 11 November 2016 until 23 December 2016. Changes have been made to the draft version following this consultation. The changes are relatively minor as no fundamental issues were raised during the consultation period. The final version of the SCI (2017) is provided in Appendix A. Further details about the consultation on the draft document, including the changes made between draft and final version, are provided in Appendix B to this Report.

BRIEF SUMMARY OF THE STRUCTURE AND CONTENT OF THE DOCUMENT

4. The SCI relates to Local Plans and planning applications. The key areas covered by the SCI include:
 - What is a SCI?
 - Principles for consultation
 - What we consult on and when

- Who we will consult with
- How will we engage and consult?
- Staying up to date
- How decisions are made
- What happens with comments on the emerging Local Plan?
- The duty to cooperate
- Neighbourhood Planning
- Planning Applications and Appeals
- Planning Performance Agreements
- Who can you turn to for more support?

WHAT IS A SCI AND THE PRINCIPLES FOR CONSULTATION

5. The first section of the new SCI explains the purpose of the document. The second section explains the Council's principles for consultation. This includes five 'guiding principles' that will apply to the Council's engagement and consultation on planning matters. Engagement and consultation will:
- (a) have a purpose;
 - (b) be informative and clear;
 - (c) be promoted and targeted;
 - (d) use a variety of methods; and
 - (e) be open and transparent.
6. This section also explains how the Council has implemented the customer focused ('Vanguard') approach to the Planning Service. The most notable is how planning applications are dealt with, including the upfront work the Development Management Service now undertakes to understand the needs of the applicant, which has improved the customer experience and sped up the time it takes to determine an application.

WHAT WE CONSULT ON AND WHEN

7. The new SCI explains how Council will only consult on issues that are to be decided and/or where there is a duty/requirement to consult on a specific planning document/s or matter/s:
- The Local Plan
 - Supplementary Planning Documents (SPDs)
 - Sustainable Appraisal and Strategic Environment Assessment
 - Community Infrastructure Levy
 - Planning Applications and Appeals

WHO WILL WE CONSULT WITH?

8. This SCI (2017) provides an overview of the different people and organisations that the Council need to consult with and also the 'duty to cooperate' requirement.

HOW WILL WE ENGAGE AND CONSULT?

9. The SCI also outlines the range of methods and tools that might be used to engage and consult. This includes online engagement (website, social media and e-panel), face to face engagement (engagement groups, exhibitions, on-street events, use of the Community Action Team meetings, phone surveys), direct mailshots, public notices, etc.
10. The Council's methods, scale and extent of consultation typically relate to the scale and potential impact of the planning application, proposal or Local Plan matter. This is explained through examples within the SCI.

STAYING UP TO DATE

11. The SCI (2017) explains the Council keeps and maintains a database of local people and organisations who are interested in the development of the Local Plan and this is used to inform people of forthcoming consultations on the Local Plan.

HOW DECISIONS ARE MADE

12. The SCI outlines how the evidence base documents will inform the Local Plan and that this evidence base will be made public. This will include responses to formal consultation on the emerging Local Plan, how those comments have been considered and what changes have been made because of them.

WHAT HAPPENS TO THE LOCAL PLAN COMMENTS RECEIVED?

13. All representations received on the Local Plan will be considered alongside the evidence base documents and other considerations. The SCI explains the process in more detail, in particular how the Planning Inspector will be the one to consider the final consultation period responses during the examination of the Local Plan.
14. All representations received throughout the plan making process will be recorded and their receipt acknowledged. They will be made available for others to see, although personal information will be redacted.

DUTY TO COOPERATE

15. The SCI (2017) gives a broad overview of the duty to cooperate and how this is a requirement of the Localism Act 2011 and the National Planning Policy Framework (NPPF). The Partnership for Urban South Hampshire (PUSH) is referred to as part of this.

NEIGHBOURHOOD PLANNING

16. Through the Localism Act (2011), local communities can produce their own Neighbourhood Plans. Local Authorities have a 'duty' to support a community's wish to prepare a Neighbourhood Plan, but Neighbourhood Plans are not Council documents. The SCI (2017) outlines the process for a Neighbourhood Plan in Appendix C to the main document.

PLANNING APPLICATIONS AND APPEALS

17. The SCI explains the role of the Council's Development Management Service which is responsible for determining planning applications in accordance with adopted Local Plan Policies, national planning policy and other material considerations. It also explains how Hampshire County Council deals with applications for highways and schools.
18. For major applications, applicants are expected to consult the local community prior to submitting an application. Suggested methods for this consultation are outlined in Appendix D of the SCI (2017).
19. The SCI (2017) outlines how planning application notifications are normally done (e.g. letters to neighbours, site notices, etc.) and how anyone can support or object to a planning application no matter where they live or how they learned of the proposal. It explains planning matters that can be taken into account and those non-planning matters that cannot influence the planning decision.
20. The SCI (2017) explains how applicants have the right of appeal to the Secretary of State if their application is refused and how the Planning Inspectorate then handles that appeal case. The fact that there is currently no third party right of appeal is referred to in the SCI.

PLANNING PERFORMANCE AGREEMENTS

21. A Planning Performance Agreement is a project management tool where the Council and applicants agree timescales, actions and resources for handling a particular application. It can cover all stages including before and after an application is determined.

WHO CAN YOU TURN TO FOR MORE SUPPORT?

22. The final section of the SCI (2017) provides information (largely designed for the public) as to who they could contact, beyond the Planning Service, should they still want to raise issues. This includes their Local Councillor, the Executive Leader and their MP.

CONCLUSION

23. It is recommended to the Executive that the SCI, as included in Appendix A, be adopted by the Council to supersede the previous 2011 version of the SCI.
24. Once adopted this SCI (2017) will be up-to-date with key changes in legislation and also take into account the 'Vanguard' approach to the Planning Service at Fareham Borough Council. At examination of the Fareham Local Plan 2036 the Plan will be tested to ensure it has been prepared in accordance with the Adopted SCI.

Enquiries:

For further information on this report please contact Claire Burnett, Head of Planning Strategy and Regeneration (Ext 4330).

Fareham Borough Statement of Community Involvement

[Insert Adoption Date]

Further information and contacts

If you have any questions regarding this Statement of Community Involvement, please contact a member of the Planning Service Team at Fareham Borough Council.

Telephone: 01329 236100

Email: planningpolicy@fareham.gov.uk

Address: Planning Strategy & Regeneration
Fareham Borough Council
Civic Offices
Civic Way
Fareham
PO16 7AZ

Information including updates on the progress of Fareham's Local Plan and current consultations is available on the Council's website: www.fareham.gov.uk/planning.

Please note:

This Statement of Community Involvement (SCI) was adopted by the Council on **[Insert Adoption Date]**. On adoption this SCI supersedes the previously published 2011 SCI.

If you require this document in large print, or help with translation into other languages, please call 01329 236100 for further information.

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1.0 What is a Statement of Community Involvement?

- 1.1 The Council is committed to involving our communities in the development of Fareham. The Statement of Community Involvement (SCI) sets out how everyone can be involved in developing and deciding on local planning policy and planning applications that help shape Fareham.
- 1.2 The SCI tells you how you can keep up to date with the development of the Local Plan and planning applications. The SCI also outlines the types of consultation and engagement methods that the Council will use to get interested residents, groups, organisations, businesses, other representatives and individuals involved in the decision making process.



2.0 Our principles for consultation

2.1 The Council aims to give everyone an equal opportunity to influence and comment on plans and planning applications shaping the future development within Fareham. Our engagement and consultation will:

- **Have a purpose.** We will consult on Local Plan documents at each formal stage and only ask questions on issues that are to be decided on;
- **Be informative and clear.** We will provide information in plain English that is clear and balanced and helps everyone contribute to the process;
- **Be promoted and targeted.** We will promote consultations widely and target people, businesses and organisations who may be most affected by a policy or planning application.
- **Use a variety of methods.** We will understand the needs of different stakeholders and engage and consult in a way that suits them, making best use of new technologies and methods.
- **Be open and transparent.** We will publish responses to the consultations in a timely fashion and explain how consultation responses have informed decision making.

2.2 The Council applies what is termed as the 'vanguard' method in all services and procedures. This means that services are customer focused. For planning this is most notable in how planning applications are dealt with. Upfront work to understand the needs of the applicant have improved customer service and sped up the time it takes to deal with an application. To further support this, wherever possible consistency is provided with the same Officer dealing with a planning matter from beginning to conclusion. Methods such as this have put customers at the forefront of the work of the Planning Service.

3.0 What will we consult on and when?

3.1 The Council constantly works to update its planning policy, guidance and supporting evidence. As a result, public consultation often takes place throughout the year.

3.2 The Council will only consult on issues that have yet to be decided. This means that the views of residents and organisations can help inform our decision making. The Council has a duty to consult on the following:

- **The Local Plan.** This sets out where and how we expect development to take place in Fareham, through the use of planning policies and site allocations, for example for housing development. The policies in the Plan are used to assess all the planning applications we receive.
- **Supplementary Planning Documents (SPDs).** These documents explain a Local Plan policy in more detail, where this is needed, in order to help applicants make successful applications or to aid infrastructure delivery.



- **Sustainability Appraisal and Strategic Environmental Assessment.** This is a method designed to achieve a balanced approach to development through informing the assessment and selection of development options and monitoring outcomes. The Council has a statutory obligation to consult on this alongside each version of the Local Plan that we produce.
- **Community Infrastructure Levy (CIL).** This is a planning charge which the Council can use to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development. The Council adopted CIL in May 2013.
- **Planning Applications and Appeals.** In addition to the Local Plan and CIL, consultation also takes place on development proposals. This consultation may take place at the following stages:
 - **Pre-application consultation.** This can be carried out by the developer/applicant before a formal planning application is submitted to the Council for approval. The Council encourage potential applicants for major development proposals (residential sites of 10 or more dwellings and other large development types) to engage and consult with the local community at the pre-application stage. Early pre-application engagement with any relevant stakeholders will also be beneficial.
 - **Consultation on the planning application.** This consultation will be carried out by the Council once a planning application has been submitted. The consultation period will normally last 21 days.
 - **Notification when a planning appeal is lodged.** An applicant can appeal to the Planning Inspectorate if their planning proposal is refused or a planning condition is imposed which they do not like. In many cases where appeals are lodged, we will write to all those originally notified of the application and any persons who made a formal representation on the application to let them know an appeal is underway, and that there may be further opportunities to be involved in the decision making process.

4.0 Who will we consult with?

4.1 There are a number of different people, communities and organisations that the Council needs to consult with:

- Residents
- Community and voluntary sector organisations
- Local businesses
- Local interest groups
- Developers
- Landowners and their agents
- Service and utility providers e.g. Southern Water
- Statutory bodies e.g. Hampshire Highways, Environment Agency
- Government bodies

4.2 The Council also has a legal 'duty to co-operate' with other local Councils in relation to strategic cross boundary issues. We also have to consult with organisations such as Natural England, the Environment Agency and Historic England when developing a Local Plan or when considering some planning applications. You can see a list of the organisations we consult with in Appendix A and Appendix B.

5.0 How will we engage and consult?

5.1 The Council has a range of methods and tools for engaging and consulting. The approaches we use will depend on the needs of the different groups that want to get involved. The following outlines the different ways people can get involved:



Online Engagement: The way people and organisations have their say on issues has dramatically changed over the last ten years, with more and more engagement taking place online. The type of online engagement we use will depend on the issues that are being considered. One or a combination of the following may be used:

- a) **Website:** We regularly update www.fareham.gov.uk/planning with information about planning policies and applications. Consultation information will be provided online with comment forms and surveys. You can also view and comment on any planning application online.

- b) **Social Media:** Both our Facebook (farehambc) and Twitter (@FarehamBC) accounts are used to promote consultations and high profile planning applications. We also encourage people to ask questions and comment on planning issues using social media. However, in regulatory terms comments made on social media cannot be formally taken into account but we welcome this interaction and often more accessible means of contacting the Council.
- c) **E-Panel:** You can sign up at www.fareham.gov.uk/epanel and keep up to date with all the Council's consultations, engagement events, such as Community Action Team (CAT) meetings as well as take part in surveys. We will promote all planning consultations and large scale planning applications on the E-Panel.

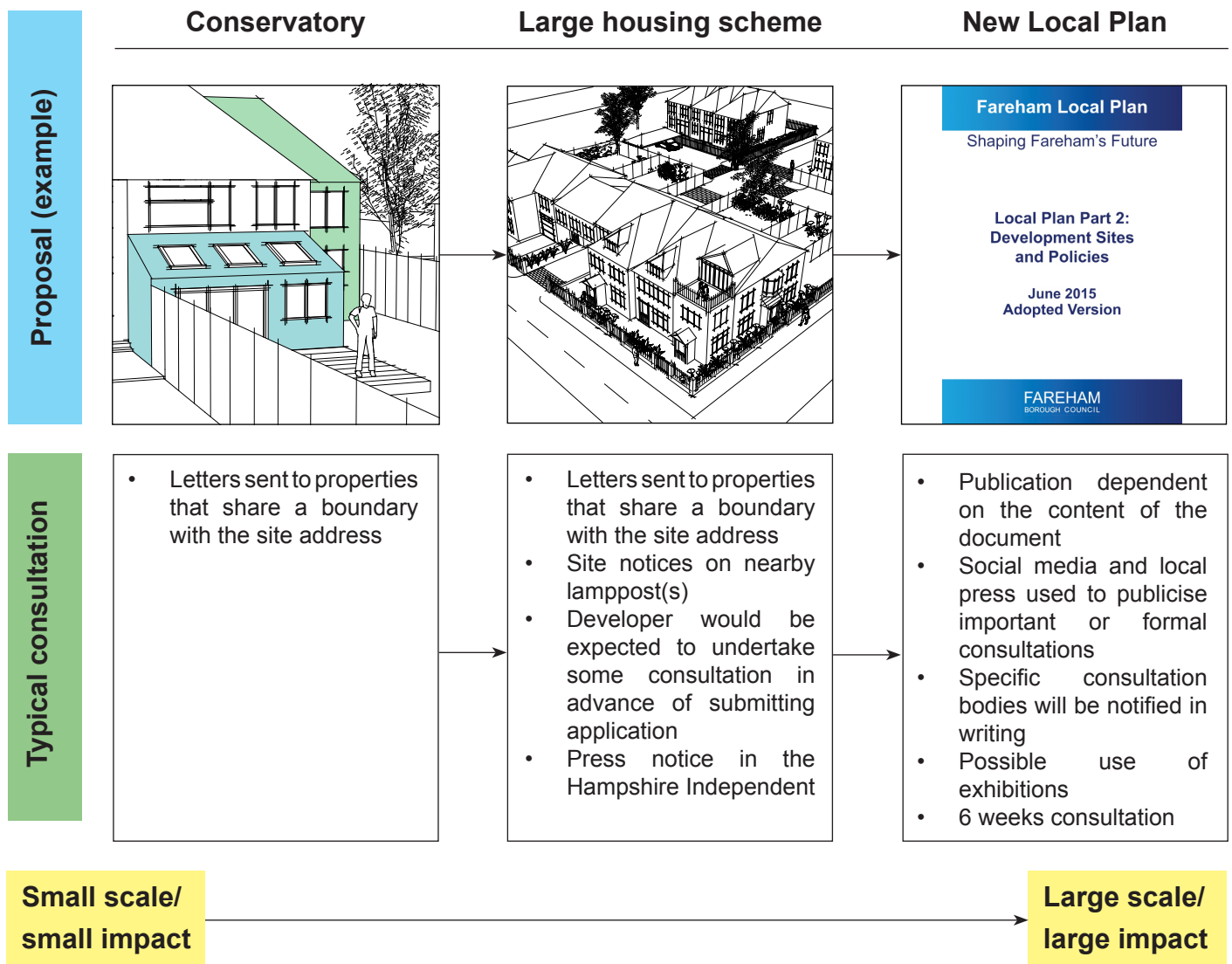


Face-to-face engagement: Sometimes speaking directly to someone is the best way that we can understand their point of view and they can understand ours. The type of face-to-face engagement we use will depend on the issues that are being considered. Depending on the topic, we may use one or a combination of the following:

- d) **Engagement Groups:** These may be used when we want to get in depth comments on specific planning issues, from a small cross section of residents or interested organisations such as Residents Associations and established Business Forums. This sort of work often takes place before more wide ranging public consultations.
- e) **Exhibitions:** We may hold exhibitions to get people involved in shaping plans for the development of the Borough or if there is a planning application that could impact on a lot of our residents. This also allows people to speak to the Officers and Councillors involved in planning.
- f) **On-the-street events:** These are smaller exhibition style events, which we hold in places where a lot of people are likely to visit, such as Fareham Shopping Centre.
- g) **Community Action Team (CAT) Meetings:** CATs are public meetings that are usually held about a single topic e.g. a large planning application in a local area. They are a great way to find out more about issues and directly question the Officers and Councillors involved in the decision making process.

h) Phone surveys: Whilst not strictly face-to-face, we may ask companies working on our behalf to carry out phone surveys about certain topics such as shopping or parking habits that will feed into the development of the Local Plan.

5.2 We may also promote consultations and planning applications with direct mailshots; public notices in the 'Hampshire Independent' newspaper and by displaying notices outside the sites and properties directly concerned. Press releases and online notifications will also be posted online using the methods described above. In general terms the scale and extent of publication about a planning matter relates to the scale and the potential impact of the development proposal.



6.0 Staying up to date

- 6.1 The Council keep and maintain a database of local people and organisations who are interested in the development of the Local Plan. This database is used to send correspondence out to inform people of forthcoming consultations on the Local Plan and how they can make a consultation submission.
- 6.2 A Local Plan newsletter or Fareham Today are other useful ways in which the Council might promote Local Plan consultations.

7.0 How decisions are made

- 7.1 The information we use to make decisions is called an evidence base. Comments and information provided during consultations form part of this evidence base but there are other sources we need to consider:
- Other authorities' and agencies views
 - Professional research and opinion
 - Other spatial plans or statements e.g. PUSH Spatial Position Statement
 - Laws and regulations
 - Policy Guidance e.g. National Planning Policy Framework
- 7.2 Creating a policy or making informed planning decisions requires consideration of all the information available and this often requires an understanding of conflicting opinions.
- 7.3 All the information that forms the Local Plan evidence base will be made public so that everyone has the chance to see how it has influenced a decision. This includes the Council's responses to comments and an explanation of how they have been considered and what changes have been made because of them.

8.0 What happens to the Local Plan comments received?

- 8.1 The Council has a responsibility to consider all the representations it receives. These will be weighed up alongside evidence documents, legal requirements, national policies and local needs and interests. All comments will be fully considered and if they warrant an amendment for the subsequent version of the Local Plan this will be explained. In addition, if comments do not justify a change this will also be explained. Occasionally the Council may wish to contact the person or organisation directly to discuss their representations.
- 8.2 At the later stages in the Local Plan making process, the engagement methods become more formal. If at that stage you feel that the Council has not positively listened to or constructively addressed your suggested changes to the Local Plan, an independent Planning Inspector will consider your representations during the examination of the Plan. Only written formal comments that are submitted within the specified final consultation period (Regulation 19 onwards) will be considered by the independent Planning Inspector. Representations will be sent to the Planning Inspectorate alongside a package of 'submission' documents including a summary statement of the main points raised by consultees with an explanation of how the Council has addressed these issues in the Local Plan.
- 8.3 All representations received throughout the plan making process will be recorded and their receipt acknowledged. They will be made available for others to freely see, however, personal information will not be made public in order to comply with the Data Protection Act.

9.0 Strategic Planning - The Duty to Cooperate

- 9.1 Local Planning Authorities have a legal duty to work collaboratively with neighbouring authorities on strategic, cross boundary issues. The Duty to Cooperate is a requirement of the Localism Act 2011 and the National Planning Policy Framework. It requires Local Planning Authorities and other prescribed bodies (as set out in Appendix A) to engage constructively, actively and on an on-going basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters¹.
- 9.2 Fareham Borough Council is a member of the Partnership for Urban South Hampshire (PUSH), which is a partnership that covers the 12 whole or part Council areas in South Hampshire and the Isle of Wight².
- 9.3 The purpose of PUSH is to facilitate collaborative working on strategic cross boundary issues between the authorities in the sub-region, and as such enable all PUSH authorities to address their Duty to Co-operate requirements. In June 2016, PUSH published the South Hampshire Spatial Position Statement³ which sets out development targets for each Council to 2034. The Statement is informed by a robust and co-ordinated evidence base and by substantive discussions at all levels across all Councils and with other key agencies as set out in this paper. A Process Background Paper⁴ was produced by PUSH to set out the process behind the preparation of the PUSH Spatial Position Statement (June 2016) and provide further evidence of how the 12 Councils in PUSH have undertaken their 'duty to co-operate' with each other, and with other statutory agencies.

¹ Strategic matters are set out in paragraph 156 of the National Planning Policy Framework

² East Hampshire District Council (part); Eastleigh Borough Council; Fareham Borough Council; Gosport Borough Council; Hampshire County Council (part); Havant Borough Council; Isle of Wight Council; New Forest District Council (part); Portsmouth City Council; Southampton City Council; Test Valley Borough Council (part); Winchester City Council (part).

³ PUSH Spatial Position Statement (June 2016) available at: http://www.push.gov.uk/item_12_-_appendix_1_-_position_statement.pdf

⁴ PUSH Process Background Paper (June 2016) available at: http://www.push.gov.uk/160721_final_process_document.pdf

10.0 Neighbourhood Planning

- 10.1 Through the Localism Act (2011), local communities can produce their own Neighbourhood Plans as well as Neighbourhood Development Orders and Community Right to Build Orders. Neighbourhood Plans give communities the right to choose where they want new homes, shops and offices to be built in their local area, have their say on what those new buildings should look like and help identify what infrastructure should be provided. Communities can also grant planning permission for the new buildings they want to see go ahead. It must be stressed that the policies produced in a Neighbourhood Plan cannot block development, but can help shape where new development will go and what it will look like.
- 10.2 The Neighbourhood Planning (General) Regulations 2015 (and subsequent amendments and any further regulations) set out the statutory requirements for the preparation of Neighbourhood Plans and Development Orders. Neighbourhood Plans are prepared by Parish and Town Councils (where these exist) or Neighbourhood Forums (where there are no parish or town councils). The Council has a role to play in this process as we provide technical advice and carry out conformity checks against national and local policies. Neighbourhood Plans are subject to independent examination and a local referendum. Should a Neighbourhood Plan be found sound and pass the local referendum, the Council can adopt the Neighbourhood Plan and it becomes part of the statutory development plan for the Borough, and as such is used to assist in the determination of any planning applications within the area covered by that Neighbourhood Plan.
- 10.3 Local Authorities have a 'duty' to support a community's wish to prepare a Neighbourhood Plan, but Neighbourhood Plans are not Council documents. The Neighbourhood Planning (General) Regulations 2012 (as amended) set out the requirements for publicity and consultation in relation to the initial establishment of neighbourhood areas and neighbourhood forums, as well as in relation to the subsequent production of Neighbourhood Plans and Neighbourhood Development Orders.
- 10.4 The SCI and other Council commissioned evidence documents can be a useful starting point to help guide and support the work to be done. If you are interested in developing a Neighbourhood Plan you can contact the Council for advice by phoning 01329 236100 or emailing planningpolicy@fareham.gov.uk.

10.5 The process for preparing a Neighbourhood Plan is set out in a process flow diagram in Appendix C. This process diagram identifies the responsibilities of both the Neighbourhood Forum and the Council throughout the process, including those relating to publicity and consultation.

11.0 Planning Applications

11.1 The Planning Service Team at Fareham Borough Council is responsible for handling all planning applications within the Borough, with the exception of applications for highways and schools, which are the responsibility of Hampshire County Council.

11.2 Applicants or developers are expected to consult with the local community before submitting major planning applications which are large scale or likely to generate wide public interest. Consultation before major planning applications are submitted must be of high quality, accessible and clear for the whole community to understand. If a major planning application is submitted, but consultation with the community has either not been carried out, or has not been carried out appropriately, the Council may decide to not to accept the application until it has been done. The ways in which community consultation should be undertaken prior to major planning applications being submitted are set out in Appendix D.

11.3 When the Council receives a planning application, it will let neighbours, other interested parties and relevant service providers know that the application has been submitted. We will seek the views of other likely interested parties at this stage e.g. Hampshire County Council and the Environment Agency. We will normally allow 21 days, in which comments by anyone can be made.

11.4 Notification of applications is normally done in one or more of the following ways:

- Letters to neighbours whose properties are next to the application site;
- Site notices. A fluorescent orange notice(s) is displayed in the vicinity of the application site advising of an application and when comments should be made by;
- Notice in the 'Hampshire Independent' newspaper. This is usually only done for major development proposals, listed building applications or development within a conservation area.
- For some larger or controversial applications, we may also promote the application using press releases, the Council's website and social media.

- 11.5 Fareham Borough Council encourages public participation in all aspects of planning, and comments and views are welcomed. There is a general presumption in favour of development which is in accordance with the policies in the 'adopted' Local Plan, unless there are sound and clear planning reasons why such development should not be permitted.
- 11.6 Anyone can object to a planning application no matter where they live or how they learned of the proposal. Details of all current planning and related applications as well as their supporting documents can be viewed on our website. Comments are best made after you have studied the application, when you are fully aware of what is proposed. They can be submitted via the Council's website, by email to devcontrol@fareham.gov.uk or can be made in writing. You are also welcome to view planning applications at the Council's offices (contact details on page 2 of this document) where applications can be inspected between 08:45 and 17:15 hours, Monday to Friday.
- 11.7 You will always need to give your name and postal address for your views to be taken into account. Please quote the planning application reference number. Whilst oral comments are noted by the Planning Officer, they cannot be treated as a formal comment.
- 11.8 Any comments or representations about a planning application should relate solely to planning matters. Some examples of planning and non-planning matters are listed below:

Planning

- How well the application complies with Local Plan policies and Government planning policy
- Highway safety and traffic impact
- Parking, servicing or turning space provided
- The effect upon a conservation area or listed building
- Privacy, light and outlook
- External design, appearance or layout
- Effect upon protected trees
- Potential noise, dust or smell from a proposed operation

Non-planning

- Would devalue property
- Loss of private view
- Breach of covenant in a private contract
- Applicant does not own the land
- Boundary disputes
- Matters addressed by other legislation, e.g.: alcohol licence or building regulations
- Objections based on moral, racial or religious views
- Personal views about the applicant

11.9 The large majority of planning applications are decided by Officers rather than the Council's Planning Committee. The Planning Committee generally only decides large scale or controversial planning proposals.

11.10 Applications are not necessarily refused just because an objection has been received. The number of objectors may reveal strength of feeling but that in itself is not grounds to refuse an application. A single valid objection can be effective.

11.11 If an application is being considered by the Planning Committee, you have a right to speak at the Committee if you would like to do so. You will however need to make a request to the Council to speak in advance ("make a deputation"). Further details of how you can arrange to speak at the meeting are on the Council's website⁶.

11.12 All formal comments made on an application are acknowledged. Following the consultation, it may be that further changes are submitted by the applicant that requires additional consultation prior to any decision being made. You will also receive notification of the outcome of an application in writing.

11.13 The process of deciding a planning application is demonstrated in Figure 1 below.

⁶ http://www.fareham.gov.uk/about_the_council/council_and_democracy/makingdeputation.aspx

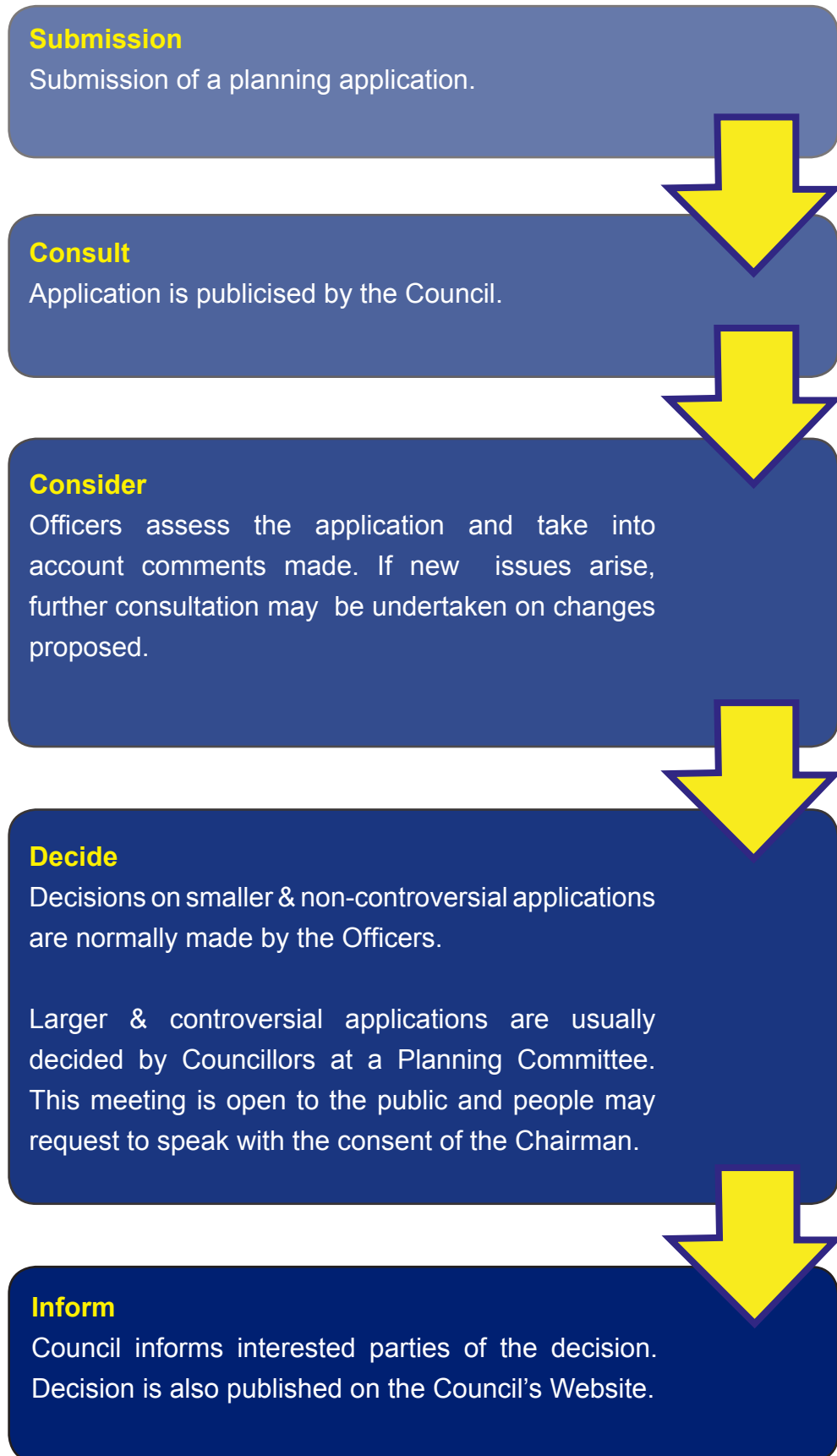


Figure 1 ►

12.0 Planning Appeals

- 12.1 Applicants have the right of appeal to the Secretary of State if an application is refused, if they consider a condition attached to a permission is unreasonable or if a decision has not been made by us (the Local Planning Authority) within the statutory period stipulated. A body known as the Planning Inspectorate handles appeals on behalf of the Secretary of State.
- 12.2 The length of time an applicant has to lodge an appeal varies depending on the type of application made. Further advice on timescales and planning appeals can be found on the Planning Inspectorate website⁷.
- 12.3 When an appeal is lodged we (the Local Planning Authority) will forward copies of any representations we received to the Planning Inspectorate. For some planning appeals there is a further opportunity for interested parties to comment again. The Council will let local residents and other interested parties know when an appeal has been made, on behalf of the Planning Inspectorate.
- 12.4 Currently there is no right of appeal for third parties against the planning decisions made by Fareham Borough Council.

13.0 Planning Performance Agreements

- 13.1 A Planning Performance Agreement is a project management tool which we (the Local Planning Authority) and applicants can use to agree timescales, actions and resources for handling particular applications. It should cover the pre-application and application stages but may also extend through to the post-application stage.
- 13.2 Planning Performance Agreements can be particularly useful in setting out an efficient and transparent process for determining large and/or complex planning applications. They encourage joint working between us (the Local Planning Authority) and the applicant, and can also help to bring together other parties such as statutory consultees.

⁷ <https://www.gov.uk/government/organisations/planning-inspectorate>

- 13.3 A Planning Performance Agreement is agreed voluntarily between us (the Local Planning Authority) and the applicant prior to the application being submitted and can be a useful focus of pre-application discussions about the issues that will need to be addressed.
- 13.4 Planning Performance Agreements are positively welcomed by this Council as a way of working collaborative with applicants to resolve problems before applications are made.

14.0 Who can you turn to for more support?

- 14.1 If you have already contacted the Planning Service Team and still want to raise issues or have support getting involved in influencing decisions, the following people may be worth contacting:
- **Your Local Councillor.** A Local Councillor is your elected representative. They are regularly updated on the progress of community issues from a range of sources. They can raise matters directly with organisations if appropriate. They can also tell you about local meetings that are happening that might be useful e.g. Community Action Team meetings. They can support you if you feel that consultation has not been undertaken in accordance with this Statement of Community Involvement. Find out who the Local Councillor is by calling 01329 236100, going to the Council's website⁸ or by emailing customerservices@fareham.gov.uk.
 - **Executive Leader.** The Executive Leader is the Councillor responsible for overseeing Policy and Resources at the Council. He also represents Fareham Borough Council at meetings and external partnerships with other organisations.
 - **Your MP.** The job of an MP is to represent the people of his or her constituency (constituents) in Parliament. Your MP is there to also help you with all matters which Parliament or Central Government is responsible. There are two MPs for the Fareham area. You can find out how to contact your MP by going to <http://www.parliament.uk/get-involved/contact-your-mp/> or by calling 020 7219 3000.

⁸ <http://www.fareham.gov.uk/catsmap/map.aspx>

Appendix A: List of Duty to Cooperate Organisations

Organisations which Fareham has a 'Duty to Co-operate' with⁹:

Hampshire County Council
Eastleigh Borough Council
Winchester City Council
Havant Borough Council
Portsmouth City Council
Gosport Borough Council
Southampton City Council
Test Valley Borough Council
New Forest District Council
Environment Agency
Historic England
Natural England
Civil Aviation Authority
Homes and Communities Agency
Fareham and Gosport Clinical Commissioning Group
NHS England
Office of Rail Regulation
Highways England
Highway Authority (Hampshire County Council)
Solent Transport
Marine Management Organisation
Solent Local Enterprise Partnership
Hampshire and Isle of Wight Local Nature Partnership (LNP)

Legally, the Duty could also be argued to apply to the two bodies below, but Fareham Borough Council has decided that in order to meet the requirement in the Act to maximise the effectiveness of preparing the Local Plan Review, it would be unnecessary, and indeed contrary to achieving 'effectiveness', to actively seek cooperation with the following prescribed bodies:

Mayor of London

Transport for London

⁹ As required by section 33A (1) c of the Planning and Compulsory Purchase Act 2004 (local development) as amended by Section 110 of the Localism Act 2011 and paragraphs 178-181 of the National Planning Policy Framework (2012)

Appendix B: List of General and Specific Consultees

The Planning Service Team holds a consultation database containing the contact details of many organisations and individuals who either must be consulted at key points in plan preparation or who have asked to be consulted on various aspects of Local Plan work.

Please note, the list below is not exhaustive and also relates to successor bodies where re-organisations occur.

Those organisations denoted with a * are those identified as 'Specific Consultation Bodies' in The Town and Country Planning (Local Development) (England) Regulations 2012, which must be consulted if they are affected by the subject matter of the Local Plan. The majority of these are also listed as prescribed authorities for the purposes of the Duty to Cooperate requirements (Appendix A).

The organisations listed that are not denoted with a * (and those that fall within the 'other' categories) are general consultation bodies who will also be notified and invited to make representations on various aspects of Local Plan work as the Council consider appropriate.

Department for Communities and Local Government
 Church Commissioners
 Equality and Human Rights Commission
 Commission for Architecture and the Built Environment
 Homes and Communities Agency*
 Crown Estates
 Environment Agency*
 Forestry Commission
 Natural England*
 Historic Buildings and Monuments Commission for England (known as Historic England)*
 The Coal Authority*
 Health and Safety Executive
 Highways England*
 Network Rail Infrastructure Ltd*
 Marine Management Organisation (MMO)*
 The Planning Inspectorate
 Civil Aviation Authority
 Solent Local Enterprise Partnership

Police & Crime Commissioner*
The Mayor's Office*
Fareham Borough Councillors
Local Members of Parliament
Local Members of European Parliament
Eastleigh Borough Council*
East Hampshire District Council*
Gosport Borough Council*
Havant Borough Council*
New Forest District Council*
Portsmouth City Council*
Rushmoor Borough Council*
Southampton City Council*
Test Valley Borough Council*
Winchester City Council*
Hampshire County Council*
Bursledon Parish Council*
Hamble-le-Rice Parish Council*
Southwick and Widley Parish Council*
Whiteley Parish Council*
Wickham Parish Council*
Botley Parish Council*
Bishops Waltham Parish Council*
Boarhunt Parish Council*
Partnership for Urban South Hampshire
Fareham Borough Council Departments as appropriate
Utility providers operating in the area*
Clinical Commissioning Group operating in the borough*

In addition to those specifically listed above, the consultation database maintained by the Planning Service Team includes other General Consultation Bodies within the following categories:

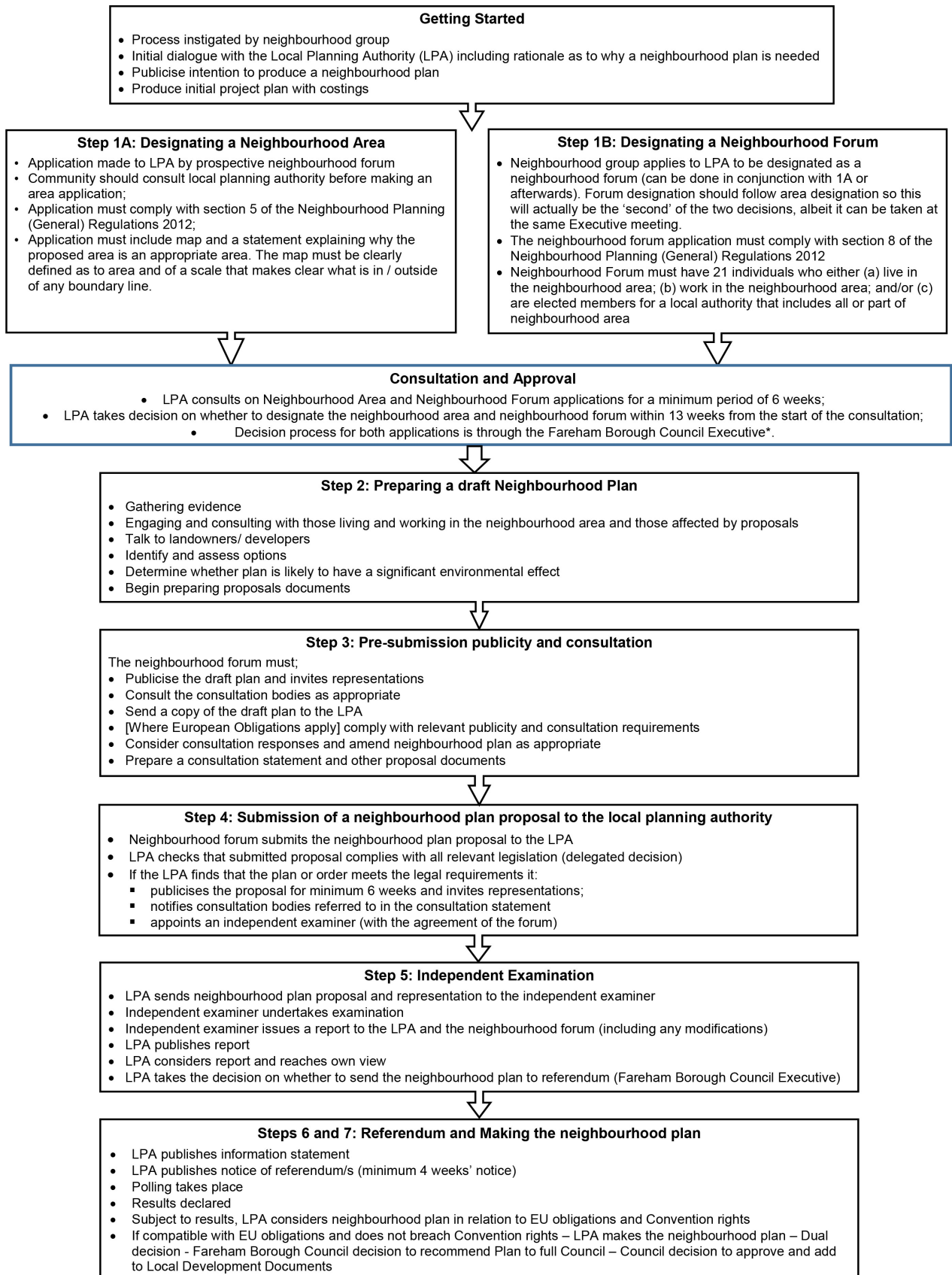
- Key local businesses
- Local faith groups
- Business associations
- Civic, community, and voluntary organisations (including groups representing disabled persons in the borough and minority groups)

- Culture, sport, historic and tourism bodies
- Environmental organisations
- Public Service (including those related to health provision)
- Transport bodies

These types of bodies will be consulted if the subject matter of the Local Plan document is likely to impact them. Individual groups have not been listed as details become out of date in a short space of time.

If you wish to ensure that the group you represent is already included, or should you wish to be added to the Council's consultation database, please use the contact details at the front of this document.

Appendix C: Diagram Illustrating the Neighbourhood Plan Process



Appendix D: Pre-Application Consultation

The Council encourages applicants to carry out pre-application discussions. On major planning proposals the Council expects early community engagement, appropriate to the scale and nature of the proposed development and that evidence of this is submitted with an application. To achieve this will require co-operation and community engagement by the applicant.

In the case of major planning applications* (defined below) it is a Local Information requirement of Fareham Borough Council that community involvement is undertaken before the planning application is submitted. Major applications will need to be supported by a statement setting out how the views of the community have been sought and how those views have been taken into account in formulating the development proposals. Without a clear statement from the applicant on the community involvement undertaken and the outcomes, major planning applications are likely to be treated as ‘invalid’ and therefore cannot be determined.

Table 1 below represents the level of consultation that Fareham Borough Council will normally expect before planning applications are formally submitted. Fareham Borough Council operates a pre-application planning service and we encourage applicants promoting major applications to discuss those proposals with us prior to submitting planning applications. As part of any pre-application discussions, we are happy to advise on the community engagement which should be undertaken for planning proposals.

(*Major applications are those which involve: 10 or more dwellings; where the site has an area of 0.5 hectares or more and the number of dwellings is unknown; the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; where development is proposed on a site having an area of 1 hectare or more.)

Approach	Application	
	Large scale major applications (likely to generate wide community interest)	Major applications
Community engagement to be undertaken by applicant		
Public Meetings	●	
Public Exhibition	● ●	●
Workshops	●	
Press notice/adverts	●	●
Notify and consult with neighbours	● ●	● ●

● ● Will be expected

● May be appropriate

▲ Table 1

Appendix E: Glossary

‘Duty to Co-operate’

The Localism Act 2011 places a legal duty on Local Planning Authorities, County Councils in England and public bodies to engage constructively, actively and on an on-going basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters.

Evidence Base

Background studies informed by the local community, national policies and statistical information to support planning documents.

National Planning Policy Framework (NPPF)

Introduced in March 2012, this new framework sets out the Government’s planning policies for England and how these are expected to be applied. It provides the framework within which local councils can produce local plans, which reflect the needs and priorities of their communities.

Neighbourhood Plans

Neighbourhood Plans are a way for communities to decide the future of the places where they live and work. A Neighbourhood Plan enables residents to: choose where they want additional new homes, shops and offices to be built, have a say on what those new buildings should look like and the type of infrastructure that should be provided.

Strategic Environmental Assessment Directive (SEA)

An internationally used term to describe the environmental assessment to be applied to plans, policies and programmes to ensure a high level of protection of the environment. This is derived from European Directive 2001/42/EC.

Sustainability Appraisal (SA)

A tool to assess the environmental, economic and social impact of the Local Plan, it is used to ensure that the policies and proposals within all the documents that make up the Local Plan will promote a balanced approach to sustainable development in the Borough.

Fareham Borough Council

Statement of Community Involvement: Statement of Consultation

January 2017

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1. Introduction

- 1.1 It is important that the Council engages with the community through the planning application process and also through the preparation of the Local Plan. In doing this we need to ensure that we follow the Council's Statement of Community Involvement (SCI).
- 1.2 The Council's previous SCI dated from 2011. Many changes have occurred since this time in both planning regulations and also through the introduction of a more customer focused approach at the Council. The latter has been particularly influential in the process of determining planning applications. All of these key changes have been reflected in a new SCI which is intended to replace the 2011 version.
- 1.3 The new SCI draft was produced in Autumn 2016. On the 8th November 2016 the Planning and Development Policy Development and Review Panel approved that the draft SCI be made available for a six week period of consultation. This subsequently occurred from the 11th November 2016 until the 23rd December 2016.
- 1.4 This consultation statement sets out:-
 - a) Who was consulted, how and when?
 - b) Summary of responses and actions
 - c) Next steps

2. Who was consulted, how and when?

- 2.1 Consultation on the draft SCI took place for a six week period from Friday 11th November until Friday 23rd December 2016.
- 2.2 Specific correspondence (in either letter or email form) was sent out to a total of 1,267 individuals and organisations registered on the Council's Local Plan database to notify them of the consultation period. This included key statutory and non-statutory consultees as well as individual members of the public. The correspondence included a copy of the Council's Consultation Notice (included in Appendix A), an overview of what the SCI is, and details on the consultation period including how and where the document can be accessed or viewed.
- 2.3 Hard copies of the draft SCI were available at all libraries in the borough and the document was available to view electronically throughout the consultation period on the Council's website.
- 2.4 A press release was issued on the 21st November 2016 (copy included in Appendix B) and a further user friendly online questionnaire was available on the Council's website, via social media and forwarded directly to those on the Council's E-Panel.

3. Summary of Responses and Actions

3.1 During the consultation period eight formal representations were received from: -

- Historic England
- Hampshire County Council (Estates and Development Services)
- Land and Partners Ltd.
- Environment Agency
- Southern Water
- Equality and Human Rights Commission
- Members of the Public (x2)

3.2 In addition to the formal responses there were 79 further respondents to the online questionnaire.

3.3 The online questionnaire showed that generally the results were positive with 96% considering the SCI to be clear on how and when they could get involved in planning consultations. A small proportion of respondents found some areas of the document to be complex and/or felt that it was overly long. A summary of the results from the online questionnaire has been provided in Appendix C.

3.4 Table 1 below provides a summary of key comments that arose through the formal consultation and from the conclusions of the online questionnaire. A Council response on each matter is also provided where appropriate.

Comment Received (summary)	Response
Reference to Historic England welcomed (Historic England)	No action required
Suggested amendment to the 2 nd bullet of box 3 (pg7) to include 'and specific consultation bodies will be notified in writing' (Southern Water)	Noted. An additional bullet point will be added to include 'specific consultation bodies will be notified'.
Request that Page 11 paragraph 10.3 includes reference to 'consultation bodies' that should be consulted as a requirement of Regulation 14(b) (Southern Water)	The existing wording of paragraph 10.3 refers to the Neighbourhood Planning (General) Regulations 2012 (as amended) and how these regulations detail the requirements for publicity and consultation in relation to neighbourhood plans. There is therefore no need to mention specific individual requirements from these regulations within the main body of the SCI text. No action.
Suggestion that paragraph 11.3 is widened from 'other interested parties' to include 'relevant service providers' (Southern Water)	Noted and amendments will be made to address this point.
The inclusion of 'utility providers operating in the area' in Appendix B is welcomed (Southern Water)	No action required
Document is clear and successfully lays out how everyone can be involved in the planning process (Environment Agency)	No action required
There should be more explicit mention that pre-application discussion with relevant stakeholders is also key (Environment Agency).	Noted and amendment will be implemented to more explicitly mention this point.
Appendix D should clarify what constitutes a 'large scale major application'. In HCC Property Services Experience, above 50 units would be considered 'large scale major' development (HCC Property Services)	Providing a numerical bar is unlikely to reflect those schemes that are 'likely to generate wide community interest'. The Planning Service are happy to discuss with individual developers the most appropriate community

	engagement approach depending upon the scheme/location.
Paragraph 11.2 appears to suggest that an application will not be validated without community consultation and this goes beyond the national requirement (i.e. paragraph 1.89 [189] of the NPPF where it states LPAs cannot require a developer to engage with them prior to submitting an application). There is a corresponding requirement for a Statement of Community Involvement to accompany an application in the Local List [Local Information Requirements] for planning applications. The representation seeks clarification from the council on the legal status of this which overrides [contradicts with] the NPPF (Land and Partners Ltd.)	<p>The SCI does not require a developer to engage in the pre-application services provided by the Council. Further clarity through the choice or wording in Appendix D will be provided through the use of the word 'encourage' rather than 'expect'. What the SCI does indicate is an expectation that applicants or developers will consult with the local community before submitting major planning applications. This expectation (and corresponding requirement in the Local Information Requirements) is not considered contrary to the NPPF.</p> <p>The SCI indicates that without such a statement the application is 'likely' to be treated as invalid and Appendix D also indicates the levels of consultation that will 'normally' be expected. It is therefore not overly prescriptive which allows the Council to take a pragmatic approach on the content and extent of consultation taking into account the likely wider community interest and this will, where necessary, involve dialogue with the applicant or developer.</p> <p>This requirement in the Local Information Requirements has been operating since the 1st April 2016 and the Development Management team have had no specific concerns raised by developers. The majority of developers see this type of approach as best practice and useful in informing their planning proposals.</p>
More door to door canvassing is required to improve residents input to various planning proposals, possibly by Councillors (online questionnaire response)	Such an approach would have limited effectiveness as it would depend on persons being at home when canvassing took place.
Selective sampling of residents affected by a planning proposal could encourage feedback (online questionnaire response)	Selective sampling may lead to criticism from those who are 'missed' from the selective approach. A large array of comments from individuals can come forward for any scheme and therefore the existing arrangement to publicise and welcome comments from anyone who wishes to make them is deemed more appropriate. No action
Query as to whether more staff will be taken on to facilitate this and how involved the community can really be when some/many decisions have already been made? (online questionnaire response)	<p>Facilitating the SCI will be incorporated within the existing staffing levels of the Planning Service.</p> <p>Any formal decisions already made on planning matters will only involve further community involvement should significant revisions be made or new applications submitted. No action.</p>
Although the document was generally well received there were some comments that the length of the document was too long (Online questionnaire findings)	Although an Executive Summary would normally assist, the nature of this document is such that it is difficult to summarise beyond explaining what an SCI is and what it does. This is already explained in Section 1 of the document and the subsequent sections are well labelled to allow people to focus on those areas that are relevant.

Table 1: Summary of Comments Received and Response

3.5 Table 2 below provides an overview of the changes to the draft document arising from

analysis of the consultation responses.

Paragraph/Section	Change following draft version
Page 4 (Pre-application consultation bullet point)	Insert additional sentence on end of existing bullet text to read 'Early pre-application engagement with any relevant stakeholders will also be beneficial'
Page 7 (box 3 of diagram)	Insert additional bullet point to read 'specific consultation bodies will be notified'
Page 12 (Paragraph 11.2)*	Insert the word 'major' ahead of three individual references to 'planning application' or 'planning applications'
Page 12 (Paragraph 11.3)	Amendment to first sentence as follows. When the Council receives a planning application, it will let neighbours, and other interested parties and relevant service providers know that the application has been submitted.
Appendix D (first paragraph)	Alterations to first sentence to read 'The Council encourages applicants to carry out pre-application discussions. On major planning proposals the Council expects early community engagement to be undertaken by the applicant, appropriate to the scale and nature of the proposed development, and that evidence of this is provided with the application.'
Appendix D (second paragraph)*	Capitalise 'requirement' on first sentence

Table 2: Changes to the draft SCI following consultation

*Officer noted amendments for clarity or typological correction.

4. Next Steps

- 4.1 The amendments and/or additions outlined in Table 2 have been incorporated into the draft document to form the final version of the SCI. The final version of the SCI will then be taken before the Council's Executive to seek approval.
- 4.2 If/once approved the revised 2017 SCI will supersede the Council's previous SCI on the day following Executive approval.

Appendix A – Consultation Notice

FAREHAM BOROUGH COUNCIL

CONSULTATION NOTICE

Draft Statement of Community Involvement 2016

Fareham Borough Council is consulting on its Draft Statement of Community Involvement between **09:00 hours on Friday 11th November and 12:00 hours on Friday 23rd December 2016.**

The Statement of Community Involvement (SCI) is a document setting out standards that the Council will use to achieve meaningful consultation through engaging, informing and involving the community, consultees, stakeholders and other interested parties in (a) the preparation of the new Fareham Local Plan and (b) the consideration of planning applications.

Documents can be viewed and downloaded from the Planning Pages of the Council's website <http://www.fareham.gov.uk/planning>. Representations can be made:

- By emailing planning.policy@fareham.gov.uk (please include your name and postal address);
- By writing to: Planning Policy Team
Fareham Borough Council
Civic Offices
Civic Way
Fareham
Hampshire
PO16 7AZ

Copies will also be available to view at all libraries in Fareham borough. For details of library opening days and times please visit Hampshire County Council's website <https://www.hants.gov.uk/library> or telephone 0300 555 1387.

In order for representations to be formally considered please include your name and postal address.

Should you have any queries relating to the consultation then you can contact the Planning Policy team directly on the email address above or by telephone on 01329 824601.

Please submit representations by 12:00 hours on Friday 23rd December 2016.

Appendix B – Press Release

Press Release

21 November 2016

Have we got our Statement of Community Involvement (SCI) right?

Fareham Borough Council has produced a draft Statement of Community Involvement (SCI) and would like to know what people think of it by Friday 23 December.

The SCI sets out how everyone can get involved in developing and deciding on the local planning policies and planning applications that help shape Fareham. The SCI also outlines the types of consultation and engagement methods we will use to involve people and groups in the decision making process.

You can view and comment on the Statement of Community Involvement online at www.fareham.gov.uk/consultations. Paper copies will also be available to view at Fareham Borough Council's Civic Offices and in all libraries in Fareham borough. Comments can also be sent to planningpolicy@fareham.gov.uk or by post to Planning Policy Team, Fareham Borough Council, Civic Offices, Civic Way, Fareham, PO16 7AZ.

Councillor Keith Evans, Executive Member for Planning and Development, said "The Statement of Community Involvement sets out the standards that the Council will use to give everyone an equal opportunity to influence and comment on the Local Plan and planning applications shaping the future development in Fareham. We welcome any interested parties to comment by Friday 23 December."

ENDS

Appendix C – Summary of Results from Online Questionnaire

Summary Results – Have we got our Statement of Community Involvement right?

Introduction

The consultation on the draft Statement of Community Involvement (SCI) ran between 14 and 23 December 2016. The online questionnaire was promoted on the Council website, by press release, via social media channels and the E-panel.

No. of Respondents

79 Respondents completed the online questionnaire.

Results

The results were generally positive:

- 96% of respondents thought the SCI was clear how and when they could get involved in planning consultations.
- Only five people noted parts of the document that they didn't understand, please see the Appendix for details.

Emerging Themes on Engagement

Respondents were also asked about ways that the Council could improve the way it engages on planning matters. The main suggestions and the Council's response are included below.

Suggestion	Council Response
Via Facebook and Twitter	The Council already uses both Facebook and Twitter for consultations.
Through regular updates in Fareham Today or other printed medium specifically for planning	Fareham Today has been used to promote planning matters e.g. the 2015 special edition 'Where next for Housing in Fareham?'. The magazine will shortly move to more regular online editions, which could allow more space to be given to planning issues.
Making a noticeboard of Council developments and projects more visible in Fareham	The Council has 43 noticeboards across the Borough. Planning consultations and major applications are advertised on the boards.

Using Email alerts	Planning consultations and major applications are advertised on both the E-Panel (made up of over 2,200 residents who receive regular emails) and the Planning Database.
By improving Council Website e.g. use web pages in plain English rather than complicated planning words, have a progress update page	We are working to improve the planning pages and ensure that the information is clear and easy to understand. This work is ongoing.
Displays in Shopping centre and supermarkets	<p>Council Connect is an electronic display point in Fareham Shopping Centre, which is used to promote planning applications and consultations.</p> <p>Officers are exploring other options for promoting Council consultations and events in places such as supermarkets.</p>
Asking local societies to spread the word	Our Community Contacts database has the details of local community groups and charities. Relevant groups are contacted regarding particular consultations. Officers look to update the database on a regular basis.

Please see the Appendix for the full list of suggestions.

General Comments

Some general themes which emerged in other comments about the SCI were:-

- CAT Meetings – keep them going, more valuable if chaired by an independent chairperson.
- Too long, technical executive summary of main points would be useful.
- Document doesn't provide insight to the process of designing consultations to ensure best practice.
- Clear well written, good deal of work gone into it.

Please see the Appendix for the full list of comments

Conclusion

The draft SCI was generally well received. However, there were some comments regarding the length of the document. With this in mind, it would be worthwhile to include an executive summary. This would aid readability and understanding of the SCI.

Appendix

Is it clear in the SCI how and when you can get involved in planning related consultations?

Yes (75) 96%

No (3) 4%

If no, why not?

- The document is very long and complicated
- short concise summary, on email, that can lead into other areas of interests via links.
- I was under the impression that any objections to planning applications would be acknowledged. We have not received any acknowledgement to our objections to the revised Newlands Farm plan submitted by HLM. Nor can I find any updates to the position of the application, which I thought would have progressed one way or another by late 2016. Nothing in "Fareham Today" since the last relevant CAT.

Can you think of any other ways we could be consulting and engaging with you that are not in the SCI?

- There is not always updated information on current planning applications in Fareham Today - what is happening with the Newlands Farm application - no comment for some time. Please ensure regular updates in Fareham Today, even if nothing to report.
- Have a noticeboard of council developments and projects more visible in Fareham.
- Email would be helpful - subscribe to an area or something for notifications
- Web pages and documents in plain English rather than complicated planning words
- mail is good, but generally too much information is off putting. Keep to short bullet points in summary format, with links to extended info for those who wish to look at more info. Use more graphical information such as maps
- Facebook and Twitter
- Facebook and twitter
- I think the methods of engagement are good. I do however, feel the quality of that engagement can be improved.
- It would be really helpful for a leaflet or letter to be sent to all addresses in the community explaining the SCI. I am aware only because I have received your email and I am computer literate but I know of a number of my neighbours and friends that are not and they are definitely not aware of this or even have any knowledge that it exists.
- Ongoing information to be sent re planning decisions
- A clear phone number on your website where people can phone in with questions or comments. It's not obvious if this is possible? Use Streetlife, which a number of people are signed up to.
- We could do with a progress update page on the council web site where the current status of each significant project that is proposed can summarised. For example, we have attended meetings concerning the possible Newlands Farm development

but don't know the up to date status. We have seen exhibits about the Stubbington bypass but don't know the status today. It would be a place to state the likely completion dates of the various ongoing road improvements too.

- I think that the Council have pretty much covered all the bases. At some point the local people must take responsibility for finding out what is happening within their community so long as that information is easily accessible.
- No.....it seems to work well
- A regular printed publication which would obviously cost money from an already limited budget, but in my opinion would be a good use of funding.
- No, very comprehensive.
- Perhaps publicise the SCI in displays in the shopping centre and communal areas outside to raise awareness of it- if you can raise awareness to those currently unaware that it exists might increase feedback and interest
- Using social media is a cost-effective way of engaging residents and should therefore be used for large housing schemes as well.
- Twitter?
- Local societies, such as the Portchester Society and the Civic Society have a membership that is captive and probably not aware of much council work. What about officially asking them to spread the word?
- Very reasonably covered in my opinion
- Other than going through the web there is no 'visual' record the 'latest' planning applications received.
- In the past planning application would be published in the local papers but that approach now seems to have been lost. The problem is that unless I am adjacent to the site and miss the yellow street notices I am unlikely to know that a planning application has been made even though it may be very close to my property. It would help if the Council could make it easier to find new planning applications. Perhaps the Council's web site could be improved to make it easier to find new planning applications. New planning applications could also be displayed on local notice boards and in public buildings or even supermarkets which we probably visit more than public buildings. I appreciate that the e-panel proposal may address the above but unless you are on the panel the point remains unresolved.
- No, it seems very comprehensive.

Is there anything that you don't understand in the SCI? (please give the paragraph numbers if you can)

- No, but I didn't read all of it, because I lost interest
- Most of the document is far too complicated
- 10.3 what constitutes a duty in practical terms?
- 7.1 'Other spatial plans or statements e.g. PUSH Spatial Position Statement' What PUSH is is not made clear until further in the document and I can imagine that this would frustrate some people.
- I don't understand the relationship to PUSH and the new planned devolved area of Hampshire shortly to be rolled out?
- Yes, the involvement of PUSH has been mentioned but it is now clear how local people can influence the decision of this board. From a distance it looks like PUSH is now accountable to local people even though it has control of huge amounts of funding.
- No, although I didn't read every single page of the entire document due to its length.

Do you have any other comments about the SCI?

- CAT Team Meetings are usually chaired by the executive leader of the council who

effectively controls the agenda and debate. These meetings should have an independent chairperson if any genuine consultation is to take place at these meetings.

- Well written document. Good use of graphics.
- No it seems to comprehensively cover the subject matter
- I think that The CAT meetings are still by far the most valuable way of getting public response to new proposals, so I hope you keep these going
- I don't understand how, with all the consultations that took place, the vast majority of the Public were simply ignored when it came to Welbourne.
- It is too long and technical. The document needs to be short and in plain English to encourage people to read it and provide feedback.
- It seems clear and well-written.
- good visibility, clear guidance and well thought through
- Seems to give all round helpful approach
- A road near my house, in the last year-and-a-half, had three separate planning applications approved for more than twenty houses on sites where only three houses stood before. While the developers had adhered to the SCI, it seems unjust to me that in each instance it was only necessary that the developer consulted with the immediate neighbours to the site. Overall, I am pro-development. But I am also pro-community engagement. This is one example that will have a significant impact on the area - introducing 17 more families - but also set precedent for future developments in the area.
- Locks Heath does not have a great deal of land readily available for development and so this type of in-fill and increase in density will be common place. Residents should be able to see more transparent engagement in these instances also.
- It's good as long as this is carried out.
- I have engaged with a number of e-panel consultations in the last years. In many cases I feel they could be better designed as they often seem to be asking leading questions which could re-enforce existing policy decisions and political agenda's. They often fail to ask directly about the concerns I want to raise such that I need to use the comment fields. This document does not provide any insight to the process of designing the consultations to ensure it uses best research practices and the over-sight mechanisms to ensure it is balanced.
- This is very useful to note especially Appendix E: Neighbourhood Plans are a way of local residents being able to make their views known and for them to be taken into consideration. However, I am extremely concerned that the Strawberry Fields development which was granted before I moved into the area in 2012 from Birmingham has large blocks of flats very close to the bungalow properties on Brook Lane which are extremely intrusive and one block in particular must have looked good on the plans but stands out as an eyesore and can be very easily seen from Brook Lane/Barnes Lane, it is very noticeable and not in keeping with the area at all. I am aware that the residents of the bungalows whose gardens backed onto the development did object very strongly to the large development and particularly with regard to blocks of flats being at the bottom of their gardens but they have still been built despite strong objections. It would have been much more in keeping with the area if low rise ho
- Give an Executive Summary of the main points. It's very long. Who do you plan to share this with, and how?
- It seems comprehensive and well produced.
- Could appendix C be spread over two pages in order that a larger type point could be used to make it easier to read.
- It works well.
- very detailed and clear
- Although para 5.1f refers to small exhibitions in the Fareham Shopping Centre, I

cannot recall seeing any such events. A good initiative but please make any such events stand out. Para 5.1h refers to phone surveys by third parties; I trust that any such party respects the Telephone Preference Service database and does not add to the number of nuisance calls received by people.

- It seems very comprehensive
- I have two comments only. Page 6 item G, refers to CAT meetings as being typically a one topic only meeting? I understood these were broader meetings including E.G. Hants Police updates and other items as appropriate. My experience of these has been as such, and I feel they should be regarded as a broad direct communication vehicle for the whole of FBC, and not just the planning department?
- Page 12, paragraph 11.2 a typo. " the Council may decide to not to accept the application until it has been done." should read as "..... the Council may decide to not accept the application until it has been done."
- Excellent document, albeit a little long.
- As above why not have displays in the town centre to update in some of the key decisions taken or major developments in the town eg what is the latest on welborne, the roadworks on A27 etc
- Consultations are all well and good, but it is acting on what the public wish the council are lacking in
- Very unconvinced about Neighbourhood Plans having any impact, especially bearing in mind they specifically can NOT block developments. Rather unlikely to get residents involved, if no real impact.
- Some planned projects i.e the new electricity cable from France near Solent Breezes that will impact the environment does not seem to be in the remit of Fareham Council
- The document is clear and reasonably understandable considering the difficulties within the material.
- I do feel a good deal of work has gone into it.
- In Para 11.5 it states that "..... comments and views are welcomed." I cannot find any reference to public comments on Planning Applications having any relevance either to the Officers OR the Planning Committee. Where "comments and views" are given, and the vast majority of respondents are in favour of an application, why do a VERY small minority have an disproportionate say on the decision reached?
- 1. It is interesting to know of its existence. 2. However, being extremely pedantic, the one thing I did spot was a series of very minor typos. Forgive me if this is too insignificant to mention, but I will do anyway in case anyone feels it's worth correcting them: - In 2.1, there seems to be inconsistent punctuation at the end of bullet-points (some are semi-colons, some are full-stops). - In 6.1, 'The Council' is used as if it's plural, whereas it's singular everywhere else - so I think it should read "The Council keeps and maintains ..." - In 9.0 and in Appendix A and in the Glossary, the word Co-operate in 'Duty to Co-operate' is inconsistently hyphenated - sometimes with a hyphen and sometimes without. Personally, I would opt for using the hyphen! Apologies for being so pedantic!

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 06 March 2017

Portfolio:	Policy and Resources
Subject:	Extension of Contract for Gas Servicing and Boiler Replacement.
Report of:	Director of Finance and Resources
Strategy/Policy:	Corporate Strategy
Corporate Objective:	Safe and healthy place to live and work.

Purpose:

This report recommends that the Executive approves the extension of the existing contract for Gas Servicing and Boiler Replacement for the Councils property portfolio for fourteen months, following which it is to be subject to a competitive tender.

Executive summary:

The Council has a statutory duty to manage gas appliances within its property portfolio and this service is currently contracted to TSG Building Services.

The contract expired on the 28 February 2017 and the Executive is requested to consider extending this by fourteen months whilst a new model for service delivery is developed and subjected to a competitive tender.

Recommendation/Recommended Option:

That the Executive approves the existing contract with TSG Building Services Ltd be extended until 30 April 2018.

Reason:

To allow continuity of services whilst a new model of service delivery is developed prior to the service being subjected to a competitive tender.

Cost of proposals:

All costs of this proposal will be contained within existing revenue budgets.

Appendices: None.

Background papers: None

Reference papers: None.

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	06 March 2017
Subject:	Extension of Contract for Gas Servicing and Boiler Replacement.
Briefing by:	Director of Finance and Resources
Portfolio:	Policy and Resources

INTRODUCTION

1. In January 2011 the Executive approved the award of a five year contract to TSG Building Services Ltd to undertake gas servicing, boiler repairs and boiler replacements across the Council's property portfolio including domestic, public and commercial properties.
2. The original agreement contained within it an option to extend the contract for a further two years subject to the satisfactory performance of the contract.
3. In February 2015, the Executive approved the triggering of the extension clause and as such the contract was extended and concluded on 01 March 2017. The current contract has therefore expired but both parties have agreed to operate under the existing terms pending a decision on the future of the contract.

PROPOSAL

4. The Council's responsive repairs team has been reviewed using the Vanguard method and as a result working arrangements have changed with the emphasis now focussed on "what matters" to customers. Consequently, it is intended to prepare a new model for service delivery and specification for the gas servicing contract and to then re-tender the contract to ensure that the successful contractor provides the service in a way that more effectively meets the need of the customer.
5. This desire to formulate a new delivery method has resulted in a period of up to fourteen months between the expiry of the existing contract with TSG and the appointment of a new provider for this service.
6. A start date for the new provider of 1st May 2018 will also allow a handover during the non-heating season when demand on this contract is reduced.
7. The Executive is therefore requested to consider extending the existing arrangements with TSG Building Services for a further fourteen months to maintain continuity of service whilst a new model is developed and subjected to a competitive tender process.

CONTRACTOR PERFORMANCE

8. In considering the original two year extension to the contract, the Executive considered the performance of the TSG Building Service Ltd and concluded that this was satisfactory. Their performance over the last two years has maintained a satisfactory standard, and officers have no concerns about extending the arrangement for a further period.

FINANCIAL IMPLICATIONS

9. This contract is funded from the existing Housing Revenue Account for Council Housing properties and from the General Fund revenue budgets for other Council owned properties including the Civic Offices, Ferneham Hall and the Depot.
10. Over the twelve month period of the proposed contract extension the value of the works is circa £550k.

CONCLUSION

11. The Council has a statutory duty to manage gas appliances within its property portfolio.
12. The existing contractual arrangement with TSG Building Services has expired and it is recommended that this be extended by fourteen months to ensure continuity of service and compliance with legislation whilst a new model for service delivery is developed and subjected to a competitive tender.

Enquiries:

For further information on this report please contact Gareth Satherley. (Ext 4476)

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 06 March 2017

Portfolio:	Policy & Resources
Subject:	Daedalus 100 Event
Report of:	Director of Finance & Resources
Strategy/Policy:	N/A
Corporate Objective:	Strong and Inclusive Communities

Purpose:

To provide proposals for the event to commemorate the 100th anniversary of flying from Daedalus.

Executive summary:

This report provides an outline Event Management Plan for the event to commemorate the 100th anniversary of flying from Daedalus. The event offers an opportunity to promote the new airport at Daedalus to the flying community and provides an important marker to contrast “old” and “new” and to encourage increased use of the airport.

In view of the constraints highlighted in the report, Daedalus 100 will be promoted as a community event with an aviation theme. The target audience will be families in the local community and surrounding areas and flying enthusiasts with an interest in historic aircraft.

The event will be held on Saturday 16 September between 10am and 4pm and will include a static display of historic aircraft and community activities including, fairground, children’s activities and trade stalls with an aviation theme.

In order to proceed with the event, the approval of the Fareham & Gosport Safety Advisory Group will be required.

Recommendation/Recommended Option:

That the Executive approve the outline Event Management Plan for Daedalus 100.

Reason:

To obtain approval to proceed with the organisation of a community event to commemorate the 100th anniversary of flying from Daedalus.

Cost of proposals:

It is anticipated that the cost of organising the event can be met from the budget of £16,000 allocated by the Executive for the Daedalus 100 Event.

Appendices: None

**Background papers: Report to the Executive – 5 December 2016 – Daedalus
Anniversary Events**

Reference papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	06 March 2017
Subject:	Daedalus 100 Event
Briefing by:	Director of Finance
Portfolio:	Policy & Resources

INTRODUCTION

1. At the meeting on 5 December the Executive resolved that a multi-agency working group be established, chaired by Cllr Cartwright, to coordinate events to commemorate the 100th anniversary of flying from Daedalus in 2017 and the 75th anniversary of D-Day in 2019.
2. This report provides an outline Event Management Plan for the event to commemorate the 100th anniversary of flying from Daedalus. The event offers an opportunity to promote the new airport at Daedalus to the flying community and provides an important marker to contrast “old” and “new” and to encourage increased use of the airport.

EVENT OVERVIEW

3. The report to the Executive highlighted two key constraints in organising an event at the Solent Airport at Daedalus.
4. Firstly, the unfortunate air crash at Shoreham in August 2015 resulted in a major review of air shows by the Civil Aviation Authority. As a result, there are now significant restrictions on staging air-shows over populated areas. This event will not include aerial displays other than taking off and landing in accordance with the day to day operation of the airport. It will however include a static display of vintage aircraft.
5. Another constraint is the major building works taking place at Daedalus over the next few years which is likely to be at its peak in the summer of 2017. The construction works will have an impact on the overall appearance of the site and restrict the ability to accommodate large numbers of visitors and aircraft.
6. In view of these factors Daedalus 100 will be a community event with an aviation theme. The target audience will be families in the local community and surrounding areas and flying enthusiasts with an interest in historic aircraft.

7. The event will be held on Saturday 16 September 2017 between 10 am and 4pm. The event coincides with the Battle of Britain weekend but there are no known large scale local events planned in the area on this date.
8. An area has been designated in the south eastern corner of the airfield that provides good transport links, car parking and controlled public access onto the airfield for the community activities.
9. The event will be organised by the Fareham Borough Council Leisure Events team who will be responsible for preparing the event management plan. Regional & City Airports (RCA), who are the airport operators, will assist with the organisation and management of the event.

EVENT DETAILS

10. The following provides an overview of the two key elements of the event:
 - i. RCA will coordinate a static display of vintage aircraft in conjunction with Lee Flying Association, Phoenix Flying Club, Hampshire Aeroplane Club, Solent Microlight Club and other interested parties on the airport. There will also be front cabins of aircraft available for people to sit in.

Static aircraft will be positioned either side of the old runway behind a fence but the public will be able to gain a close up view and take pictures. The aircraft will be positioned prior to the event opening to the public, by qualified aircraft handlers, and cannot then be removed until the gates have closed to the public.

Throughout the public hours of the event these aircraft will have staff or crew with them to communicate with the public and provide information about the aircraft. Within the designated zone there is capacity for circa 30 aircraft.

- ii. Fareham Borough Council will coordinate the community events which will consist of funfair, bouncy castle, children's activities, catering, stalls and side shows.

This zone will also include an area for trade aviation related stalls and community interest groups with an aviation theme. A large marquee will be erected to accommodate these activities.

CAPACITY & CONTROL

11. RCA will coordinate flights in and out of the airport and control all airside activities including the administration of landing fees and parking for aircraft.
12. The intention will be that landing fees will be waived for all vintage aircraft (warbirds) at the discretion of RCA. There will be no general public access to the operational areas at any time.
13. Car parking will be located on the airfield site on the area of runway adjacent to the MCA building (subject to MCA approval). Access will be via the adjacent gate onto the airfield and this will be the point of all public access to the event.

14. In consideration of the car parking capacity and safe supervision of general public in close proximity to air side activities, the maximum capacity for event attendance is 2500. It is anticipated that there will be an additional 200 personnel attending who will be involved with the organisation of the event.
15. In order to control numbers attending the event, access will be by ticket only, at a cost of £5 for a family of 4, £2 for adults and £1 for children. Tickets will be sold via the ticket office at Ferneham Hall.

COMMUNICATIONS

16. Fareham Borough Council's Communications team will be responsible for the production and distribution of publicity material for the event. A communications plan will be prepared by the team and updated as different items are agreed, and when details of the event arrangements are progressed.

FINANCIAL IMPLICATIONS

17. At this stage of event planning, costs are still being obtained but it is envisaged that the event can be staged within the existing budget made available by Fareham Borough Council.
18. At this stage there have been no other offers of funding for the event but this may materialise as the event organisation progresses. There will be some income from the sale of tickets and concessions to help offset the costs.

CONCLUSION

19. This document provides a broad overview of the event. Subject to the Executive approving the outline event plan, a sub group will be formed to coordinate the organisation of the event. This will include preparation of a detailed event management plan which will need to be submitted to the Safety Advisory Group for approval.
20. Interested parties such as the Maritime and Coastguard Agency (providing emergency rescue services from the airfield), along with the Homes and Communities Agency, Gosport Borough Council and Hampshire County Council will all be consulted about the arrangements for the event.

Enquiries:

For further information on this report please contact Mark Bowler (Ext 4420)

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 06 March 2017

Portfolio:	Policy & Resources
Subject:	Citizen of Honour
Report of:	Director of Finance and Resources
Strategy/Policy:	Community
Corporate Objective:	To support the people and communities of the Borough to take a full part in society.

Purpose:

This report presents nominations for consideration under the Council's annual Citizen of Honour and Young Citizen of Honour Awards 2017.

Executive summary:

The Citizen of Honour Award was introduced in November 1996. Five years later, the scheme was extended to recognise the efforts of younger residents under the age of 18 through the Young Person of the Year Award.

Over the last 20 years, the award has honoured 83 residents of the Borough, with nominations being received from all areas of Fareham.

This year, the Council has received 31 nominations overall. There are 19 nominations for the Citizen of Honour Award, 8 nominations for the Young Citizen of the Year Award (12-17 year olds), and 4 nominations for the Young Citizen of the Year Award (4-11 year olds).

In order to encourage resident participation in future years, those who put someone forward for nomination this year, will be invited to do so again next year if their candidate does not win the 2017 award. The Executive reserves the right to increase the number of candidates who are honoured in future awards, provided a higher number of nominations are received.

Recommendation/Recommended Option:

That the Executive approves:

- (a) that no more than four candidates are selected from the attached nominations to be formally recognised as Citizens of Honour 2017;
- (b) that no more than two candidates are selected from the attached nominations as Young Citizens of the Year (12-17 year olds); and
- (c) that no more than two candidates are selected from the attached nominations as Young Citizens of the Year (4-11 year olds).

Reason:

The Citizen of Honour and Young Citizen of the Year Awards are valuable initiatives for rewarding local residents for their community service and for recognising the important contribution and difference that they have made to the lives of others. The Young Citizen of Honour category also recognises young people who have overcome severe personal difficulties or who give up their time to care for family or friends.

Cost of proposals:

All costs will be met through existing resources attached to this initiative.

Appendices:

**Appendix A – Confidential: Citizen of Honour
Nominations 2017
Ages 18+**

**Appendix B – Confidential: Young Citizen of Honour
Nominations 2017
Ages 12 - 17**

**Appendix C - Confidential: Young Citizen of Honour
Nominations 2017
Ages 4 - 11**

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date:	06 March 2017
Subject:	Citizen of Honour
Briefing by:	Director of Finance and Resources
Portfolio:	Policy and Resources

INTRODUCTION

1. The Citizen of Honour Award was initially introduced by the former Grants Sub-Committee on 25 November 1996. The Young Citizen of the Year Award was introduced in 2001.
2. The primary reason for the awards is to show the Council's gratitude in recognition of the voluntary, unpaid service to the community made by up to four adult Borough residents and two young Borough residents aged 12-17. The awards also recognise two young residents aged 4-11 who have shown bravery in their lives, or have helped other people.
3. To demonstrate the importance and distinction of these awards, they are presented to the winners at the Mayor Making ceremony each year by the outgoing Mayor.
4. The award winners and their guests are then invited to a private reception, held in their honour, in the Mayor's Parlour, on a date after Mayor Making, where the new Mayor presents each person with their Citizen of Honour certificate. The award winners are also asked to sign the Roll of Honour and their names are added to the Citizen of Honour/Young Citizen of the Year awards list displayed in the Customer Service Centre at the Civic Offices
5. In previous years, the winners of the Young Citizen of the Year Awards have been invited to accompany the Mayor at the official switching on of Fareham's Christmas lights in the year of the award.

PUBLICITY AND PROMOTION

6. In order to encourage greater participation in the scheme a marketing campaign was put in place. A 'superhero' theme was used to promote the awards through a range of different communication channels both online and offline.
7. A letter to explain the scheme and encourage people to nominate others, along with leaflets and posters, was sent to community centres, churches, schools, libraries and local community and sport groups.

8. The awards were promoted on Council Connect, including posters, and a video was shown on the two screens at various points in the run up to the closing date. The video was also shown on the screens in the reception area of the council.
9. A message promoting the awards was sent to the E-panel database which has around 2000 members.
10. Various 'Tweets' and 'Posts' were placed on Twitter and Facebook. Posts on Facebook were boosted and targeted those who are 'friends' with the Council on the site, as well as those that are 'friends' with them.
11. One Community helped to promote the awards through their newsletters and channels.
12. Sixteen large posters were displayed on bus shelters along Newgate Lane and in the town centre.
13. The awards were featured at various points in the local press such as The News, Daily Echo, Meon Valley News and Forget Me Not magazine.
14. All information about the scheme is on the Council's website and was shown on the main story rotator on the landing page at various points throughout the campaign.

NOMINATIONS FOR THE 2016 AWARDS

15. This year, the Council has received 31 nominations overall. There are 19 nominations for the Citizen of Honour Award, 8 nominations for the Young Citizen of the Year Award (12-17 year olds), and 4 nominations for the Young Citizen of the Year Award (4-11 year olds).
16. In order to encourage resident participation in future years, those who put someone forward for nomination this year, will be invited to do so again next year, if their candidate does not win the 2017 award. The Executive reserves the right to increase the number of candidates who are honoured in future awards, provided a higher number of nominations are received.

OFFICIAL PRESENTATION OF AWARDS

17. In order to retain the profile of the awards, they will continue to be presented during the Annual Council Meeting, before the commencement of the Mayor Making Ceremony in May this year. The winners will also receive invitations to the Mayor Making lunch and to a reception in the Mayor's Parlour, where the Roll of Honour will be signed and certificates will be presented.

FORMAL DECORATIONS

18. The official award presented to the winners of each of the categories will continue to be an enamelled pin decoration, engraved with the winner's name, and a framed certificate. In addition to the pin and certificate, an engraved shield and £15 in gift vouchers will be awarded to each Young Citizen of the Year. Family pantomime tickets for the Gala Performance at Ferneham Hall will be given to all winners. To retain the status and importance of the scheme, the shield will be kept in the trophy cabinet within the Customer Services Centre at the Civic Offices.

OFFICIAL CITIZEN OF HONOUR DUTIES

19. The winners of each of the awards are invited to a number of civic functions as guests of the Mayor. Currently these are the annual Civic Service, the Remembrance Day service and any special or ad-hoc events that may be arranged in the year of the award.
20. All award winners will also be given family tickets to the Gala Performance of the pantomime at Ferneham Hall and will be invited to meet the cast or to attend an alternative performance if they wish.

FINANCIAL IMPLICATIONS

21. The funding of this awards scheme will continue to be met from resources allocated within the Civic Events budget.

PROPOSAL

22. The Executive is requested to consider all the nominations as presented and select up to four successful candidates to be formally recognised as Citizens of Honour 2017, up to two young people aged between 12 and 17, and two aged between 4 and 11 to be recognised as Young Citizens of the Year for 2017.

RISK ASSESSMENT

23. There are no significant risk considerations in relation to this report.

CONCLUSION

24. Since their inception, the Citizen of Honour and Young Citizen of the Year award schemes have recognised the tremendous voluntary work and selfless, courageous acts performed by local residents of Fareham.
25. This report presents the nominations received for the Citizen of Honour and Young Citizen of the Year awards 2017 and requests that the Executive considers and selects the winning nominees.

Enquiries:

For further information on this report please contact Becca Bennett (Ext 4609)

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Agenda Item 11(1)

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